



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month Sep	Year 2018		Day 31	Month Aug	Year 2019

Section A Reference and administration details

Charity name THE POLISH SATURDAY SCHOOL IN MANCHESTER

Other names charity is known by POLSKA SZKOŁA PRZEDMIOTÓW OJCZYSTYCH IM. ŚW. STANISŁAWA KOSTKI W MANCHESTERZE

Registered charity number (if any) 1160848

Charity's principal address

196 Lloyd Street North
Manchester

Postcode M14 4QB

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	Jan Rapacz	Chair		
2	Jan Grzywinski	Vice-Chair		
3	Sławomir Breda	Treasurer		
4	Agnieszka Rutkowska	Secretary		
5	Danuta Antonik			
6	Justyna Bielec			
7	Aleksandra Makojnik			
8	Andrzej Rozycki			
9	Bogdan Trybuchowski			
10	Oskar Huminiecki			
11	Tomasz Kasinski			
12	Ireneusz Wegrzyn			
13	Szymon Zielinski		From 24 Nov 2018	
14	Agnieszka Predka		From 29 Jun 2019	
15				
16				
17				
18				
19				
20				

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)

--

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <small>(eg. trust deed, constitution)</small>	Constitution
How the charity is constituted <small>(eg. trust, association, company)</small>	CIO - FOUNDATION
Trustee selection methods <small>(eg. appointed by, elected by)</small>	Appointed

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 Polish Saturday School in Manchester (PSSM) was founded in 1949 as a supplementary school delivering quality education in the Polish language, culture and traditions.

The school is part of Manchester City Council's Supplementary Schools Network and registered with the Polish Education Society in London. The Charity works closely with local Polish groups in the area as well as the Consulate of the Republic of Poland situated in Manchester.

The school holds a Quality Framework Gold Award from the National Resource Centre for Supplementary Education and the Foundation Quality Award from Manchester City Council.

Management of the charity and school is undertaken by the Board of Trustees and a strategic five year plan is maintained, reviewed and updated each year.

Risk assessments are conducted regularly. A full school evacuation drill is undertaken early in the school year in order to mitigate the risk of a major incident such as a fire or other emergency.

A full set of policies and procedures is maintained and updated regularly.

Section C Objectives and activities

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

The objects of the CIO are the advancement of education for the public benefit by the provision of a school called THE POLISH SATURDAY SCHOOL IN MANCHESTER at which subjects including Polish Language, Literature, History, Geography, Roman Catholic Religion and the culture and heritage of Poland are taught. Classes are also offered in the English language for the parents, carers or guardians of pupils attending the school.

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)

Teaching of children and young people from the ages of 3 up to 18 with a curriculum focused on preparation for national GCSE, AS and A level examinations.

Teaching of the English Language to parents or guardians of children attending the school.

Fundraising to provide the facilities and resources for the above-mentioned activities.

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 hires suitable premises and employs volunteer staff in teaching or support capacities as well as ensuring the health and safety of all students attending the school.

The school relies extensively on support from volunteers and parents in its operation including playground duties, administration and fundraising.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

The charity supports the largest Polish Saturday school in the North of England with over 430 students attending regularly. The Trustees have negotiated a long-term agreement to ensure that sufficient additional accommodation is available at the hired facilities to meet the school's rolling 5-year plan.

Students from the school continue to achieve excellent results in national examinations in the Polish language.

The popularity of the school is demonstrated through strong demand for places and the provision of additional classes for 5, 6, 7, 8 and 9 year olds.

A stable and long-term future for the school has been secured through a multi-year agreement for the hire of modern premises at Loreto High School, Chorlton.

Additional services from a qualified child psychologist and a qualified speech therapist were available during a part of this year.

The main annual fundraising event organised by the parent's support group, continues to exceed expectations and provided a valuable contribution to the school funds.

Two additional trustees were added to the Board of Trustees during the course of the school year.

The school continues to provide a safe and secure environment for the education of students covering the Polish language, culture, history and geography.

In 2019 the school is celebrating its 70th anniversary since its establishment to serve the Polish Community in Manchester.

Section E Financial review

Brief statement of the charity's policy on reserves

The charity's reserve policy ensures that sufficient capital is available to cover the school operational costs for at least the next 12-month 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 funding is principally derived from school fees and is supplemented by various fundraising activities.

The main expenditure is for the hire of premises, for the expenses incurred by the volunteer staff and for books and materials.

The charity has undertaken to offer paid employment to teaching staff from January 2020. This measure is being undertaken to ensure that we are able to attract and retain the best qualified staff to support the activities of the school.


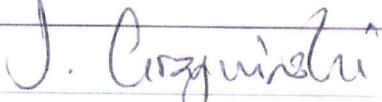
Section F Other optional information

With the support of the parents group, the school is a vibrant community that facilitates a social support network for families who have migrated to the area from Poland. We actively promote the Polish language and culture to all, and we also cater for adults of children attending the school who wish to learn the Polish language in addition to 3 English language classes. The fee structure helps families with more than one child attending the school. The Trustees are able to consider discretionary assistance for families with unexpected financial hardships. The school organised an annual trip for the national Childrens Day event at Laxton Hall organised by the Polish Education Society.

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)	JAN PETER RAPACZ	JAN PETER GRZYWINSKI
Position (eg Secretary, Chair, etc)	CHAIR	VICE-CHAIR
Date	31-5-2020	



Charity Name The Polish Saturday School in Manchester	No (if any) 1160848
---	-------------------------------

CC16a

Receipts and payments accounts

For the period from	Period start date 01/09/2018	To	Period end date 31/08/2019
---------------------	---------------------------------	----	-------------------------------

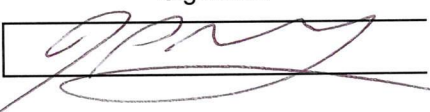
Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
School Fees	69,510	-	-	69,510	-
Donations/Grants	8,107	-	-	8,107	-
Fundraising events	4,888	-	-	4,888	-
Sundry Income	138	-	-	138	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
Sub total (Gross income for AR)	82,367	-	-	82,367	-
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	82,367	-	-	82,367	-
A3 Payments					
Premises rent	21,602	-	-	21,602	-
Volunteers' costs	19,681	-	-	19,681	-
Books & Teaching materials	11,049	-	-	11,049	-
Services	9,274	-	-	9,274	-
Office costs	7,555	-	-	7,555	-
Other Payments	8,768	-	-	8,768	-
Wages & NI	4,902	-	-	4,902	-
Cash advance	150	-	-	150	-
		-	-	-	-
Sub total	82,981	-	-	82,981	-
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	82,981	-	-	82,981	-
Net of receipts/(payments)	615	-	-	615	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	130,642	-	-	130,642	-
Cash funds this year end	130,027	-	-	130,027	-

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds	Current Account	129,871	-	-
	Petty cash	156	-	-
	Cash in transit	-	-	-
	Total cash funds	130,027	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities	Unpaid bills	Unrestricted	72	
	Parents duty deposit roster due	Unrestricted	120	
	Wages	Unrestricted	40	
			-	
			-	

Signed by one or two trustees on behalf of all the trustees

Signature	Print Name	Date of approval
	JAN RAPACZ	31/5/2020

Polska Szkoła Przedmiotów Ojczystych im. Św. Stanisława Kostki

Examiner's report on the unaudited accounts to

The Polish Saturday School in Manchester

My examination is carried out in accordance with UK Generally Accepted Accounting Practice. 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 seeks explanations from the trustees concerning any such matters. The procedures undertaken in an audit and consequently I do not express an audit opinion on the view given by the accounts.

In the course of my examination, no matter has come to my attention which gives me reasonable cause to believe that in any material respect the requirements to keep accounting records or to prepare accounts which accord with the accounting records and comply with the UK Generally accepted Accounting Practice have not been met, or to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Teresa K Kurkiewicz (MAAT)

Independent Examiner

21 Turf Close

Royton

Oldham

OL2 6BZ

27 April 2020