

21st April 2023

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 21st April 2023 at 14:00.

Present Trustees: Marion Coombes, Hélène Barbara Tucker and Emilie Roche-Miller.

In attendance: Rory Collins (treasurer), school parents: Charlotte Raguin, Lisa Carew, Sam Carew.

23-001 To receive apologies for absence

Onihiarantsoa Tahiana Raharison, Audrey Larrivé, Gwendoline Béry

23-002 To outline the meeting agenda

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

23-003 Structure of the team

- a. Hélène Barbara Tucker 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. Hélène Barbara Tucker 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).

23-004 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 the current vacancies or opportunities to help: event management team, set up help at 09:00am, additional first aider.
- c. Hélène Barbara Tucker explained that the role of the event management team would be to think of events, organise them and run them 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.

- d. H  l  ne Barbara Tucker explained that the help needed at 09:00am would be to set up tables and chairs, layout the coffee table and toys for the Stay and Play.
- e. H  l  ne Barbara Tucker explained that the first aid training would be funded by the school and would either take place in London or more locally through an agreement with other FLAM schools in the Midlands.
- f. Charlotte Raguin and Lisa Carew stated that they would both be willing to undertake first aid training, depending on the location.
- g. Lisa Carew suggested that a parents rota could be used to encourage people to help set up at 09:00, similar to the cake rota.
- h. 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 three trustees present (Marion Coombes, H  l  ne Barbara Tucker and Emilie Roche-Miller) all agreed to retire and asked to be re-appointed. The fourth trustee, Onihiarantsoa Tahiana Raharison, had previously confirmed in writing her wish to be reappointed. H  l  ne Barbara Tucker proposed the re-appointment of all four trustees. Rory Collins seconded the proposal.

23-005 To provide an academic update

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

- a. Marion Coombes outlined the size of each class, explaining that the school first 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). Next year, it is expected that there will be 10 Coccinelles, 16 Abeilles, nine Sauterelles and 10 Papillons.
- b. Marion Coombes stated that a new library card system had been implemented, where the child's name is noted on the card.
- c. Marion Coombes explained that tailored activities were held in the hall depending on the age groups (baby massage/toddlers exercises).
- d. Marion Coombes stated that some previous pupils in the Sauterelle classe had returned as teaching assistants.
- e. Marion Coombes stated that an adult classes trial was ongoing, for partners of the native speakers, which would continue if successful.
- f. Marion Coombes explained the restrictions of the French grant, which only funds the school if over 50% of the pupils have French nationality. Currently the school is at 62%.
- g. Marion Coombes explained the plans to reopen the French creche, in Victoria Park, on a Wednesday.

23-006 To provide a financial update

- a. H  l  ne Barbara Tucker advised that the financial year runs 1st September to 31st 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   cole de Leicester with the support of the accountants at Mayfield&Co in Leicester.

- b. To note the accounts for period 01/09/21 to 31/08/2022 for La petite école de Leicester. The treasurer Rory Collins has provided all the data to the accountants at Mayfield&Co for them to provide the annual statement of accounts.
- c. Hélène Barbara Tucker proposed to sign off the accounts for period 27/01/21 to 31/08/2021. Marion Coombes seconded the proposal.
- d. To note that the third grant application to the AEFÉ (Agency for French education abroad) was submitted on 19th April 2023. 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 approximately 8,000€, but the grant decreases year on year. The plan to become autonomous would require a minimum of 52 pupils (Coccinelles and older) in order to fund the expected expenditure of £25,000 p.a. Currently there is a total of 43 pupils in Coccinelles and above.

23-007 To provide a social update

Hélène Barbara Tucker and Marion Coombes 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. To note this year this school held an Open Day which resulted in two families signing up.
- c. Hélène Barbara Tucker and Marion Coombes described plans for the next event: the summer school party.
- d. To note there was a WhatsApp group created with the parents to communicate short messages and reminders on a weekly basis.
- e. Hélène Barbara Tucker observed that there had been an increase in family participation in running fundraising events and cake baking.
- f. Hélène Barbara Tucker advised that La petite école de Leicester is planning a cultural exchange with a primary school in France and has sent them an introductory video.
- g. Hélène Barbara Tucker explained that the social events for next year would follow the same pattern, with the ambition to build on the relationship with the French primary school.

23-008 To provide the output to a satisfaction survey

Hélène Barbara Tucker and Marion Coombes provided an update on the responses received so far on the satisfaction survey.

- a. To note the summary of positive feedback:
 - All children (and parents) are happy to attend the school
 - 3 out of 13 respondents use Padlet (others are affected by lack of time, do not remember, cannot find the link, feel there is a lack of instructions or lost their login)
 - Enjoyed end of year show and would like to see one this year
 - Enjoyed the cultural celebrations

- 5 out of 13 would be happy to volunteer (the rest are too busy, have young children, or are already helping)
- b. To note the areas for improvements:
 - More fun/manual crafts events (coccinelles)
 - More games (e.g. in a circle), stories for different age groups (fourmis)
 - Light homework e.g. reading a text or watching a video (sauterelles)
 - More detail in the exercise book and on Padlet about what they have covered (abeilles)
 - Suggested events: lunches, trips, excursions to the museum, event for adults only, cultural exchange (e.g. sending children to French schools), brocantes, watch films
- a. Charlotte Collins queried whether the school could ask the children for feedback directly. Hélène Barbara Tucker agreed to take the question away to discuss with the committee.

23-09 To note any other business

- b. Charlotte Collins suggested asking families for a donation of stationery.
- c. Lisa Carew suggested La petite école de Leicester sets up an Amazon wish list.
- d. Lisa Carew noted that in the London FLAM school her family previously attended, parents were offered 10% off in exchange for assisting the teacher on a regular basis. This was instead of paying teaching assistants.
- e. Marion Coombes noted a link to Padlet on the newsletters or weekly WhatsApp messages would be a useful reminder to use the application.
- f. Marion Coombes suggested La petite école de Leicester could invite all parents for coffee, once a month.
- g. Lisa Carew asked if lesson plans on Padlet could be visible earlier, or at least the theme of the lesson, to allow families a chance to prepare for the next lesson.
- h. Hélène Barbara Tucker and Marion Coombes agreed to take the above suggestions away to discuss with the committee.

23-010 To answer questions from meeting participants

No further questions were raised.

22-011 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 15:04.

Approved as accurate on 28/04/23.

22-012 To approve as accurate the minutes of the AGM meeting held on 21st April 2023.

At the weekly committee meeting on 28/04/23, Hélène Barbara Tucker proposed approving the minutes of the meeting held on 21st April 2023 as accurate, Marion Coombes seconded the proposal. The minutes were signed electronically.