



# Trustees' Annual Report for the period

Period start date			Period end date		
01	08	2020	31	07	2021

## Section A Reference and administration details

Charity name CZECH SCHOOL BERKSHIRE

Other names charity is known by

Registered charity number (if any) 1167861

Charity's principal address 12 STONEY ROAD

BRACKNELL

Postcode RG42 1XX

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	GABRIELA THOMAS	Chairman		Board of Trustees
2	GABRIELA THOMAS	Treasurer	16.11.2020 – 31.07.2021	Board of Trustees
3	MAGDALENA SRBKOVA	Treasurer	01.08.2020 – 15.11.2020	Board of Trustees
4	JAROMIR BILEK	Trustee	16.11.2020 – 31.7.2021	Board of Trustees
5	LUCIE FALLA	Secretary		Board of Trustees
6	PETRA WOODWARD	Trustee		Board of Trustees
7	ZDENKA SVOBODOVA	Trustee		Board of Trustees

### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year
n/a	

### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
n/a		

### Name of chief executive or names of senior staff members (Optional information)

Yvona Kantorova

## Section B Structure, governance, and management

### Description of the charity's trusts

Type of governing document (e.g., trust deed, constitution)	Constitution adopted on 23.10.2015
How the charity is constituted (e.g., trust, association, company)	CIO
Trustee selection methods (e.g., appointed by, elected by)	APPOINTED BY

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees.
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

Our charity has currently 5 Trustees who are responsible for the overall management and control of the charity. The Trustees work closely with its Managing Director, teachers, assistants, and volunteers.

On the 15<sup>th</sup> November 2020 Mrs. Magdalena Srbkova, a Trustee and a Treasurer resigned from both roles due to personal circumstances. With effect from 16<sup>th</sup> November 2020 Mrs. Gabriela Thomas was appointed as a new Treasurer by Board of Trustees.

On the 16<sup>th</sup> November 2020 Mr. Jaromir Bilek was appointed as a Trustee of Czech School Berkshire by Board of Trustees.

The charity employs 11 teachers and the Managing Director. Czech School Berkshire has approximately 30 volunteers who play a very important role in our charity. Volunteers contribute greatly during our school operations and cultural events. All employed teachers, Trustees, Managing Director, and volunteers are subject to DBS checks where required/appropriate prior their involvement in our charity. Our charity uses services of an accounting & payroll company and a DBS check agency.

New Trustees are appointed in accordance with the charity's governing document by ordinary resolution if the person is willing to act as a Trustee. New Trustees are appointed at our regular trustee's meetings. New Trustees are welcome to join our charity at any time through the year. As Trustees are involved in all school's operations and planning of additional events they meet regularly, at least once per 2 months during academic year. Urgent matters are dealt with by email.

The charity has adopted the following policies that are reviewed on a yearly basis:

Child Protection Policy  
Health and Safety Policy  
Volunteers Policy  
Equality and Diversity Policy  
GDPR privacy policy

Our charity cooperates with other Czech and Slovak schools in United

<p>Kingdom and is a member of Association of Czech and Slovak Schools in UK. Our school also closely cooperates with Czech Embassy in London, Ministry of Education of the Czech Republic, and Ministry of Foreign Affairs of The Czech Republic.</p> <p>The Trustees identified major risks to our school as follows:  Dependency on a set of 3 rental premises which are located very close to each other and where our school operations take place;  Cost of rental;  Possible future influence of Brexit on a number of pupils;  Departure of senior teachers;  Successful securing of qualified teaching members of staff;  Securing suitable candidates for Trustees to cover all aspects of operations, management, and administrative tasks.  Above identified risks were reviewed by Trustees and procedures are being established to manage the risks.</p> <p>Managing Director's responsibilities include mainly the overall management and supervision of the school's operations, administration of all sections of the organisation, leadership and supervision of all employed staff and volunteers. The Managing Director participates in strategic planning with Trustee's Board &amp; implementation of agreed plans, attends and reports to Trustee's Board as required.</p>	
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<b>Section C</b>	<b>Objectives and activities</b>
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<p><b>Summary of the objects of the charity set out in its governing document</b></p>	<p>The main purpose of Czech School Berkshire is to advance education for the public benefit in the language, history, geography, culture, and heritage of the Czech Republic.</p>
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**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

The Trustees have considered the Charity Commission's Guidance on public benefit and concluded that they fulfilled their duties in the light of that guidance.

Czech School Berkshire was established on 23.10.2015.  
Our school opened its doors for enrolment on the 24.01.2016.  
Our first teaching day & playgroup was on 07.02.2016  
Official Charity registration status was received on 27.06.2016

Our charity offers following:

- Czech & Slovak Sunday Preschool playgroup for children from 0-4 years old and their parents.
- Czech Sunday school for children 4-15 years old
- Czech Sunday tuition classes for adults
- Czech & Slovak cultural events through the year
- Czech children's library

Our teaching classes take place on Sundays, usually twice per month for 2 hours.

Classes take place in **The Oakwood Centre**, Headley Road, Headley Rd, Woodley, Reading RG5 4JZ and **Woodford Park Leisure Centre**, Haddon Drive, Woodley, Reading, RG5 4LY.

Classes are open to all children willing to learn Czech language regardless of their level. Children need to be enrolled for the classes and classes schedule operates on school terms basis, the number of students is limited by classes' capacity.

The Czech and Slovak playgroup setting is open for children from birth to 4-year-olds and their parents/carers.

The playgroup is running at the same time as teaching classes.

The playgroup takes place at **Coronation Hall**, Headley Rd, Woodley, Reading RG5 4JB.

Our playgroup is open to anyone with children in specified age group and operates on pay as you go system.

Our Czech tuition classes for adults are open to any adults wishing to learn Czech as a second language. The number of students is limited by class capacity.

In the autumn of 2020, the adults' classes took place at Woodford Park Leisure Centre, Haddon Drive, Woodley, Reading, RG5 4LY.

During the lockdown period in 2021 the classes continued online in order not to disrupt the continuity of learning. Later on both students and teachers agreed that the adult classes should only continue online in the future.

During the reporting period there were 3 adult classes available offering range of levels from complete beginners to advanced level.

All our classes are closely connected and are designed to be available at the same time to suit all family members' needs and very often involve participation of all members of individual families. Older children are studying in our children's classes, while younger sibling/s is/are with one or both parents in the playgroup setting or alternatively one of the parents is involved as a volunteer at school or playgroup setting during its duration.

We believe that attendance of Czech School Berkshire leads to strengthening of children's bilingual abilities and promotes awareness of their Czech background and roots, which in future might be important for their relationship with their families and the Czech Republic as a country. Czech School Berkshire offers families support in teaching children or adults' Czech language as a first/second language by providing them

with the environment where Czech language can be used, promoted and learnt.

The school also provides other culturally rich activities & national celebrations throughout its academic year, as these events provide students and other members of the community with many opportunities to understand the fundamentals of the Czech Republic's history, geography, and ethnic lifestyle.

Summary of activities organized during reporting period:

- 17 teaching Sundays for 83 pupils
- 17 teaching classes for 21 adult students
- 9 playgroups
- In October 2020 we organized a Halloween trail which took place at Loddon Hall, Twyford, Berkshire. The whole event was organized in accordance with the covid rules and restrictions valid at the time of the event. It was an evening of spooky fun for all our students and their siblings.
- In December 2020 we organised our traditional St Nicolas party, albeit on a lower scale than usual due to coronavirus restrictions. The whole event was organized in accordance with the covid rules and restrictions valid at the time of the event. St. Nicholas is a traditional Czech & Slovak pre-Christmas celebration. This event was attended by approximately 100 members of our community.
- In June 2021 our school together with the Slovak school Skolacik organized a traditional Children's Day celebration - an outdoor event full of fun activities for children. The event was a great success and was attended by 120 children from Czech and Slovak community.
- End of school year celebration took place in July 2021. We feel it's very important to recognize our students' hard work throughout the whole year. Therefore, every year we treat our students to a little gift in the form of a book or similar small gift along with an achievement certificate.
- At the beginning of July 2020, we organised a weekend community camping trip, which was enjoyed by 18 families. The event brought members of our community closer together. We enjoyed sitting at the campfire, singing, and chatting. Together with our children we had a chance to get to know better other families from our school.

Due to restrictions related to COVID-19 the following planned events had to be cancelled:

- o Playgroup sessions Autumn / Spring Term 2020
- o School 5<sup>th</sup> anniversary February 2021
- o Masopust celebration February 2021
- o Easter celebration March 2021
- o Brookwood cemetery Memorial Service – May 2021

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grant making;
- policy programme related investment;
- contribution made by volunteers.

Our volunteers form a very important part of our charity. During the reporting period we had approximately 30 volunteers, who contributed to running of all parts of our charity.

Our playgroup setting is entirely managed by volunteers. Volunteers also carry out an important role of teaching assistants in the individual classes. Volunteers support our teaching staff in the reception area and supervise safety of our students in the rented premises.

Our children's library is also run by volunteers.

Our Trustees appreciate that without support and huge contribution of our volunteers we would not be able to organize any of our cultural events which are attended by large volume of people.

## Section D

## Achievements and performance

## Section D Achievements and performance

### Summary of the main achievements of the charity during the year

During the reporting period our school offered 7 Czech teaching classrooms for children with total number of 83 pupils and 3 teaching classrooms for adults with the total number of 21:

- 17 teaching Sundays for 83 pupils
- 17 teaching classes for 21 adult students
- 9 playgroups

By the end of July 2021, the charity employed 11 teachers and a Managing Director.

Trustees believe that through the devotion and energy of all Trustees, Managing Director, teachers, volunteers, students, and their parents, together we managed to establish a well working team. Many students made progress in their learning and continue to strengthen their relationship with the community.

Trustees are especially proud to have been able to continue the teaching during the COVID-19 pandemic in spring & summer 2020 online via Microsoft Teams. The school management & teachers quickly and effectively aimed all their skills and resources at online teaching. Due to common effort the school successfully managed to provide its services to pupils and adult students during the part of spring term 2020 & summer term 2020.

Last but not least, our charity started a successful co-operation with Masaryk University in Brno, Czech Republic. A university student joined the charity as an internship student through Erasmus programme and spent 4 months at our school teaching one of school's younger classes as well as helping with general administration.

## Section E Financial review

### Brief statement of the charity's policy on reserves

Although Trustees did not establish an official policy on reserves during this period, they considered it crucial to set aside enough funds to cover the cost of at least one school term for all school operations.

### Details of any funds materially in deficit

n/a

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and

The charity activities for reporting period were mainly funded from tuition fees collected from its students with small contribution from fundraising activities & small donations.

During this reporting period our organisation received restricted grants from Ministry of Foreign Affairs and Ministry of Education of Czech Republic.

Czech Ministry of Foreign Affairs supported the following projects: Czech & Slovak Playgroup, Halloween celebration, St. Nicolas Celebration, Children's Day celebration, Family Camping, End of Year Celebration and our project of children's Czech library.

objectives including any ethical investment policy adopted.

Czech Ministry of Education supported our organisation with a grant for our school section.

## Section F Other optional information

### Future plans:

The Trustees intend to continue with their current strategy to maintain and improve the quality of provided education. The teachers and Trustees would like to develop structured methods for individual classes to ensure the curriculum followed is appropriate for all students and their individual level.

The Trustees would like to open another classroom for children aged 4 – 5 years who are starting a Reception class in September 2022, bringing the total number of classrooms to 10.

The Trustees will continue searching for new sources of finance to strengthen the financial position of the charity. The charity would like to attract more volunteers and teaching staff to offer its services to a larger volume of students and widen the areas of activities it provides for the community.


Finally, the charity would like to continue its co-operation with Universities across the Czech Republic to attract Czech university students to join the charity as internship students through a new internship programme replacing Erasmus+ programme (Since Brexit, which came into force on 31st of December 2020, the UK will no longer be participating in Erasmus+. From September 2021, the UK is replacing Erasmus+ with the Turing scheme, named after English mathematician, Alan Turing).



**Section G****Declaration**


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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	GABRIELA THOMAS	
Position (e.g., Secretary, Chair, etc)	CHAIRMAN	
Date	23/5/2022	

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	LUCIE FALLA	
Position (e.g., Secretary, Chair, etc)	TRUSTEE & SECRETARY	
Date	23/5/2022	

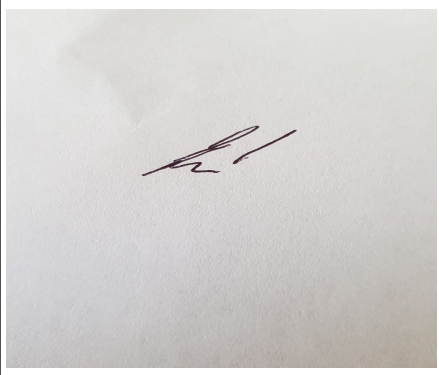
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ZDENKA SVOBODOVA	
Position (e.g., Secretary, Chair, etc)	TRUSTEE & TREASURER	
Date	23/5/2022	

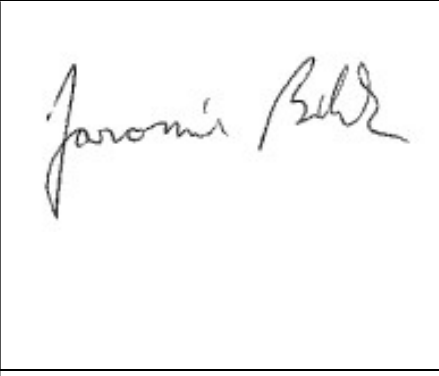
The trustees declare that they have approved the trustees' report above.

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	MAGDALENA SRBKOVA	
<b>Position (e.g., Secretary, Chair, etc)</b>	TRUSTEE	
<b>Date</b>	23/5/2022	

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

**Signed on behalf of the charity's trustees**

<b>Signature(s)</b>		
<b>Full name(s)</b>	JAROMIR BILEK	
<b>Position (e.g., Secretary, Chair, etc)</b>	TRUSTEE	
<b>Date</b>	23/5/2022	

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

**Signed on behalf of the charity's trustees**

**Signature(s)**

A handwritten signature in black ink, appearing to read 'Petra Woodward', is written in the left-hand box of the signature section.

**Full name(s)**

PETRA WOODWARD

**Position (e.g., Secretary, Chair,  
etc)**

TRUSTEE

**Date**

23/5/2022



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Czech School Berkshire

1167861

## Receipts and payments accounts

CC16a

For the period  
from

01/08/2020

To

31/07/2021

### Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
<b>A1 Receipts</b>					
Charitable Activities	16,491	-	-	16,491	18,343
Donations	514	-	-	514	257
Fundraising Events	666	-	-	666	1,579
Grant Income	-	11,022	-	11,022	5,031
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>17,671</b>	<b>11,022</b>	<b>-</b>	<b>28,692</b>	<b>25,211</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>17,671</b>	<b>11,022</b>	<b>-</b>	<b>28,692</b>	<b>25,211</b>
<b>A3 Payments</b>					
Charitable Activities	1,051	1,050	-	2,101	3,165
Staff Costs	8,756	6,872	-	15,628	13,294
Premises Rent	78	3,100	-	3,178	4,475
Cost of Fundraising Events	52	-	-	52	581
Management & Administration	1,949	-	-	1,949	1,853
Insurance	350	-	-	350	350
Bank Charges	8	-	-	8	31
Marketing & Promotions	815	-	-	815	710
	-	-	-	-	-
<b>Sub total</b>	<b>13,060</b>	<b>11,022</b>	<b>-</b>	<b>24,082</b>	<b>24,460</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>13,060</b>	<b>11,022</b>	<b>-</b>	<b>24,082</b>	<b>24,460</b>
<b>Net of receipts/(payments)</b>	<b>4,611</b>	<b>- 0</b>	<b>-</b>	<b>4,611</b>	<b>751</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>4,707</b>	<b>-</b>	<b>-</b>	<b>4,707</b>	<b>3,956</b>
<b>Cash funds this year end</b>	<b>9,318</b>	<b>- 0</b>	<b>-</b>	<b>9,318</b>	<b>4,707</b>

## Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B1 Cash funds</b>	Bank Account	9,032	-	-
	Cash Held	285	-	-
		-	-	-
	<b>Total cash funds</b>	<b>9,318</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
		Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	PAYE due	Unrestricted	123	October 2021
	Unpaid Wages	Unrestricted	329	Immediately
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	