



## Trustees' Annual Report for the period 1st August 2021 to 31st July 2022

### 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
Claire Ceruti	Vice-treasurer Treasurer	From Oct 2021	Re-Appointed by members at General Assembly Meeting on 14 <sup>th</sup> Oct 2021
Benjamin Qader	Vice-Chair	From Oct 2021	Re-Appointed by members at General Assembly Meeting on 14 <sup>th</sup> Oct 2021
Karine Jecty	Secretary and Vice Treasurer	From Oct 2021	Re-Appointed by members at General Assembly Meeting on 14 <sup>th</sup> Oct 2021
Gildas Delbeke	Secretary	From Oct 2021	Re-Appointed by members at General Assembly Meeting on 14 <sup>th</sup> Oct 2021
Clement Monin	Chair	From Oct 2021	Re-Appointed by members at General Assembly Meeting on 14 <sup>th</sup> Oct 2021

Noting that Karine Jecty expressed the wish to step down at the end of her term.

## 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 6<sup>th</sup> September 2021.

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 2021-July 2022 was our sixth year of existence as a school.

This year was a challenging year still due to the Covid 19 outbreak restriction however we have managed to come back in the classroom in new premises at Cubbington C of E Primary School, Church Hill, Cubbington Warwickshire ,CV32 7JY.

We were able to resume to more "normal" activities and are pleased to report the following:

- In September 2021, we had 6 classes for children aged 4 to 15 years old held in classrooms on Saturday mornings for 2.5 hours at the exception of the toddler group which were 2 sessions of 35 min each for two distinct groups.
- 76 children were registered in the classes throughout the school year and 20 children for the toddler group.  
The classes were focusing on helping the students develop their French speaking, listening, reading and writing skills. We had a Teaching Coordinator consultant 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 Teaching coordinator left at the end of the year and a replacement has been organized for a smooth transition.
- The playgroup, called « La Ronde des Mots », had up to 20 children aged 0 to 4-year-old registered throughout the year. On Saturday mornings between 9.35 and 10.10am and 10.25 to 11am an animator consultant offered one 30 minutes session where children and their parents could hear stories, sing and do some craft activities in French.
- During the year as covid restriction relaxed we have been able to re-open the library and then later the "coffee corner".
- 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 social events as follows:
  - As mentioned above we have reopened the library and the coffee corner.
  - A Christmas party has been organized and family picknick in a parc was organized in May where 21 families participated.
  - The pupils crafted 90 christmas card to be send to lone old people in care homes.
  - We facilitated the attendance of our members to a cultural show organized by the "Parapluie FLAM" in Birmingham.



## Section E – Financial review

The Charity's overheads such as the consulting-teachers' fees, the rental cost of premises, 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.

This year we were pleased, thanks to the return in real classroom, to report an increase in number of students and members.

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

This year no grant were applied nor received and thanks to the increase of members and students the financial year will finish slightly positive.

## 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: 23<sup>rd</sup> October 2022

Warwickshire French Complimentary School  
LA PETITE ECOLE DE MARIANNE

INCOME & EXPENDITURE ACCOUNTS

12 months to 31st July 2022

12 months to 31st July 2021

	2022		2021	
	£	£	£	£
<b>OPENING BANK / CASH</b>		<b>48,767.46</b>		<b>42,254.59</b>
<b>INCOME</b>				
<b>Membership Fees</b>				
Frais-de-scolarité	27,439.00		20,819.00	
Playgroup	2,050.00		1,004.00	
Library Use	200.00		80.00	
Pre-adhesion	363.00		1,637.50	
Other Income	1,011.68		201.00	
<b>Fees</b>		<b>31,063.68</b>		<b>23,741.50</b>
<b>Miscellaneous Income -</b>				
Grants			3,392.12	
Activity Income	430.75		200.60	
Bank Interest on savings account	0.03		200.00	
Donations				
<b>Total</b>		<b>430.78</b>		<b>3,792.72</b>
<b>TOTAL MISCELLANEOUS INCOME</b>		<b>430.78</b>		<b>3,792.72</b>
<b>TOTAL INCOME</b>		<b>31,494.46</b>		<b>27,534.22</b>
<b>EXPENDITURE</b>				
Staffing Costs	25,710.00		18,554.40	
Recruitment Costs			114.00	
Classroom Purchases	116.21		105.58	
Equipment	28.96			
General Purchases	93.29		14.98	
Playgroup Purchases			16.44	
Activity Costs	69.33		100.80	
Gifts	264.93		225.08	
Meeting Purchases				
Advertising	118.66		84.78	
Printing Postage & Stationery	1,411.64		123.98	
Bank Chgs	40.24		0.85	
Rent	8,560.00			
Insurance	336.71		584.00	
Independant Examiners Fees	182.00		250.00	
Subscriptions	86.34		8.00	
Software - Zoom fees			633.16	
Office Equipment	529.99			
Training courses	191.00		146.10	
DBS Checks	332.80		59.20	
<b>Total Expenditure</b>		<b>38,072.10</b>		<b>21,021.35</b>
<b>Surplus/(Deficit)</b>		<b>42,189.82</b>		<b>48,767.46</b>
<b>CLOSING BANK + CASH BALANCES</b>		<b>42,506.96</b>		<b>43,893.47</b>

**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 the school.  
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			
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**LA PETITE ECOLE DE MARIANNE**  
**INCOME & EXPENDITURE ACCOUNT YEAR TO 31st JULY 2022**

	<b>2022</b>	<b>2021</b>
<b>INCOME</b>		
<b>Fees</b>	<b>31,063.68</b>	<b>23,741.50</b>
<b>Miscellaneous Income -</b>		
Grants and other Income	430.75	3,592.72
Bank Interest on savings account	0.03	200.00
<b>Total</b>	<b>31,494.46</b>	<b>27,534.22</b>
<b>Fund raising Profits</b>		
<b>TOTAL</b>	<b>31,494.46</b>	<b>27,534.22</b>
<b>TOTAL INCOME</b>	<b>31,494.46</b>	<b>27,534.22</b>
<b>LA PETITE ECOLE DE MARIANNE</b>	<b>2022</b>	<b>2021</b>
<b>INCOME &amp; EXPENDITURE ACCOUNT YEAR TO 31st JULY 2021</b>	<b>£</b>	<b>£</b>
<b>EXPENDITURE</b>		
Staffing Costs	25,710.00	18,554.40
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DBS Checks	332.80	59.20
<b>TOTAL EXPENSES</b>	<b>38,072.10</b>	<b>21,021.35</b>
<b>TRADING SURPLUS/(DEFICIT)</b>	<b>- 6,577.64</b>	<b>6,512.87</b>

Warwickshire French Complimentary School  
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