



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	08	2021		31	07	2022

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		Board of Trustees
3	JAROMIR BILEK	Trustee		Board of Trustees
4	LUCIE FALLA	Trustee & Secretary		Board of Trustees
5	PETRA WOODWARD	Trustee		Board of Trustees
6	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 management

Structure, governance, and

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.

With effect from 16th November 2020 Mrs. Gabriela Thomas was appointed as a new Treasurer by Board of Trustees.

The charity employs 11 regular teachers, 3 supply teachers and a 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 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.

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.

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 & implementation of agreed plans, attends and reports to Trustee's Board as required.

Section C

Objectives and activities

Summary of the objects of the charity set out in its governing document

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.

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. Originally, the adults' classes took place at Woodford Park Leisure Centre, Haddon Drive, Woodley, Reading, RG5 4LY. Since 2021 the classes only take place online every week as both students and teachers are happy with this arrangement. During the reporting period there were 3 adult classes available offering range of levels from complete beginners to an 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 organised during reporting period:

- 17 teaching Sundays for 103 pupils
- 33 weekly online classes for 21 adult students
- 17 playgroups
- In November 2021 management organised a team building activity for the school teachers. Such activity always brings the team of teachers together since throughout the year they have little opportunity to meet and talk. The teachers have an opportunity to share their experience, discuss various issues that arise in classes and generally catch up.
- In December 2021 we organised our traditional St Nicolas party for our wide Czechoslovak community. St. Nicholas is a traditional Czech & Slovak pre-Christmas celebration with traditional food and drink, raffle, photo booth and much more. This event was attended by approximately 300 members of our community.
- In February 2022 we held our very first 'MASOPUST' event which is a very popular celebration that takes place before lent period. People celebrate the event by eating meat, sausages, and doughnuts, by dancing, taking part in a procession of merry masks and generally having a lot of fun. Both our students and their parents took part in this and the whole event had very positive feedback. Our school's aim is to hold this type of celebration every two years.
- Each year at the beginning of February we celebrate the school's anniversary and treat our students, teachers, and volunteers to a slice of birthday cake.
- In May 2022 a disco party for adult members of our community took place. Traditional Czech food and drink (most importantly famous Czech beer) were served and 'oldies' Czechoslovak music was played at the event.
- In June 2022 we had a very interesting visit from Czech Republic – a children's books author and her illustrator husband came to our school. They held an interactive talk in which they introduced their books. The talk was attended by all our students who enjoyed it immensely. Our school bought several books written and illustrated by these authors and gifted them to our students at the end of the school year.

- In June 2022 our school (together with the Slovak school Skolacik) organised 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.
- At the beginning of July 2022, we organised a weekend community camping trip, which was enjoyed by 24 families. This event always brings the members of our community closer together. We enjoy sitting at the campfire, singing, and chatting. Together with our children we have a chance to get to know better other families from our school.
- End of school year celebration took place in July 2022. 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 form of a book or similar small gift along with an achievement certificate.

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

Summary of the main achievements of the charity during the year

During the reporting period our school offered 9 Czech teaching classes for children with total number of 103 pupils and 3 teaching classes for adults with the total number of 21:

- 17 teaching Sundays for 103 pupils
- 33 weekly online classes for 21 adult students
- 17 playgroups

By the end of July 2022, the charity employed 11 regular teachers, 3 supply teachers, and a Managing Director.

Trustees believe that through the devotion and energy of all members of school – the trustees, Managing Director, teachers, volunteers, students, and their parents, an outstanding team has been established and maintained. Many students made progress in their learning and continue to strengthen their relationship within the community. Last but not least, several students sit annual exams in Czech schools in the Czech Republic to prove their knowledge of Czech language and our school helps them achieve their goals.

Trustees are especially proud to have modernised the school's teaching methods. The school transitioned from less effective bi-monthly teaching for adults to much more effective and convenient online weekly teaching.

Finally, our charity maintains a successful co-operation with various universities in the Czech Republic. University students are welcome to join our school as internship students through Erasmus programme (or similar programme for undergraduate

Section D

Achievements and performance

students).

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 objectives including any ethical investment policy

The charity activities for the 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, Masopust Celebration, St. Nicolas Celebration, School Disco party, Book author's visit, Children's Day celebration, Family Camping, End of Year Celebration and our project of children's Czech library.

Czech Ministry of Education supported our organisation with a

adopted.

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 an internship programme Erasmus+ programme (or similar programme available).

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)

Gabi Thomas

Full name(s)	GABRIELA THOMAS	
Position (e.g., Secretary, Chair, etc)	CHAIRMAN	
Date	17/5/2023	

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

17/5/2023

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

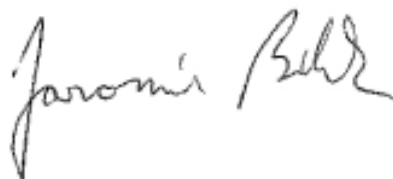
Date

17/5/2023

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

Signed on behalf of the charity's trustees

Signature(s)




Full name(s)

JAROMIR BILEK

Position (e.g., Secretary, Chair, etc)	TRUSTEE	
Date	17/5/2023	

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

Signed on behalf of the charity’s trustees

Signature(s)		
Full name(s)	PETRA WOODWARD	
Position (e.g., Secretary, Chair, etc)	TRUSTEE	
Date	17/5/2023	



Section A

Independent Examiner's Report

Report to the trustees	Czech School Berkshire		
On accounts for the year ended	31 July 2022	Charity no (if any)	1167861
Set out on pages	1-2		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 July 2022.

Responsibilities and basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Helen Clarke Date: 18 May 2023

Name: Helen Clarke, Paragon Accounts Solutions Ltd

Relevant professional qualification(s) or body (if any):

ATT
MICB

Address: 104 Straight Road

Old Windsor

Windsor. SL4 2SB



CHARITY COMMISSION
FOR ENGLAND AND WALES

Czech School Berkshire

1167861

Receipts and payments accounts

CC16a

For the period
from

01/08/2021

To

31/07/2022

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 £
A1 Receipts					
Charitable Activities	21,521	-	-	21,521	16,491
Donations	119	-	-	119	514
Fundraising Events	1,274	-	-	1,274	666
Grant Income	-	8,092	-	8,092	11,022
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	22,914	8,092	-	31,006	28,692
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	22,914	8,092	-	31,006	28,692
A3 Payments					
Charitable Activities	5,504	-	-	5,504	2,101
Staff Costs	16,505	2,592	-	19,097	15,628
Premises Rent	3	5,500	-	5,503	3,178
Cost of Fundraising Events	538	-	-	538	52
Management & Administration	2,945	-	-	2,945	1,949
Insurance	350	-	-	350	350
Bank Charges	101	-	-	101	8
Marketing & Promotions	138	-	-	138	815
	-	-	-	-	-
Sub total	26,085	8,092	-	34,177	24,082
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	26,085	8,092	-	34,177	24,082
Net of receipts/(payments)	- 3,171	0	-	- 3,171	4,611
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	9,318	-	-	9,318	4,707
Cash funds this year end	6,147	0	-	6,147	9,318

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 £
B1 Cash funds	Bank Account	6,079	-	-
	Cash Held	68	-	-
		-	-	-
	Total cash funds	6,147	-	-
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	PAYE due	Unrestricted	216	October 2022
	Unpaid Wages	Unrestricted	1,264	Immediately
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval



Section A

Independent Examiner's Report

Report to the trustees	Czech School Berkshire		
On accounts for the year ended	31 July 2022	Charity no (if any)	1167861
Set out on pages	1-2		

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 July 2022.

Responsibilities and
basis of report

As the charity's trustees, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

Independent
examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination (other than that disclosed below *) which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

Signed: Helen Clarke Date: 18 May 2023

Name: Helen Clarke, Paragon Accounts Solutions Ltd

Relevant professional
qualification(s) or body
(if any):

ATT
MICB

Address:

104 Straight Road

Old Windsor

Windsor. SL4 2SB



CHARITY COMMISSION
FOR ENGLAND AND WALES

Czech School Berkshire

1167861

Receipts and payments accounts

CC16a

For the period
from

01/08/2021

To

31/07/2022

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 £
A1 Receipts					
Charitable Activities	21,521	-	-	21,521	16,491
Donations	119	-	-	119	514
Fundraising Events	1,274	-	-	1,274	666
Grant Income	-	8,092	-	8,092	11,022
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	22,914	8,092	-	31,006	28,692
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	22,914	8,092	-	31,006	28,692
A3 Payments					
Charitable Activities	5,504	-	-	5,504	2,101
Staff Costs	16,505	2,592	-	19,097	15,628
Premises Rent	3	5,500	-	5,503	3,178
Cost of Fundraising Events	538	-	-	538	52
Management & Administration	2,945	-	-	2,945	1,949
Insurance	350	-	-	350	350
Bank Charges	101	-	-	101	8
Marketing & Promotions	138	-	-	138	815
	-	-	-	-	-
Sub total	26,085	8,092	-	34,177	24,082
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	26,085	8,092	-	34,177	24,082
Net of receipts/(payments)	- 3,171	0	-	- 3,171	4,611
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	9,318	-	-	9,318	4,707
Cash funds this year end	6,147	0	-	6,147	9,318

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 £
B1 Cash funds	Bank Account	6,079	-	-
	Cash Held	68	-	-
		-	-	-
	Total cash funds	6,147	-	-
	(agree balances with receipts and payments account(s))			

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	PAYE due	Unrestricted	216	October 2022
	Unpaid Wages	Unrestricted	1,264	Immediately
			-	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval