



Trustees' Annual Report for the period

Period start date
From 01 09 2017 To 31 08 2018
Period end date

Section A

Reference and administration details

Charity name Czech and Slovak School & Community Manchester

Other names charity is known by

Registered charity number (if any) 1170346

Charity's principal address c/o St Bede's College Manchester

Alexandra Park

Manchester

Postcode M16 8HX

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	Pavla Mataskova	Chair & treasurer		Trustees themselves
2	Anna Pazdurova	Slovak section manager		Trustees themselves
3	Tereza Kokocinska	Secretary		Trustees themselves
4	Lenka Halova	Secretary		Trustees themselves
5	Helena Wall			Trustees themselves
6	Sydney Bailey			Trustees themselves
7	Ivana Stajnarova			Trustees themselves
8				

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 Organisation
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

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.

The charity employs 10 teachers and also cooperates with universities in the Czech Republic and Slovakia, providing teacher training via the Erasmus programme.

The school cooperates with other Czech and Slovak Schools in the UK and is a member of the Association of Czech and Slovak Schools in the UK.

The charity also works closely with the Embassies of the Czech Republic and 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

To advance education for the public benefit in particular but not exclusively in the language, history, geography, the arts, culture and heritage of the Czech Republic and Slovakia by:

- teaching the Czech and Slovak language and Czech and Slovak history and geography to children and young people;
- teaching the Czech and Slovak language to adults;
- promoting and organising events that support Czech and Slovak culture, art and folklore; and
- organising educational trips for children and young people.

The promotion of social inclusion for the public benefit among people who are nationals of the Czech Republic and Slovakia settling in the North West region of England who are or feel they are socially excluded by providing:

- education and training in the English language;
- support and general advice; and
- social and recreational facilities and events involving the local community.

"Socially excluded" means being excluded from society or part of society.

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)

In planning 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 Czech and Slovak language. The charity ran 8 classes for Czech or Slovak speaking school-age children (Year 1 – 6 plus a class for children who learn Czech as a foreign language), and 4 pre-school classes for children age 1.5 – 5 years. In total, we had 104 children enrolled. All children lessons were held at St Bede's College Manchester on Saturdays term-time only, in total 35 sessions of 3 hours each.

At our lessons and other activities we supported free of charge one foster family with a child of Czech origins.

For the whole Czech and Slovak community, we organised a number of expats events, for children, whole families as well as Czech and Slovak adult population. To name but a few there were quiz nights, trips to the surrounding countryside to introduce new locations to people who have not yet had a chance to explore the UK, traditional folk events and a number of cultural events.

We also provided lessons of Czech language to adults on one to one basis and Slovak to adults in a classroom setting.

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.

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.

Summary of the main achievements of the charity during the year

During the 2017/18 academic year we successfully opened a Slovak section. We grew by 5 classes, partially due to the enrolment of Slovak speaking children.

We also continued our partnership with a dulcimer music band, a popular event on our calendar that has meanwhile established itself as one of the regular ones.

In December we hosted the annual St Nicholas Party for approx 80 children, which also included a theatre performance for the children.

In February we celebrated 6th anniversary of the school opening in the beautiful hall of our host home. The event was very well received and representatives of the Czech and Slovak Embassy in London visited the school.

Regularly during the year we organised community events for the Czech and Slovak expats, such as quiz nights, creative evenings or sporting events.

Section E

Financial review

Brief statement of the charity's policy on reserves

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

Details of any funds materially in deficit

Not applicable

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.

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 in February 2011.

The fees are supplemented by our fundraising activities during our events, such as tombolas, food donations to our food stalls, etc. We are also recipients of grants from the Czech Ministry of Education and the Ministry of Foreign Affairs of the Czech Republic and the Slovakian Office for Slovaks Living Abroad.

Section F

Other optional information


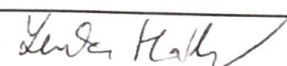
The trustees endeavour to continue the successful management of the school, which has grown significantly since its foundation and has established itself as a major Czech and Slovak community in the North West.

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)	Pavla Mataskova	Lenka Halova
Position (eg Secretary, Chair, etc)	Chair, Acting Treasurer	Secretary

Date 28 June 2019

Income and expenditure accounts for y/e 31.8.2018				
Income	GBP		Expenses	GBP
School fees	13627.80		Teaching	6329.00
Grants	7388.60		Events	4215.76
Entry	2715.61		Rent	2720.00
Donations	1091.89		Services	2268.00
			Web	707.01
			Sundry	439.35
			Representation	413.06
			Travelling	321.65
			Materials	293.51
			Insurance	283.84
			Books	161.98
			Postage	43.94
			Other	27.82
			Bank fees	7.09
Total	24823.90			18232.01