

27<sup>th</sup> May 2022

## LA PETITE ECOLE DE LEICESTER ANNUAL GENERAL MEETING

Minutes of the Annual General Meeting of La petite école de Leicester held remotely via MS Teams on Friday 27<sup>th</sup> May 2022 at 20:00.

**Present Trustees:** Marion Coombes, Hélène Barbara Tucker, Onihiantsoa Tahiana Raharison and Emilie Roche-Miller.

**In attendance:** Gabrielle Hannot, Bharti Gurav, Radidja Fella, Audrey Larrivé, Gwendoline Béry and three school parents: Charlotte Raguin, Isabelle Durant and Myriam El Aytari.

### **22-001 To receive apologies for absence**

No apologies received.

### **22-002 To outline the meeting agenda**

Hélène Barbara Tucker welcomed the participants to the first AGM (Annual General Meeting), outlined the purpose of the meeting and listed the agenda items and presenters.

### **22-003 To introduce the team**

- a. Emilie Roche-Miller presented an organisational chart for La petite école de Leicester to explain the different roles within the charity (trustees, volunteers, administrator, teachers, and teaching assistants).
- b. Emilie Roche-Miller also explained how La petite école de Leicester was structured in terms of groups: Fourmis (4 years old and under), Coccinelles (four to five years old – in line with Foundation year in UK primary schools), Abeilles (six to seven years old), Papillons (eight to nine years old), and Sauterelles (10 to 16 years old).

### **22-004 To outline the roles and responsibilities**

- a. As part of the charity set up, La petite école de Leicester wrote a constitution stating the purpose and governance of the CIO (Charitable Incorporated Organisation). Hélène Barbara Tucker provided a reminder of the official objectives of the CIO and highlighted the importance of the support from volunteers in order to help the school prosper. The primary objective is to provide a fun, welcoming learning environment so that children are not only able to improve their knowledge of the language, but also understand and take pride in their French heritage.
- b. Hélène Barbara Tucker informed the meeting participants of two current vacancies: treasurer and event manager.

- c. H  l  ne Barbara Tucker explained that the role of the treasurer would be to sign off the financial data produced by the administrative, support the grant application process for the first five years and finally manage the relationship with the accountant in order to support the Charity Commission annual return and HMRC tax return activities.
- d. H  l  ne Barbara Tucker explained that the role of the event manager would be to set up and run events throughout the year to bring children and parents together, celebrate cultural events and raise funds for the charity. The fundraising events could also take place outside of school hours.
- e. As per the constitution, all trustees retired as part of the AGM. H  l  ne Barbara Tucker proceeded to ask each trustee whether they wished to be re-appointed. The four trustees present (Marion Coombes, H  l  ne Barbara Tucker, Onihiantsoa Tahiana Raharison and Emilie Roche-Miller) all agreed to retire and asked to be re-appointed. H  l  ne Barbara Tucker proposed the re-appointment of all four trustees. Charlotte Raguin and Marion Coombes seconded the proposal. Onihiantsoa Tahiana Raharison, Emilie Roche-Miller, Marion Coombes, H  l  ne Barbara Tucker agreed.

#### **22-005 To provide an academic update**

Marion Coombes provided an update on the running of the school from an academic perspective.

- a. Marion Coombes outlined that the aim of La petite   cole de Leicester is to provide French linguistic and cultural support to pupils in a fun and family-friendly environment. Writing, reading, speaking and listening as well as transversal and transferable skills are developed in class. This is delivered by the teachers and teaching assistants. The pedagogic team works every week to ensure individual support is provided to all children.
- b. The school opened with three classes as well as the under-fours "Stay and Play" group in September 2021 (Fourmis, Coccinelles, Abeilles and Papillons). Due to an increasing number of registrations, an additional group opened for children between the ages of 10 and 16 (Sauterelles).
- c. Audrey Larriv   subsequently joined the team to lead the Stay and Play sessions. Next year, it is expected that there will be 13 Coccinelles, 11 Abeilles, seven Sauterelles and nine Papillons. Radidja, currently teaching assistant in the coccinelles' class will take over the teaching position. V  ronique, currently the Papillons' teaching assistant will move to the Coccinelles to support Radidja. Finally, Gwendoline is becoming the administrator from this half term, supported by Gabrielle until mid-July 2022.
- d. Marion Coombes described a typical Saturday morning schedule at the school and advised that according to the pupils' first semester reports, the children had very encouraging results. Positive feedback was also received from parents, staff and children.
- e. La petite   cole de Leicester is considering opening an adult class in the future, mainly aimed at school parents (partners of the native speakers).

#### **22-006 Financial update**

- a. H  l  ne Barbara Tucker advised that the financial year runs 1<sup>st</sup> September to 31<sup>st</sup> August, in line with the academic year. H  l  ne Barbara Tucker explained that there is a requirement to

submit an annual return to the Charity Commission, which is produced by La petite école de Leicester with the support of the accountants at Mayfield&Co in Leicester.

- b. To note that this year HMRC have requested a tax return, which will be submitted by the accountants at Mayfield&Co.
- c. To note the accounts for period 27/01/21 to 31/08/2021, the first accounting period for La petite école de Leicester. The bank statement for the same period has been reconciled to the QuickFile system, which is the accounting tool used by La petite école de Leicester.
- d. To note that the accounts for period 27/01/21 to 31/08/2021 only contain income and expenditure for the following financial year, as it was before the school opened in September 2021. To note that the accountants at Mayfield&Co advised Hélène Barbara Tucker that these transactions would therefore be deferred until the next financial year. Hélène Barbara Tucker proposed to sign off the accounts for period 27/01/21 to 31/08/2021. Marion Coombes and Charlotte Raguin seconded the proposal.
- e. To note that the second grant application to the AEFÉ (Agency for French education abroad) was submitted on 21<sup>st</sup> April 2022. Hélène Barbara Tucker explained that the charity can apply for this grant for the first five years following its creation. Last year La petite école de Leicester received 10,000€, but the grant decreases year on year.

#### **22-007 To provide a social update**

Onihiantsoa Tahiana Raharison provided an update on the social events La petite école de Leicester ran this year and outlined plans for next year.

- a. Celebrations such as Halloween, Christmas, la Chandeleur, Easter were celebrated this year. La petite école de Leicester wish for children to enjoy their time at the school, which is why all the events were about having fun, creating positive memories, spending time with friends and offering them new French experiences. Fundraising was also an important aspect of the events.
- b. Onihiantsoa Tahiana Raharison described plans for the next event: the summer school party on 25<sup>th</sup> June 2022.
- c. Onihiantsoa Tahiana Raharison noted that the last Saturday in July will be dedicated to playing board games.
- d. Onihiantsoa Tahiana Raharison advised parents that they would be able to participate by baking cakes and providing raffle prizes for our summer school party. Parents were also encouraged to share ideas with the charity in order to improve the school.
- e. Onihiantsoa Tahiana Raharison advised that La petite école de Leicester is planning a cultural exchange with a primary school in France for next year.

#### **22-008 To note any other business**

- a. Hélène Barbara Tucker noted that a number of families cancelled their memberships this year due to financial difficulties and asked if any attendees had ideas of how to support them. Hélène Barbara Tucker also explained how other schools offered discounts, asked for donations as an overpayment from parents, etc.). La petite école de Leicester is not yet in a position to offer discounts.

- b. Onihiantsoa Tahiana Raharison suggested that specific fundraising events could be dedicated to a pot of money to help families in these situations in future.
- c. Radidja Fellah suggested using a Leetchi website (fundraising provider) or to complete some grant applications from the National Lottery Community Fund to help our family in financial difficulties.
- d. Marion Coombes noted that proof of low income would be required in order to offer discounts or sponsorship in future. Hélène Barbara Tucker advised that other schools used the “free meal” as proof of low income.

**22-009 To answer questions from meeting participants**

- a. Marion Coombes enquired about the financial viability of the school, since the AEFÉ grant will decrease every year. Hélène Barbara Tucker explained that La petite école de Leicester may need to consider creating two groups per morning, instead of increasing fees. This will need to be decided over the next 18 months to two years.
- b. Onihiantsoa Tahiana Raharison raised that the school will need to find the right balance to make sure classes are not overfilled. Onihiantsoa Tahiana Raharison added that the school relies on word-of-mouth and that efforts should be made to sustain our social media presence.
- c. Gabrielle Hannot raised a concern about the current registration process using the academic year to track the pupils’ age, as this has led to parent complaints. Marion Coombes answered that we have to keep tracking it in this manner, focusing on the pedagogic side and the level. Flexibility can be shown where the pupil’s level is advanced enough for the next class. This should be agreed with the relevant teacher (or with Marion Coombes for the Fourmis).
- d. Radidja Fellah raised that there is a big difference in levels across the ages in the Coccinelles class. Marion Coombes explained that there are currently not enough registrations to open a new class and separate the levels.
- e. Onihiantsoa Tahiana Raharison asked if it would be possible to arrange a parents’ evening if the budget permits. Marion Coombes responded that the school already provides feedback to parents in the form of end-of-semester reports and informal exchanges with teachers before or after school. Teachers are also happy to discuss matters face to face or online. Currently the budget will not allow any further options.

**22-010 Date of next meeting**

The next AGM of La petite école de Leicester will be held within 15 months of today’s date. The date and venue are to be confirmed.

The Chair closed the meeting at 21:07.

Approved as accurate on **XX/XX/XX**.

\*\*\*\*\*

Pour la prochaine reunion:

**22-XXX To approve as accurate the minutes of the AGM meeting held on 27<sup>th</sup> May 2022.**

Hélène Barbara Tucker proposed approving the minutes of the meeting held on 27<sup>th</sup> May 2022 as accurate, XXX seconded the proposal. The minutes will be signed electronically.