



Trustees' Annual Report for the period						
Period start date				Period end date		
From	1	January	2014	To	31	December 2014

Section A Reference and administration details

Charity name Petit Club Français d'Oxford

Charity's principal address 29 Aston Street
Oxford
OX4 1EW

Names of the charity trustees who manage the charity

	Trustee name	Office (if any)
1	Celine Moguen	Chairman
2	Virginie Czyz	Treasurer
3	Gaëlle Jamar	Member
4	Isabelle Boscaro Clark	Member
5	Dorothee Ward	Secretary
6	Florence Rossignol	Pedagogy support

Names and addresses of advisers

Type of adviser	Name	Description
Inspire2enterprises www.inspire2enterprise.org	Kieran	Free-to-access service for the Social Enterprise Sector providing information, specialist advice and support from start-up to initial growth and beyond. - See more at:

Name of Head Teacher

Florentine Krawatzek

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Unregistered charitable association
How the charity is constituted (eg. trust, association, company)	Non-company charity
Trustee selection methods (eg. appointed by, elected by)	By appointment at majority of trustees

Section C

Objectives and activities

Summary of the objects of the charity

1. To further the education of the French-speaking children and adults of the region of Oxford, through the advancement of the knowledge of French language and culture in particular
2. To promote the enjoyment of French language and culture for the public benefit in Oxford and the surrounding area, interested in furthering their knowledge of French language and culture

Summary of the main activities undertaken for the public benefit in relation to these objects in the past:

- Providing language tuitions in after school clubs

The quality of teaching has been valued by our members. Our teachers are all qualified French teachers and as a result the improvements in the children's language skills have been noticeable. Our aim is to maintain small classes (less than about 9 children per class) in order to maintain the impact of teaching on each pupil. (As opposed to the framework adopted in other FLAM schools i.e. 2 hour long Saturday classes. Our last survey shows that only 40% of our members were willing to switch to such Saturday classes)

- Maintaining a French literature library with access for general public

We have a well appreciated mobile library with plenty of books and DVDs that were offered or bought by the Petit Club.

- Organising social and cultural events open to all. Through the years, we have developed a unique know how and presence in the region. Our events such as the ones listed below are well known and well attended by French-speaking families.

French Fun Days
Christmas events
Sports day in French
Picnics
Parents evenings
Book clubs
End of year children's performance
Epiphany Cake day
Etc.

Section D

Achievements of the year

Summary of the main activities achievement of the Charity during the year:

This year we have organised the following events:

- Sports day in French (May)
- Annual Parent Evening at St Giles House in November (well attended)
- Christmas buffet/film at St Margarets Hall in December (around 25 families)
- French Cinema afternoons in partnership with The French Institute in London and the Phoenix Picturehouse in Jericho

We have homogenized our pedagogic methodology, organised some meetings with our teachers and offering, resources, advice on training opportunities (supported by the FLAM organisation).

We have recently also improved our communication to our parents and community with regular Newsletters, an active Facebookpage and the revamping of our website.

One of the major changes of the year has been the recruitment of a new Head Teacher and the change of Treasurer. Both handovers have been successful and we are ready for the challenges to come. (Our teachers and are all self-employed. Other help comes from a range of volunteers including the trustees).

An average of 66 children have been attending our classes this year. As of December 2014, we have been running a total of 11 groups of children from pre-schooler age to 11 years old.

Some of our classes are still in deficit but the FLAM subvention has so far allowed us to maintain the format of small classes.

Section E Financial review

Brief statement of the charity's policy on reserves

We are currently holding a reserve of £1,048 in a separate bank account. Good practice requires a third of the running costs to be held in a reserve account.

Our classes are attended in 3 different locations (Oxford, Yarnton and Harwell) that are rented by the charity (cost of renting varies from £7.5 to £10 per hour per premise).

During the year we have raised our tuitions fee to £9 per hour (maintaining 5% discount for the 2d sibling and 10% discount for the 3rd sibling), which has helped redressing our finances.

Financial review details

The account shows that we are narrowing the gap to become self-sufficient but that we still needed to rely on the French Government annual grant (FLAM). (Please see table below)

We need to address this issue as the FLAM subvention is only available for 5 years.

We also need to retain our pupils (over the previous years we have had up to 74 pupils attending our classes)

Account - 1st Term 2014 (September to December)

Expenses			Income	
Teachers fees and management cost	£5,397.55		FLAM Subvention	£1,170.00
Rental costs	£851.00		Tuition fees	£5,500.00
Other expenses	£641.92		Other income (events etc.)	£740.00
Insurance	£112.29			
Total expenses	£7,002.76		Total income	£7,410.00
	Benefit	£407.24		
	Reserve	£1,048.00		
	Deficit (without FLAM Subvention): -£763			

Section F 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) Céline Moguen

Position (eg Secretary, Chair, etc) Chair

Date 05.02.2015