



# 2019 Annual Report for Les Petits Caméléons

## About the charity

Les Petits Caméléons, that was founded in 2013, is a school which teaches french language and french culture to primary school age pupils living within a french family environment or who have been exposed to enough french language to be able to understand spoken french. The aim is to provide support to these families who speaks french; develop their children's french skills; help them improve their communication skills and facilitate their possible integration into a french school in the future.

Les Petits Caméléons' school is based in Cambridge at these locations:

- St. Matthew's Primary School, 19 Norfolk St, Cambridge (CB1 2LD)
- Milton Community Centre, Coles Rd, Milton (CB24 6WR)
- Morley Memorial Primary School, 91 Blinco Grove (CB1 7TX)

On Saturday mornings, the school offers classes in St Matthew during two hours and an half. Our pupils are divided into seven classes mostly according to their age and level:

- 3 classes to improve french spoken skills (4 to 6 years old)
- 2 class to learn how to read french (6 to 8 years old)
- 5 classes to master reading skills and learn written french (8 to 13 years old).

Les Petits Caméléons also run two clubs. Every Mondays at the Milton Community Center and every Tuesdays as an after-school club at the Morley Memorial Primary School.

In total, the school has now more than 160 pupils, 10 teachers and up to 3 teacher assistant.

The teachers meet regularly to work on course content and exchange on teaching practices. Les Petits Caméléons' head teacher, Mrs Anne Pajon, meets regularly with all the teachers to discuss teaching practices, materials and the curriculum which is based on the one from France. Our head teacher regularly conducts class observations to assess teaching objectives and contents, provide feedback to teachers, and give direction to support the school's vision. The teaching staff have four yearly meetings to discuss the preparation of the new school year as well as at the end of each term to discuss term's achievements and issues as well as future plans.

Parents / teachers consultations are organised yearly. Les Petits Caméléons also bring all of the community together during the school Christmas and summer fetes.



## School's organisation

From an administrative point of view, the school is a charity and elected trustees take all decisions regarding the running of the school. The trustees are:

- Chair: Sylvain Sauvage
- Treasurer: Jonathan Delahoche
- secretary: Fabien Briatte
- Head teacher: Anne Pajon
- Amélie Chappaz
- Lynda Jeannot
- Christophe Riera

Les Petits Caméléons' charity recruits its trustees mostly among parents of pupils and school's teachers, but anyone can be appointed. New members may come forward at the general assembly meeting in June. Those obtaining a majority of charity members' votes are elected to become new trustees.

The committee of trustees meets one to three times per quarter depending on the level of activity, with peaks at the beginning and the end of the school year. All changes in the way the school operates are voted by the trustees during these meetings.

In 2018/2019, the committee of trustees and teaching staff have worked on Les Petits Caméléons' policy statements and published them. This gives the school a formal framework and makes it easier to operate in a more consistent and fairer way. These policies do now include a well documented recruitment policy that does warrant a fair process. All our policies can be found on our website.

## The school has grown to the point that a new organisation is necessary

This year, in July, we will see the departure of Anne Pajon and Amélie Chappaz who have been instrumental in the organization of the school since its creation.

In addition, we have reached a size where the amount of work to be done by volunteers become difficult to manage and as a result, the board of trustees has decided to delegate and some of the tasks to a team of teachers and pay for those services.

This decision by the committee to run the school in the future is to appoint a new permanent team will bring more regularity to the administration of the school. This also gives the opportunity to dedicate more time on defining teaching programmes and ensuring that our team of teacher is better trained and has a more unified approach to teaching and improve the teaching.

The team will be in charge of pupils admission, communication, hiring, training.



We have estimated the cost of paying those tasks and we are anticipating to run the next school year with a deficit. This is understood and accepted by the board of trustee and can be financed by income received in previous year. The first year of the new organisation include hours dedicated to creating the teaching material. Cost in future years will be lower and we will review with the board of trustees how we finance the project in the future.

## School's objectives and planned activities

The school's objectives are to achieve:

- High quality education
- Financial balance (no profit)
- Fair practice for all

Training will continuously be provided for teachers and effort will be put on improving the organisation of the school's resources. As every year, we had training for Safeguarding, First Aid, and Health and Safety have been provided to teachers and volunteers. Some teachers have also attended specialised training provided by a french organisation based in London helping french schools established outside France to get set-up and operate called "Les Parapluies FLAM".

As we mentioned earlier, the main objective is to organise the school with a professional paid team in time for the September school intake. The team will also develop a teaching framework which will underpin the subjects that our pupils must acquire for each school.

## Contribution to the community

Les Petits Caméléons contribute to the community by offering a unique french education and french environment to french speaking pupils. The school delivers about 140 hours of teaching every year to more than 160 pupils. In addition to the success of teaching french to pupils, Les Petits Caméléons bring together the french-speaking community twice a year at specific events.

The school has been growing since its creation and last year saw an increase of 10 new pupils. Most pupils stay year after year in our school after joining. Les Petits Caméléons want to thank all the family for their support and the confidence they are showing in the charity.

## Financial report (1st April 2018 - 31st March 2019)

The following table shows the income and spend of the school in the period.

Money Out		Money In	
Source	Amount	Source	Amount
<b>Stocks</b>		<b>Teaching Services Income Fees</b>	
Books	£159.07	Third Term Fees (2017-2018)	£18,784.50
Games	£26.18	First Term Fees (2018-2019)	£21,729.75
		Second Term Fees (2018-2019)	£16,782.00
<b>Non Stocked Purchases</b>		Third Term Fees (2017-2018)	£137.50
Photocopies	£1,035.63		
Teaching Activities & materials	£1,243.64	<b>Other Income</b>	
Teaching Wellbeing	£13.69	Refunds	£595.00
Event & Parties	£545.56	Bank Interest	£4.49
Gifts	£136.94		
			£58,033.24
<b>Teaching Services – Salaries</b>			
Meetings	£1,227.00		
Pupils Reports	£350.00		
Teacher Salaries	£31,406.28		
Recruiting / HR	£532.50		
<b>External Services</b>			
Rent	£11,833.52		
Insurance	£736.73		
Training	£45.00		
DBS Check	£680.00		
Internet	£265.50		
<b>Other External Services</b>			
Refunds	£1,111.00		
Transport	£76.96		
Memberships	£139.00		
<b>Money Out</b>	<b>£51,564.20</b>	<b>Money In</b>	<b>£58,033.24</b>
		<b>Difference</b>	<b>£6,469.04</b>



## Cash Situation

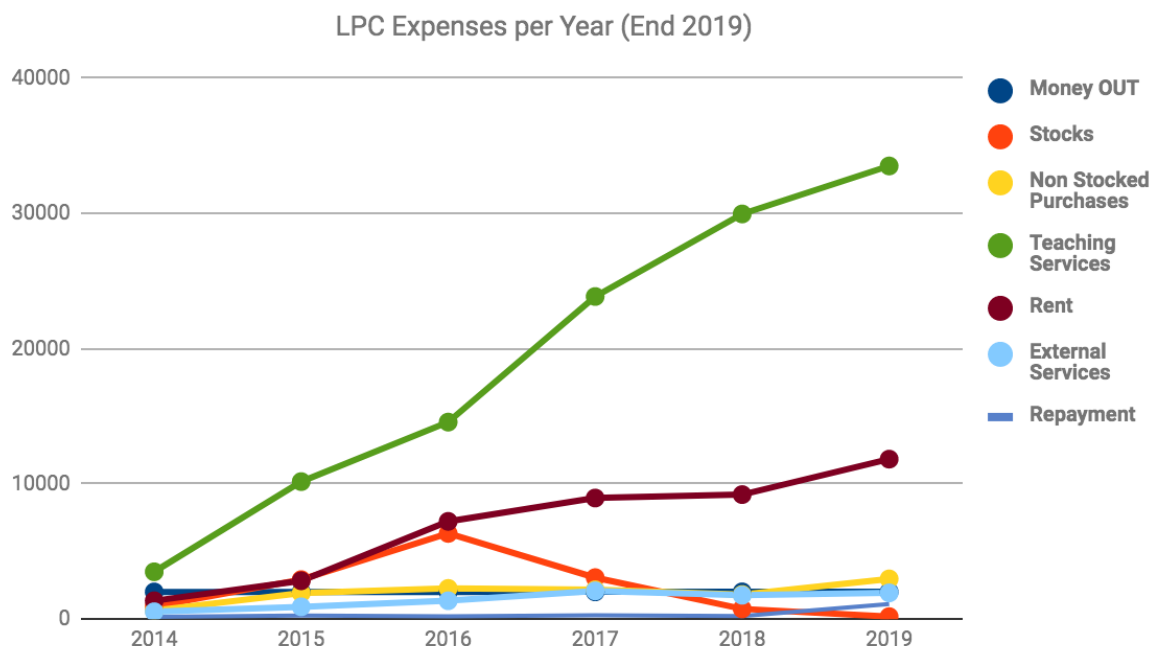
The following table shows the cash situation at the beginning and end of our financial year

Date	Current Account	Saving Account	Total
1st April 2017	£9,894.25	£10,000.00	£19,894.25
31st March 2018	£11,695.00	£15,003.34	£26,698.34
31st March 2019	£18,159.55	£15,007.83	£33,167.38

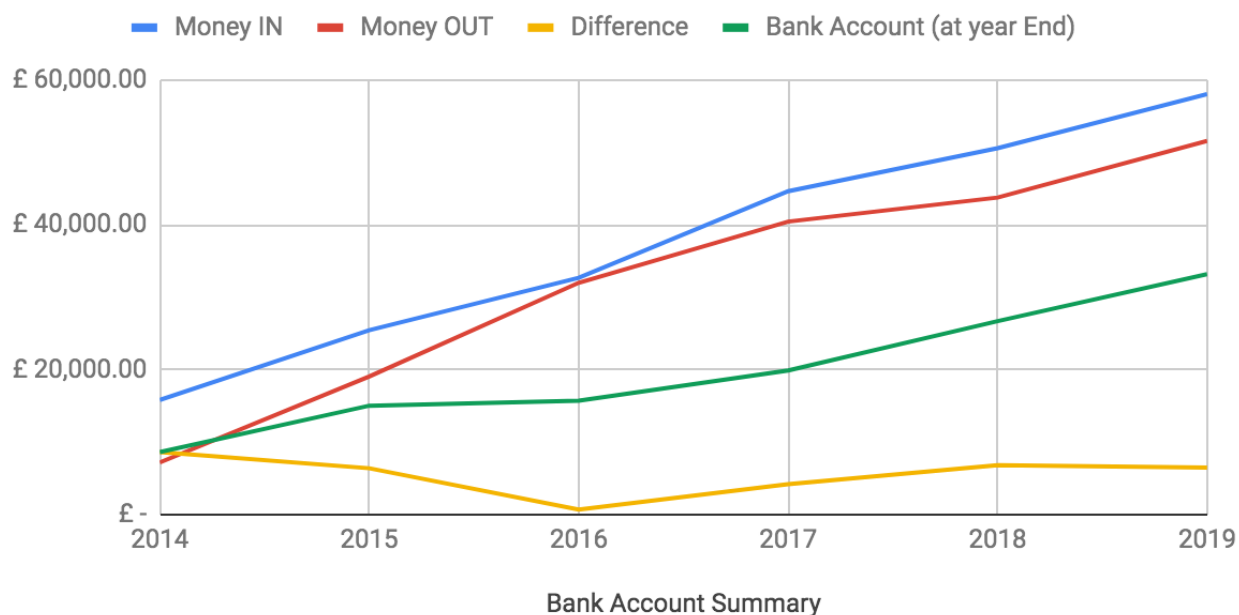


## Evolution since the school was created

The following charts show the progression of the school over the last three years:



## Money IN, Money OUT, Difference and Bank Account (at year End)



## **Les Petits Cameleons**

Independent examination of financial statements for the year ended 31 March 2019

1. Documents provided:
  - 1.1 Bank statements – current account and savings account opened.
  - 1.2 Sales receipts
  - 1.3 Purchase invoices
  - 1.4 Nominal ledger transaction report
  - 1.5 Trustees report
2. Initial tests carried out:
  - 2.1 Check total payments and receipts on bank statements to receipts & payments account – agrees 16-Feb-20. Accept.
  - 2.2 Pivot table of nominal ledger transactions and checked to totals on receipts & payments accounts. Totals agree (and checked on each and every line) except for the treatment of refunds which have been grossed up in the financial statements as an increase in income of £595 and an increase in expenditure of £1,111, a net cost of £516 which agrees with the ledgers. Accept.
3. Further tests:
  - 3.1 Add up the purchase invoices and compare to payments total – No longer possible given the volumes. Sample approach taken.
  - 3.2 Invoices sampled from rent:
    - Missing invoice from St Matthew's Primary School. Low risk – accept
    - In three cases Milton Community Centre invoices were coded to Morley Rent – no financial impact
  - 3.3 As the bank statements are not in spreadsheet format, and there is no control record for teaching costs, there is no way to check the accuracy of this cost. Invoices sampled and cross referenced to ledger records but there is limited value in this check.
  - 3.4 Add up the sales invoices and compare to receipts total. As per 3.3 there is no control record for income – sales invoices sampled but limited value in this check.
4. Conclusion
  - 4.1 The I&E statement agrees to the bank records
  - 4.2 The closing bank account agrees to the bank records and accounting ledgers
5. Recommendations:
  - 5.1 Ensure accuracy and consistency of financial records
  - 5.2 Maintain a services' received ledger in order to confirm that teaching services have been supplied and cross-referenced to the invoice.
  - 5.3 Maintain a sales ledger listing of all sales invoices to cross reference against receipts and to main accurate debtor records. Consider, as a minimum, using a receipt numbering system. There is a risk that sales invoices go unpaid.
  - 5.4 In line with the Trustees' report, the volume of transactions is significant, and growing, and in order to minimise risk, greater control is recommended (via 5.2 and 5.3).
  - 5.5 Treat refunds of income as a reduction in income and any purchase refunds as a reduction in expenditure.



Les Petits Caméléons

**CHARITY COMMISSION**  
FOR ENGLAND AND WALES

## Independent examiner's report on the accounts

### Section A

### Independent Examiner's Report

**Report to the trustees/  
members of**

Charity Name  
Les Petits Caméléons

**On accounts for the year  
ended**

31 March 2019

**Charity no  
(if any)**

1164264

**Set out on pages**

Four and five of the trustees annual report

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 03 / 2018**.

**Responsibilities and  
basis of report**

As the charity trustees of the Trust, 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 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 (~~other than that disclosed below~~ \*) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were not kept in accordance with section 130 of the Act or
- the accounts do not accord with the accounting records

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

*\* Please delete the words in the brackets if they do not apply.*

**Signed:**

*Lucy Harney*

**Date:**

28-Jun-2020

**Name:**

Lucy Harney

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

Associate: Chartered Institute of Management Accountants (ACMA)

**Address:**

9 Butcher Close

Milton

Cambridge CB24 6ED

Only complete if the examiner needs to highlight 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.**