



## Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	01	08	2023		31	07	2024

### 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 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.

The charity employs 12 regular teachers, 3 supply teachers and a Managing Director. Czech School Berkshire has approximately 20 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:

Cost of rental;

The possible future impact of Brexit and the decline in new migrants from the Czech Republic to the UK on the number of pupils.

<p>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>The Managing Director's responsibilities include 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 the Trustees' Board and the implementation of agreed plans, and attends and reports to the Trustees' Board as required.</p>
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## Section C Objectives and activities

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

The primary objective of Czech School Berkshire is to promote and advance the education of the public in the Czech language, history, geography, culture, and heritage.

**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/online classes for children 4-15 years old
- Czech online 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 current language abilities. 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.

Since 2021 the classes only take place online every week. Such an arrangement benefits both students and teachers.

During the reporting period there were 4 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:

- 18 teaching Sundays for 102 pupils
- 33 weekly online classes for 15 adult students
- 18 playgroups

**Project No. 1 - Playgroup**

In 2023-2024 school year our Czech-Slovak playgroup met twice a month and was a very popular gathering place for parents with young children. The group provides an environment where families can speak their native language without hesitation and where children can learn about Czech and Slovak traditions. The group has become increasingly popular over time and is attended by a growing number of children under the age of 4. This year, we purchased new toys and equipment, and our largest expense remains the rental of the premises.

**Project No. 2 - Czech Children's Library 2023-2024**

We officially launched our children's library in February 2018. Due to limited storage space, our library is currently operating on a limited basis. Until the situation with the library is resolved, we made a decision not to invest in expanding our book collection.

**Project No. 3 - October Halloween 2023**

Our school organizes a Halloween celebration every year for our young students, mainly for the visitors of our playgroup. The celebration includes spooky costumes, good food and drinks, a disco, and fun games

and competitions for children.

**Project No. 4 - Theater Performance by Viola, November 2023**

To our great delight, artists from the Viola group visited us and performed a show for our students called "Endele Vendele". The event was very successful, and our community members from both our school and the wider area appreciated it and hope that similar events will take place soon.

**Project No. 5 - Christmas Concert, December 2023**

Our Christmas concert took place for the first time in 2023, and we hope to continue this tradition every year. Children from our Czech school and other Czech schools in the UK sang beautiful Czech and international Christmas carols together in London, which they had been practicing during the autumn.

**Project No. 6 - Children's Disco, March 2024**

We organized a disco for children again this year, which was very well attended and successful. We plan to continue this tradition in the coming years. Through this event, we provide our students with an opportunity to experience Czech music and culture, and we believe that both children and their parents enjoy the Czech songs.

**Project No. 7 - Coffee place, 2023 - 2024**

Coffee is a popular drink among our teachers, assistants, parents, and volunteers from the playgroup. We decided to invest in a high-quality coffee machine and a wide range of coffee to make our adult members' time at the Czech school more enjoyable.

**Project No. 8 - St. Nicholas's Party, December 2023**

The St. Nicholas's party is one of our biggest events of the year. This event is popular among parents from the entire Berkshire, Surrey, and Oxfordshire areas. In 2023, 110 children attended the party with their parents and siblings. We are glad that we can provide our students with the tradition of visiting St. Nicholas, the devil, and the angel, as this tradition is unknown in the UK.

**Project No. 9 - School Birthday, February 2024**

Our school celebrates its founding every year by cutting a cake with our students. In 2024, the school celebrated its 8th birthday.

**Project No. 10 - Brookwood project, Autumn 2023 and Spring 2024**

Czech School Berkshire purchased a wreath for each event in the name of the entire Association of Czech Schools in the UK to honor the memory of the victims of World War I & II.

**Project No. 11 - Easter, April 2024**

The Easter celebration took place within individual classes, where teachers introduced the children to Easter traditions.

**Project No. 12 - Children's Day - Water Sports, June 2024**

About 100 children from our Czech-Slovak community attended the event, which included water sports on the River Thames for children, awards for young athletes, bouncy castles for kids, a stall with Czech-Slovak food, and sales stalls with langos, hot drinks, and refreshments.

**Project No. 13 - Family Camping, July 2024**

The family camping trip was very successful, with traditional barbecue, singing by the campfire with a guitar, and plenty of games for children during the day. The camping trip in 2024 was attended by a huge number

of members from our Czech-Slovak community.

Project No. 14 - End of School Year Celebration, June 2024

At the end of the school year, we consider it important to reward our children for their hard work. After all, they attend our Czech school in their free time - on weekends, on Sundays. Each child received a book.

## 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 20 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 11 classrooms (present or online) for children with total number of 102 pupils and 4 teaching classes for adults with the total number of 18 pupils:

- 18 teaching Sundays for 102 pupils
- 33 weekly online classes for 15 adult students
- 18 playgroups

By the end of July 2024, the charity employed 12 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.

Our charity also maintains a successful partnership with several universities in the Czech Republic. We offer university students the opportunity to join our school as internship students through various undergraduate programs.

## 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 adopted.

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, Halloween Celebration, St. Nicolas Celebration, School Disco party, Czech theatre company Viola'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 grant for our school section.

## Section F

## Other optional information

### Future plans:

Our primary objective is to relocate to new premises, Woodley CofE Primary School, in the second half of 2024. This move will enable us to bring all our classrooms and playgroup together under one roof, fostering greater collaboration among teachers and staff, and strengthening our community spirit.

The Trustees plan to continue their current strategy, focusing on maintaining and enhancing the quality of education provided. To achieve this, the teachers and Trustees aim to develop structured methods for each class, ensuring that the curriculum is tailored to meet the individual needs and levels of all students.

To secure the charity's financial future, the Trustees will continue to explore new funding opportunities. Additionally, we hope to attract more volunteers and teaching staff, enabling us to expand our services to a larger number of students and broaden the range of activities we offer to the community.


Looking ahead, we are excited to announce that we are planning a Christmas concert for December 2025, featuring a popular Czech actor and singer.



**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	26/5/2025	

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	26/5/2025	

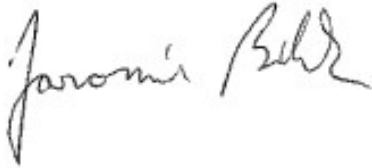
The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	ZDENKA SVOBODOVA	
Position (e.g., Secretary, Chair, etc)	TRUSTEE & TREASURER	
Date	26/5/2025	


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	26/5/2025	

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	26/5/2025	



Section A

Independent Examiner's Report

Report to the trustees

Czech School Berkshire

On accounts for the year  
ended

31 July 2024

Charity no  
(if any)

1167861

Set out on pages

3-4

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended 31 July 2024.

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:

20 May 2025

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

**Section B****Disclosure**

Only complete if the examiner needs to highlight material matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

**Give here brief details of any items that the examiner wishes to disclose.**



## Receipts and payments accounts

CC16a

For the period  
from

01/08/2023

To

31/07/2024

### Section A Receipts and payments

	Unrestricted funds	Restricted funds	Endowment funds	Total funds	Last year
	to the nearest £	to the nearest £	to the nearest £	to the nearest £	to the nearest £
<b>A1 Receipts</b>					
Charitable Activities	26,796	-	-	26,796	25,301
Donations	287	-	-	287	496
Fundraising Events	1,399	-	-	1,399	2,192
Grant Income	-	8,668	-	8,668	9,155
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>28,483</b>	<b>8,668</b>	<b>-</b>	<b>37,151</b>	<b>37,144</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>28,483</b>	<b>8,668</b>	<b>-</b>	<b>37,151</b>	<b>37,144</b>
<b>A3 Payments</b>					
Charitable Activities	5,390	-	-	5,390	5,205
Staff Costs	15,342	3,168	-	18,510	20,898
Premises Rent	4,159	5,500	-	9,659	8,385
Cost of Fundraising Events	1,446	-	-	1,446	1,285
Management & Administration	1,641	-	-	1,641	1,856
Insurance	360	-	-	360	360
Bank Charges	196	-	-	196	158
Marketing & Promotions	711	-	-	711	1,331
	-	-	-	-	-
<b>Sub total</b>	<b>29,246</b>	<b>8,668</b>	<b>-</b>	<b>37,914</b>	<b>39,480</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>29,246</b>	<b>8,668</b>	<b>-</b>	<b>37,914</b>	<b>39,480</b>
<b>Net of receipts/(payments)</b>	<b>- 763</b>	<b>-</b>	<b>-</b>	<b>- 763</b>	<b>- 2,335</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>3,811</b>	<b>-</b>	<b>-</b>	<b>3,811</b>	<b>6,146</b>
<b>Cash funds this year end</b>	<b>3,048</b>	<b>-</b>	<b>-</b>	<b>3,048</b>	<b>3,811</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 £
B1 Cash funds	Bank Account	2,489	-	-
	Cash Held	558	-	-
		-	-	-
	<b>Total cash funds</b>	<b>3,048</b>	<b>-</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	OK	OK	OK
	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	144	October 2024
			-	
			-	
			-	
			-	
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

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Signed:

*Helen Clarke*

Date:

20 May 2025

Name:

Helen Clarke, Paragon Accounts Solutions Ltd

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

ATT  
MICB

Address:

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Old Windsor

Windsor. SL4 2SB

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		-	-	-
	<b>Total cash funds</b>	<b>3,048</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 £
B2 Other monetary assets	Details			
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	PAYE due	Unrestricted	144	October 2024
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	