



# 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 2016

Charity no  
(if any)

1164264

Set out on pages

Three and four of the trustees annual report

(remember to include the page numbers of additional sheets)

Respective  
responsibilities of  
trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the Charities Act,
- to follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the Charities Act, and
- to state whether particular matters have come to my attention.

Basis of independent  
examiner's statement

My examination was carried out in accordance with general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair' view and the report is limited to those matters set out in the statement below.

Independent  
examiner's statement

In connection with my examination, no matter has come to my attention (~~other than that disclosed below \*~~)

1. which gives me reasonable cause to believe that in, any material respect, the requirements:
  - to keep accounting records in accordance with section 130 of the Charities Act; and
  - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charities Act have not been met; or
2. to which, in my opinion, 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:

*L. Harney*

Date:

07-Jun-2017

Name:

Lucy Harney

Relevant professional  
qualification(s) or body

Associate: Chartered Institute of Management Accountants (ACMA)

(if any):

<b>Address:</b>	9 Butcher Close
	Milton
	Cambridge CB24 6ED

<b>Section B</b>	<b>Disclosure</b>
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Only complete if the examiner needs to highlight material problems.

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

Not applicable
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# Annual Report 2016 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 is a registered charity with number 1164264.

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

- The Spinney Primary School, Hayster Drive, Cherry Hinton, Cambridge (CB1 9PB)
- Alliance Française, 60 Hills Road (CB2 1LA)
- Morley Memorial Primary School, 91 Blinco Grove (CB1 7TX)

On Saturday mornings, the school operates in The Spinney during two hours and an half. Our pupils are divided into six classes mostly according to their age and level:

- 2 oral expression classes for children between 4 and 6.
- 2 reading class for children between 6 and 8.
- 2 writing classes for children between 8 and 10.

Les Petits Caméléons also run two clubs. Every Mondays with our partner the "Alliance Française" and every Tuesdays as an after-school club at Morley Memorial Primary School.

In total, the school has now more than 80 pupils, 6 teachers and 1 teacher assistant.

In 2015/2016, Les Petits Caméléons operate a holiday club during school half-term holidays for few days. This takes place at the Ross Street Community Centre (CB1 3UZ).

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 organisation

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

- Chair: Sylvain Sauvage
- Treasurer: Jonathan Delahoche
- Secretary: Dania Bachmann
- Deputy Secretary: Fabien Briatte
- Head Teacher: Anne Pajon
- Amélie Chappaz
- Christophe Riera
- Valérie Turner-Grilheres

Les Petits Caméléons' charity recruits its trustees mostly among parents of pupils and school's teachers, but anyone can be appointed. New candidatures are accepted every year during the general assembly's meeting in June. New trustees are elected when obtaining a majority of charity members' votes.

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

## School objectives and planned activities

The school 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. In 2015/2016, training for Child Protection, First Aid, and Health and Safety have been provided to teachers. 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".



Les Petits Caméléons also plan to continue extending the library with new offers and the tablets with new applications, as they have proven to be quite useful for teaching. The teachers are working on sharing and improving their training methods and materials as well as writing the school's ethos in collaboration with the pupils.

## 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 80 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.

Since its creation, the school has grown by about 20 pupils every year. Most of them stay year after year in the school after joining. Les Petits Caméléons want to thanks all the family for their support and the confidence they are showing in the charity.

## Financial report (1st April 2015 - 31st March 2016)

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

Money into selected accounts comes from		Money out of selected accounts goes to	
<b>Teaching Services Income Fees</b>		<b>Stocks</b>	
Third Term Fee 2014-2015	£7,570.50	Books	£1,116.36
First Term Fee 2015-2016	£9,988.00	Computers / Ipads	£4,767.20
Second Term Fee 2015-2016	£8,634.50	Games	£164.19
Third Term Fee 2015-2016	£252.00	Other Stocks	£292.36
<b>Holidays Club Income Fees</b>		<b>Non Stocked Purchases</b>	
Autumn Holidays (2015)	£867.00	Materials & Supplies	£1,077.85
Spring Holidays (2016)	£1,341.00	Materials: Holidays	£171.73
Easter Holidays (2016)	£858.00	Materials: Parties plus gifts	£189.86
		Photocopies	£833.38
<b>Donation (Income)</b>			
FLAM Donation (French Government)	£2,717.78	<b>Teaching Services – Salaries</b>	
		Salaries (Saturdays & weekdays Options)	£12,327.05
<b>Bank Interest</b>		Meetings	£789.50
Bank Interest	£6.54	Salaries (Holidays)	£1,456.00



<b>Refunds</b>		<b>External Services</b>	
Stocks / Purchases Refunds	£433.74	Rent (Saturdays & weekdays Options)	£6,758.00
		Rent (Holidays)	£471.86
		Insurance	£550.34
		Training	£204.00
		DBS Check	£180.00
		AF Workshop	£50.00
		<b>Other External Services</b>	
		Postage	£6.45
		Mobile Phone	£5.00
		Website	£86.68
		First Aid Kits	£18.99
		Transport	£194.64
		Subscription / Membership	£65.00
		Repayment	£208.00
<b>Money IN</b>	<b>£32,669.06</b>	<b>Money OUT</b>	<b>£31,984.44</b>
		<b>Difference</b>	<b>£684.62</b>

Overall, the growth is steady. You can notice a significant investment in stock in 2016, which corresponds to our the purchase of iPads for the school.

### Cash Situation

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

Date	Current Account
1st April 2015	£15,021.96
31st March 2016	£15,706.58



# NOTE

## About this Annual Report 2016

We have filed our audited accounts **for the period starting on April 1st 2015 and ending on March 31st 2016.**

The Petits Caméléons has completed its registration as a charity on November 5th 2015 and the report therefore covers a period preceding the registration as a charity. In the period running from November 5th to March 31st, we have about 45% of our school year. An estimate of the income and spend on that period is there 45% of the stated amounts. The following table shows our estimate:

<b>Money IN</b>	<b>£14,701</b>	<b>Money OUT</b>	<b>£14,392</b>
		<b>Difference</b>	<b>£309</b>

We would like to draw your attention to the fact that **we had to enter an ending date of May 31st** because otherwise, the system reports that the period is less than 6 months and therefore too short.

It would take time to produce accounts for that period exactly. Please contact us if you request that we create new accounts for that period and conduct new independent review.