

Trustees' Annual Report for the period

Period start date		Period end date	
From	01 08 2016	To	31 07 2017

Section A Reference and administration details

Charity name **Richmond Dutch School**

Other names charity is known by

Registered charity number (if any) **1162146**

Charity's principal address **17 Model Cottages**

London

SW14 7PH

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	Saskia Hayes	Chair		
2	Jilda Merckx	Secretary		
3	Marianne Paemen	Trustee		
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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)

Silke Devlieghere, Headteacher (Executive Director)

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)

Articles of Association

Trustee selection methods
(eg. appointed by, elected by)

Elected by the membership

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 major risks stem from the fluctuation of pupil numbers and the availability of teachers. The Charity manages the former by maintaining reserves that allow the Charity to operate, for a limited period of time, classes that are not viable due to a decrease in pupil numbers. This situation can also arise when classes have to be split due to an increase in pupil numbers. This could also result in individual classes temporarily being run below break-even point. We manage the potential shortage of teachers by maintaining a network of supply teachers and teaching assistants, and by ensuring a good working relationship with other Dutch language schools in the area (e.g. Fulham Dutch School, "De Regenboogschool", etc).

The charity in general aims to maintain links with other Dutch and Flemish charitable, governmental and educational organisations. The charity in particular aims to maintain friendly relationships with other non-profit organisations which aim to promote the Dutch language and Dutch-Flemish culture in the world, the UK and London in particular. There are no formal relation between the Richmond Dutch School and any of these organisations.

The trustees see major risk in UK leaving the EU and the impact this could have on the size of the Dutch-speaking community in the UK. Events will be followed closely, in particular the treatment of both EU residents currently residing in the UK as well as the restrictions that could be imposed on immigration from the EU, and the Netherlands and Belgium in particular.

Now the school is more established, the charity will need to further strengthen its governance structure and increase the involvement by parents, and attract new/additional trustees.

Section C Objectives and activities

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

The charity's objects ("the objects") are the advancement of education for the public benefit, in particular by providing Dutch language and Dutch/Flemish culture classes to primary school-aged children from homes with one or two Dutch-speaking parent(s), as a means to help these families maintain the Dutch language and retain links with their cultural heritage. The geographical limit of the charity is the Borough of Richmond and close surrounding areas.

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 charity provided Dutch language and Dutch/Flemish culture classes to primary school-aged children from homes with one or two Dutchspeaking parent(s).

The Charity gave financial support to families with more than one child by offering a 10% discount to first siblings and a 50% discount to any siblings thereafter. The Charity also provided a 50% bursary to a family who was not able to meet the tuition fees.

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.

The charity's constitution foresees discounted fees for parents in financial difficulties.

The charity is very grateful for the valuable contributions made by parents and other volunteers, which allow the charity to organise cultural events (e.g. Sinterklaas) and enrich educational sessions with volunteers' personal experience and enthusiasm.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

During the period covered by this Annual report, the Charity's ability to promote the Dutch language among primary school-aged children from dual-language families grew from 30 pupils and 3 parallel classes representing different capability levels to 35 pupils and 4 parallel classes.

The Charity made significant progress in its day-to-day management and curriculum enhancement by appointing an Executive Director experienced in the organisation and curriculum of Dutch language classes to children. The Charity also decided to focus its efforts on school-aged children by ceasing to provide the monthly Dutch stay and play session for pre-school children. The sessions were increasingly becoming a drain on both financial and human resources without a noticeable impact on the advancement of either the Dutch language or Dutch/Flemish culture.

The charity was able to maintain its reserves over this period to ensure it retained a buffer for short term student number fluctuations.

Brief statement of the charity's policy on reserves

The Charity has maintained its level of reserves during the period.

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's principle sources of funds are parent contributions. The expenditure is purely focused on the provision of the classes and offering cultural experiences, covering teaching services, rent and teaching materials. Discounts are offered to large families and tuition fee reductions are available for children from families who would otherwise not be able to afford to send their children to the classes.

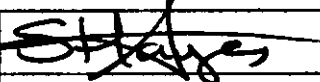

Section F Other optional information

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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)	Saskia Hayes	Marianne Paemen
Position (eg Secretary, Chair, etc)	Chair	Treasurer
Date	May 28 th , 2018	

Independent examiner's report to the trustees of the Richmond Dutch School

I report on the accounts of the Charity for the financial period which started on 1 August 2016 and ended on 31 July 2017.

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(2) of the Charities Act 2011 (the 2011 Act) and that
- an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act
- to follow the procedures laid down in the general Directions given by the Commission under section 145(5)(b) of the 2011 Act
- to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the 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 you as 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 next statement.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

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 2011 Act and
 - to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 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.



Name: Chris Hughes

Relevant professional qualification or body: Chartered Management accountant – CGMA
Address: 21 Matthews Chase, Binfield, Berkshire, RG42 4UR
Date: 06/06/18

Profit & Loss

Richmond Dutch School 1 August 2016 to 31 July 2017

31 Jul 17

Income

Registration Fee	220
Tuition Fee	26,995
Total Income	27,215

Less Cost of Sales

Direct Expenses	258
Total Cost of Sales	258

Gross Profit	26,957
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Less Operating Expenses

Advertising & Marketing	120
Bank Fees	61
Cultural Event Expense	262
Directors' Remuneration	3,054
General Expenses	170
Insurance	223
IT Software and Consumables	264
Printing & Stationery	62
Professional Teaching Services - Bought-in	15,342
Rent	2,160
Total Operating Expenses	21,717

Net Profit	5,240
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Balance Sheet

Richmond Dutch School As at 31 July 2017

31 Jul 2017

31 Jul 2016

Assets

Bank		
Business Account	13,769	5,479
Charity Online PaymentsAccount	2,607	3,476
Total Bank	16,376	8,956
Current Assets		
Accounts Receivable	6,006	8,368
Total Current Assets	6,006	8,368
Total Assets	22,382	17,324

Liabilities

Current Liabilities		
Historical Adjustment	4,531	4,531
VAT	(233)	(51)
Total Current Liabilities	4,298	4,480
Total Liabilities	4,298	4,480
Net Assets	18,084	12,844

Equity

Current Year Earnings	5,240	12,844
Retained Earnings	12,844	-
Total Equity	18,084	12,844