



# Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day	Month	Year		Day	Month	Year
	01	09	19		31	08	20

## Section A

## Reference and administration details

Charity name

Slovak School and Community Manchester

Other names charity is known by

Registered charity number (if any) 1185004

Charity's principal address

2 Silchester Drive

Manchester

Postcode

M408NT

### 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	Anna Pazdurova	Chair, Founder, Treasurer	1.7.2019	Trustee themselves
2	Ivan Zaborsky	Warrinton Manager	1.7.2019 – 1.3.2020	Trustee themselves
3	Lucia Pobjecká	Warrington Manager2	1.7.2019 - present	Trustee themselves
4	Daniela Bessassi	Childsafety Protection Officer	1.7.2020 - present	Trustee themselves
5	Lucia Potocna	PR, Events	1.3.2020-present	Trustee themselves
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### Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year


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

Type of adviser	Name	Address

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

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## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organization
Trustee selection methods (eg. appointed by, elected by)	Appointed by the charity trustees, members of our community are always welcome and invited to step forward to become trustees TAR March

### 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.

The organisation has adopted all required policies.  
The trustees meet on a regular basis and manage all activities of the charity in accordance with the constitution.  
There are policies in place such as: Safeguarding and Child Protection Policy, Safe Recruitment policy based on principles outlined in Constitution of CIO Slovak school and Community Manchester  
The charity cooperates on contractual basis with 10 teachers (including trainees from universities). Organization also cooperates with universities in Slovakia, providing teacher training via the Erasmus programme.  
The school cooperates with other Slovak Schools in the UK as well and is a member of the Association of Czech and Slovak Schools in the UK.  
SCCM also cooperates with other Charitable organizations in the UK and actively supports care homes with "act of kindness" activities with children.  
The charity also works closely with the Embassy of Slovakia in London.  
The trustees identified as the major risk to our activities frequent lack or limited number of suitably qualified teaching staff, so we are on a constant look-out for new colleagues.

## Section C Objectives and activities

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

<p>I. To advance education for the public benefit in particular but not exclusively in the language, history, geography, the arts, culture and heritage of <u>Slovakia</u> by:</p> <ul style="list-style-type: none"> <li>• teaching the <u>Slovak</u> language and <u>Slovak</u> history and geography to children, young people;</li> <li>• teaching <u>Slovak</u> language to adults;</li> <li>• promoting and organising events that support <u>Slovak</u> culture, art and folklore; and</li> <li>• organising educational trips for children and young people.</li> </ul> <p>II. The promotion of social inclusion for the public benefit among people who are nationals of Slovakia settling in the North West region of England who are socially excluded on the grounds of language and their social position by providing:</p> <ul style="list-style-type: none"> <li>• education and training in the English language;</li> <li>• support and general advice; and</li> <li>• social and recreational facilities and events involving the local community.</li> </ul>	
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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)**

<p>When planned and organized our activities for the year, we kept in mind the Charity Commission's guidance on public benefit at our trustee meetings. The main focus of our activities was on the education of the children and teaching them the Slovak language. The charity ran 10 classes including adult classes Slovak. Active classes: 1 class preschool kids "Motyliky" 3-5yo, 1 class "Sovicky" 5-6, 1 class 7+, Adults class 1, English class 1-1 – 1 class, Beginner WA 1 class, Intermediate WA 1 class, Upper intermediate WA 1 class, Adults Slovak 1-1, Playgroup under 3yo – 1 class . In total, we had 50 children enrolled, 28 active. All children lessons were held at St Bede's College Manchester on Saturdays term-time only until Jan 20 and then in Manchester Communication Academy Manchester till March 20, with online classes from March 20. Occasional lessons June 20 and July 20 in outdoor classes. Weekly sessions in premises lasted of 3 hours each, online classes max 2 hours depending on age group.</p> <p>Signification miles stone for school was that we opened second branch in Warrington, based on direct request from parents and signification Slovak community who couldn't afford to travel to Manchester. This had impact on school cashflow due to increases expenses for premises, but we supported community request to our best abilities.</p> <p>For the whole Slovak community, we organised a number of expats events, for children, whole families as well Slovak adult population. We combined some events also with Czech School. To name but a few there were ST Nicolaus day, Karneval, Mayday fundraising party, trips to the surrounding countryside to introduce new locations to people who have not yet had a chance to explore the UK, traditional folk dance events and a number of cultural events.</p> <p>We have also some small folk group of singing / dancing children in traditional dresses who perform at our activities. They also performed in Polish Community in Shrewsbury on of their outdoors fun party event. We were privileged to be featured in Slovak TV JOJ and Radio Slovakia. It was great honor to host also His Excellency Mr Lubomir Rehak, Slovak Ambassador at Slovakia Embassy at premises of our school. We also hosted public discussion with him for community.</p>	
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We also partner with Europa Charity in Manchester and management took part in active community discussions and plans for common further projects.

Children proactively organized fundraising “Lemon-aid” Stall projects where they were fundraising money for school on internal school events.

Volunteers participation on the planning, management and execution of our events is still below the level we would have liked. All our events as well as main activities are run by the trustees. It is our current aim to try to involve more our community in the everyday running of the organisation. That said, we are very grateful to the parents of the children enrolled at the school who support our events with contributions to our food stalls or tombolas and who help with some of our events.

For unexpected situations, although we do not have an official policy on reserves, we monitor our cash flow very carefully and always have funds to cover the vitals costs during the year, such as rent and teachers' payments.

We plan to continue cooperation with local charities and actively promote social inclusion which is our purpose and passion of our people.

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

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

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

Main income of the school is from the school fees. We keep them to the bare minimum as we want the school to be affordable to the widest possible community. The fees have remained on the same level since the school opened. Significant amount of Income consisted of balance transfer from previous school organization when school operated under name Czech and Slovak School and Community Manchester. This has been kept as reserves.

The fees are supplemented by our fundraising events and activities during our events, such as tombolas, children performances food donations to our food stalls, etc.

We also received small grant from USSZ (Office for foreign Slovaks) in June 2019 which was carried out from Czech and Slovak School and community we also carried out balance from common school. School operated under common name Czech and Slovak School and community Manchester from 2017-2019. In Sept 2019 2 schools separated and created 2 independent charity schools due to administrative simplification and jurisdiction differences in Slovakia and Czech Republic. Our school started existence under new name Slovak School and Community Manchester in Sept 2019 with great relationships with Czech Community and active cooperation.

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

The trustees endeavour to continue the successful management of the school, which has grown significantly since its foundation and has established itself as major and the only one Slovak community in the North West with Children from radius of 100 km and online children from all over the UK and Scotland.

## Section E

## Financial review

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

There is no official policy on reserves, however we proactively keep charity operating charity model in way that reserves are created for unforeseen circumstances. We strictly monitor our cash flow in order to support our operating charity model to create reserves and keep charity and community going thus support communities in the UK.

### Details of any funds materially in deficit

### 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.

## Section F

## Other optional information

Slovak School and Community Manchester: Income and expenditure report for y/e 31.8.2020				
Income	GBP	Expenses	GBP	Difference
Detail	GBP	Detail	GBP	GBP
Charitable activities/School fees	6869	Rent (school)	3141.78	
Fundraising events/Entry	1288.2	Teaching/staff cost	2755.6	
Donations	463.81	Books & materials	2314.3	
Other	75	Services	778	
Grant income - transfer from last period	1973.84	Web	200	
Bank balance transfer from CZSK school	4804.8	Insurance	171.47	
		Postage	40.04	
		Bank fees	15	
		Telephone	10	
		Mileage/representation + travelling	900.72	
		Representation	911.79	
		Cash balance CZSK school	36.06	
		Sundry	319.17	
		Charitable activities/events	127.5	
		Other	310.42	
<b>Total</b>	<b>15474.65</b>	<b>Total</b>	<b>11995.79</b>	<b>3478.86</b>



Reg. Charity Number 1185004

## Section G

## Declaration

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>	Anna Pazdurova	Daniela Bessassi
<b>Position (eg Secretary, Chair, etc)</b>	Chair, Acting Treasurer	Trustee, Child Safety Protection Officer,
<b>Date</b>	17 <sup>th</sup> June 2021	