



Trustees' Annual Report for the period 1st August 2020 to 31st July 2021

Section A – Reference and administration details

Charity name: Warwickshire French Complementary School

Other names the Charity is known by: La petite école de Marianne

Registered Charity Number 1166105

Charity principal address: 10 Lutterworth Road CV230QE Pailton

Name of Charity trustees for the period:

Trustee Name	Office (if Any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee
Anne-Claire Bennion	Treasurer	From Oct 2017	Left on 24th Sept 2020
Alison Talué	Chair	From Dec 2019	Left on 24th Sept 2020
Claire Ceruti	Vice-treasurer	From 28 th Sept 2019	First Member.
	Treasurer	From Sept 2020	Appointed treasurer on 24 th Sept 2020 by newly elected board

Benjamin Qader	Vice-Chair	From Sept 2020	Appointed by members at General Assembly Meeting on 24 th Sept 2020
Karine Jecty	Secretary and Vice Treasurer	From Sept 2020	Appointed by members at General Assembly Meeting on 24 th Sept 2020
Gildas Delbeke	Secretary	From Sept 2020	Appointed by members at General Assembly Meeting on 24 th Sept 2020
Clement Monin	Chair	From Sept 2020	Appointed by members at General Assembly Meeting on 24 th Sept 2020

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Section B - Structure, Governance and Management

Type of governing document: Constitution

Type of charitable organisation: CIO

Trustee selection method: Elected by members during AGM meetings

Additional governance issues:

All Trustees give their time on a voluntary basis and receive no remuneration or benefit of any kind. All trustees are appointed for a term of three years by a resolution passed at the annual General Meeting. New trustees are being inducted by the existing Committee members.

A Child Protection Policy is in place.

An Office Manager consultant has been contracted to support the organization day to day management on 17th July 2020.

DBS checks are obtained for Trustees, Teachers, teaching assistants and volunteers.

La petite école de Marianne (Warwickshire French Complementary School) has renewed its membership to "Association Parapluie FLAM" (Registered Charity number 1156089) which provides training and guidance to the Charity and supports collaborations with other similar Saturday French complementary schools in the UK.

Section C - Objectives and activities

The objectives of La petite école de Marianne (Warwickshire French Complementary School) are to enable French speaking children living in Warwickshire, to use and keep developing their linguistic capabilities as well as their affinity with and knowledge of French culture in an extracurricular environment.

The children are able to complement their education, received during the week in traditional English school settings, by following a structured curriculum inspired by and based on the learning objectives established by the French Education Ministry (Education Nationale).

The school is aimed at children aged 4 to about 14 years old.

The CIO also aims to be a meeting point and sharing environment for French speaking families through the provision of various activities, such as:

- A toddler group for children under 4 years old
- A Library
- Parties, cultural and gastronomical events throughout the year

Section D – Achievement and performance

August 2020-July 2021 was our fifth year of existence as a school

This year was a challenging year due to the Covid 19 outbreak for which the school had to adapt by offering on-line services however we are pleased to advise the following achievements:

- In September 2020, we still had 9 classes for children aged 4 to 15 years old held on-line through Zoom sessions on Saturday mornings. At the exception of the toddler group and reception class which were 30 min and 45 min long, the classes were 1h long.
- 60 children were registered in the classes throughout the school year. The virtual classes were at reasonable capacity.

The classes were focusing on helping the students develop their French speaking, listening, reading and writing skills. We had a Teaching Coordinator amongst the teachers whose role was to make sure that the course content was consistent across the classes and that the teachers received the support they needed.

- The playgroup, called « La Ronde des Mots », had 6 children aged 0 to 4-year-old registered throughout the year. On Saturday mornings between 11.00 am and 11.30am, a teacher offered one 30 minutes session where children and their parents could hear stories, sing and do some craft activities in French.
- In order to promote social interaction with our members, we have offered entertainment and created an exchange area. Throughout the year, we have organised several virtual social events as follows:
 - A quiz night was organized on the 19/11/2020 and on the 29/04/2021 We had around 15 to 20 people joining in each time.
 - A drawing game night was organized on the 28/01/2021.

Section E – Financial review

The Charity's overheads such as the teachers' fees, the rental cost of the Zoom licenses, insurance and general management fees (telephone, internet, training sessions, seminars etc.) are being funded by the membership fees paid annually by the members and the tuition fees paid by the students. Every year, the school fees are determined at the lowest possible level required to maintain operational expenditures.

However, this year exceptional circumstances leading to a reduced number of members and students, this led to a greatly reduced income.

To cover the purchase of equipment, books, school supplies and to fund any other project, the Charity usually raises funds through some fundraising activities including grant applications and fundraising events.

This year we received £3300GBP from the French Government sponsored scheme AEFE

Section F – Declaration

The trustees declare that they have approved the trustees' report above

Signed on the behalf of the Charity's trustees

Signature:



Full name: Clement Monin

Position: Chair

Date: 30 September 2021



Warwickshire French Complimentary School
LA PETITE ECOLE DE MARIANNE

INCOME & EXPENDITURE ACCOUNTS

12 months to 31st July 2021

12 months to 31st July 2020

	2021		2020	
	£	£	£	£
OPENING BANK / CASH		42,254.59		39,304.77
INCOME				
Membership Fees				
Frais-de-scolarité	20,819.00		24,582.00	
Playgroup	1,004.00		2,002.50	
Library Use	80.00		110.00	
Pre-adhesion	1,637.50		1,205.00	
Other Income	201.00			
Fees		23,741.50		27,899.50
Miscellaneous Income -				
Grants	3,392.12		2,562.02	
Activity Income	200.60		130.00	
Bank Interest on savings account	200.00		0.35	
Donations			643.91	
Total	3,792.72		3,336.28	

adjustment to income to correct accounts

TOTAL MISCELLANEOUS INCOME **3,792.72** **3,336.28**

TOTAL INCOME **27,534.22** **31,235.78**

EXPENDITURE				
Staffing Costs	18,554.40		15,169.20	
PAYE - NIC Ers				
EA Allowance				
Recruitment Costs	114.00			
Classroom Purchases	105.58		771.65	
Equipment			249.17	
General Purchases	14.98		208.72	
Playgroup Purchases	16.44		24.16	
Activity Costs	100.80		1,070.49	
Gifts	225.08		174.58	
Meeting Purchases			179.00	
Advertising	84.78		89.97	
Printing Postage & Stationery	123.98			
Bank Chgs	0.85		2.53	
Rent			8,550.00	
Insurance	584.00		574.00	
Independant Examiners Fees	250.00		168.00	
Accounts support and Payroll			98.05	
Subscriptions	8.00			
Software - Zoom fees	633.16			
Telephone Charges			296.04	
Training courses	146.10		88.00	
DBS Checks	59.20		118.40	

Total Expenditure **21,021.35** **27,831.96**

Surplus/(Deficit) **48,767.46** **42,708.59**

CLOSING BANK + CASH BALANCES **43,893.47** **42,254.59**

AUDIT REPORT

I have carried out an audit of the above Income & Expenditure Account and confirm that it is in agreement with the accounting records of In common with organisations of this size I have relied on statements and explanations given to me by the officers of the school for verification.

Hon. Auditor	<i>Diane Clifton</i>	CLIF01	ACIE	CLIF01	ACIE
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LA PETITE ECOLE DE MARIANNE
INCOME & EXPENDITURE ACCOUNT YEAR TO 31st JULY 2021

	2021	2020
INCOME		
Fees	23,741.50	31,235.43
Miscellaneous Income - Grants and other Income	3,592.72	
Bank Interest on savings account	200.00	0.35
Total	27,534.22	0.35
Fund raising Profits		
TOTAL	27,534.22	0.35
TOTAL INCOME	27,534.22	31,235.78

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TRADING SURPLUS/(DEFICIT)	6,512.87	3,403.82

Warwickshire French Complimentary School
LA PETITE ECOLE DE MARIANNE

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