



## Trustees' Annual Report for the period

From 1<sup>st</sup> Sept 2020      Period start date

To 31<sup>st</sup> August 2021      Period end date

**Charity name: THE POLISH SATURDAY SCHOOL IN MANCHESTER**

**Charity registration number: 1160848**

## Objectives and Activities

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	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.
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	The teaching of children and young people from the ages of 3 up to 18, with a curriculum focused on preparation for national GCSE and A Level examinations.
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The teaching of lessons was maintained online on account of the school premises being unavailable for the 2020-2021 school year. School fees were reduced to a minimum to help parents keep their children in the school and operational costs and expenses were cut as much as possible to reduce projected annual shortfall.

### Additional information (optional)

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	
Policy on social investment including program related investment	Para 1.38	The Charity hires suitable premises, employs staff and engages volunteers in teaching or support capacities as well as ensuring the health and safety of all students attending the school.

		It is a source of pride that each year, a number of recently-graduated students of the school return to take up volunteer teaching and administrative positions at the school.
Contribution made by volunteers	Para 1.38	In normal times, the school relies extensively on support from volunteers and parents in its operation including playground duties, administration and fundraising. This support was greatly reduced for the 2020-2021 school year, as a result of the school premises being unavailable during this period.
Other		

## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p>The Charity supports one of the largest Polish Saturday schools in the north of England and despite the challenges of virtual teaching, imposed on the school on account of unavailability of the premises at Loreto High School throughout the 2020-21 school year, some 280 pupils remained on the school roll in this period.</p> <p>The school's efforts at maintaining its purpose and its ethos during this challenging period helped to maintain a degree of positive community spirit. To reduce the financial burden on parents during this period, the school fees were reduced to a minimum.</p> <p>As a member of the Polish Educational Society in Great Britain, teacher training and teaching qualifications were facilitated through courses offered by this body and its affiliated 'Teachers' Club'.</p> <p>Students from the school achieved excellent results in national examinations:- GCSE: Nine passes, with one at Grade 9 and eight at Grade 8 (nine candidates in total). A Level: Ten passes, with six at Grade A* and four @ Grade A (ten candidates in total).</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

	Para 1.41	The objective for 2020-2021 was to maintain teaching operations to the best degree possible under conditions of virtual
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Achievements against objectives set		teaching. Despite a fall in pupil numbers on account of the pandemic and the challenges of virtual teaching, the school commenced the 2020-2021 school year with a roll of 280 pupils and virtual lessons were maintained until the end of the school year in July 2021.
Performance of fundraising activities against objectives set	Para 1.41	The school was unable to carry out its usual fundraising activities due to Covid-19 restrictions.
Investment performance against objectives	Para 1.41	N/A
Other		<p>With the support of the Parents' Association, the school has succeeded in remaining a vibrant community that facilitates a social support network for families who have migrated to the area from Poland.</p> <p>We actively promote the Polish language and culture to all and the fee structure helps families with more than one child attending the school. In addition, the Trustees are able to consider discretionary assistance for families with unexpected financial hardships.</p>

## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity incurred a loss of £48,061. Income from school fees fell by 60% compared to 2019-2020. The school suffered a loss of pupil numbers as a result of Covid restrictions, which allowed teaching only via online lessons. This proved too challenging for some parents, who resigned their children from the school. In addition, income from donations and grants fell by 43% compared to 2019-2020 and income from fundraising fell by 100%.
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The charity's reserve policy is to ensure that sufficient capital is available to cover the school operations for at least the next 12-month period. However, the loss incurred in 2020-2021 left the school with sufficient reserves for online teaching but insufficient reserves for face-to-face teaching for 2021-2022. The school has taken steps to rebuild this reserve fund for 12 months' face-to-face operations. A review of fees operated by other Polish supplementary schools in the UK showed that the charity's fees were lower – in some cases substantially lower - than those reviewed. Accordingly, the trustees voted to implement a more realistic level of fees comparative to other schools to facilitate the rebuilding of a 12-month operational funds reserve for the 2021-2022 school year. This will cover the main expenditures, namely the of hire of premises, teachers' salaries, expenses incurred by volunteer staff and for books and materials
Amount of reserves held	Para 1.22	£84,565
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	N/A

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	The charity's principal source of funds is from the fees paid by parents. The school also receives a grant from Poland. Pre-pandemic, the school was able to hold fundraising events within the local Polish community.
Investment policy and objectives including any	Para 1.46	N/A

social investment policy adopted		
A description of the principal risks facing the charity	Para 1.46	<p>The possibility of once again being denied access to the Loreto School premises, which for the entire 2020-2021 school year was brought on by Loreto High School's Covid-19 risk-reduction policy, is the greatest risk. Although the risk from Covid has diminished, the host school continues to face staff shortages, particularly in the facilities department, leaving a question mark as to availability of a caretaker to open up the premises for our school's use. Further disruption of lessons would likely result in the majority of parents removing their children from the school and rendering it unviable.</p> <p>The school has met this premises challenge by seeking and acquiring an agreement with new premises that has a dedicated Business Manager and a stable cadre of facilities staff.</p>
Other		

## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document (trust deed, royal charter)	Para 1.25	Constitution
How is the charity constituted? (e.g unincorporated association, CIO)	Para 1.25	CIO – FOUNDATION
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	By appointment, ratified at Board of Trustees meetings.

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	The policy of the Charity is to appoint Trustees from within the cadre of parent volunteers, who therefore are already familiar with the operation of the school. New Trustees are given copies of the Charity's constitution and the most recent set of accounts.
The charity's organisational structure and any wider network with which the charity works	Para 1.51	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. The school is part of Manchester City Council's Supplementary Schools Network and is registered with the Polish Educational Society in London. The Charity works closely with local Polish groups, including the Polish Catholic Church, the Polish Scouting Association and the Polonez Dance and Folklore ensemble, as well as the Consulate of the Republic of Poland in Manchester.
Relationship with any related parties	Para 1.51	
Other		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  Risk Assessments are conducted regularly and a full school evacuation drill is conducted early in the school year in order to mitigate the risk of a major incident such as fire or other emergency.

		<p>A full set of key policies and procedures is maintained and updated regularly. These include:-</p> <p>Mission Statement, Safeguarding Policy, E-Safety Policy, Equality and Diversity Policy, Complaints Policy, Behaviour Policy, Recruitment Policy and Personnel DBS Checks, Staff Safeguarding Training, Registers of Attendance, Health &amp; Safety Policy, GDPR Policy.</p> <p>The charity also maintains appropriate liability insurance and has transparent financial management.</p> <p>Curriculum Resources in place include:- Planning, assessment, teacher training, evidence of qualification, training and support for staff and volunteers.</p>
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### Reference and Administrative details

Charity name	THE POLISH SATURDAY SCHOOL IN MANCHESTER
Other name the charity uses	POLSKA SZKOŁA PRZEDMIOTÓW OJCZYSTYCH IM. ŚW. STANISŁAWA KOSTKI W MANCHESTERZE
Registered charity number	1160848
Charity's principal address	196 Lloyd Street North, Manchester, M14 4QB

**Names of the charity trustees who manage the charity**

	<b>Trustee name</b>	<b>Office (if any)</b>	<b>Dates acted if not for whole year</b>	<b>Name of person (or body) entitled to appoint trustee (if any)</b>
1	Jan Rapacz	Chair		
2	Jan Grzywinski	Vice-Chair		
3	Slawomir Breda	Treasurer	To 1 <sup>st</sup> September 2020	
4	Agnieszka Predka			
5	Agnieszka Rutkowska	Secretary and Deputy Head Teacher		
6	Danuta Antonik	Head Teacher		
7	Justyna Bielec	Deputy Head Teacher		
8	Andrzej Rozycki			
9	Bogdan Trybuchowski			
10	Oskar Huminiecki		To April 20 <sup>th</sup> 2021	
11	Aleksandra Makojnik		To April 20 <sup>th</sup> 2021	
12	Tomasz Kasinski			
13	Ireneusz Wegrzyn			
14	Szymon Zielinski			
15	Edward Wilczynski		Appointed 31.08.2021	
16				
17				
18				
19				
20				

**Corporate trustees – names of the directors at the date the report was approved**

<b>Director name</b>		

**Name of trustees holding title to property belonging to the charity**

<b>Trustee name</b>	<b>Dates acted if not for whole year</b>	



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	N/A
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	N/A

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
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#### Name of chief executive or names of senior staff members (Optional information)

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## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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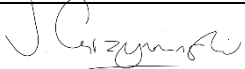

## Other optional information

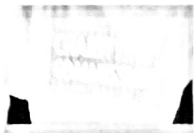
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## Declarations

The trustees declare that they have approved the trustees' report above.

Signed on behalf of the charity's trustees

<b>Signature(s)</b>		
<b>Full name(s)</b>	JAN PETER GRZYWINSKI	TOMASZ SEBASTIAN KASINSKI
<b>Position (eg Secretary, Chair, etc)</b>	CHAIR	VICE CHAIR
<b>Date</b>	11 <sup>TH</sup> JUNE 2022	



Charity Name The Polish Saturday School in Manchester	No (if any) 1160848
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## Receipts and payments accounts

For the period from	Period start date 01/09/2020	To	Period end date 31/08/2021
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### 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 £
<b>A1 Receipts</b>					
School Fees	28,625	-	-	28,625	71,217
Donations/Grants	3,220	1,428	-	4,648	10,913
Fundraising events	-	-	-	-	3,475
Sundry income	1,225	-	-	1,225	345
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>33,070</b>	<b>1,428</b>	<b>-</b>	<b>34,498</b>	<b>86,950</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	<b>33,070</b>	<b>1,428</b>	<b>-</b>	<b>34,498</b>	<b>86,950</b>
<b>A3 Payments</b>					
Premises rent	-	-	-	-	21,573
Volunteers' costs	751	-	-	751	9,895
Books & Teaching materials	12,774	-	-	12,774	12,506
Services	6,356	-	-	6,356	6,161
Office costs	2,727	-	-	2,727	1,549
Other Payments	2,033	-	-	2,033	11,348
Wages & NI	56,490	1,428	-	57,918	20,564
Cash advance	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>81,131</b>	<b>1,428</b>	<b>-</b>	<b>82,559</b>	<b>83,596</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	<b>81,131</b>	<b>1,428</b>	<b>-</b>	<b>82,559</b>	<b>83,596</b>
<b>Net of receipts/(payments)</b>	<b>- 48,061</b>	<b>-</b>	<b>-</b>	<b>- 48,061</b>	<b>2,354</b>
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	<b>132,626</b>	<b>-</b>	<b>-</b>	<b>132,626</b>	<b>130,272</b>
<b>Cash funds this year end</b>	<b>84,565</b>	<b>-</b>	<b>-</b>	<b>84,565</b>	<b>132,626</b>

**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 £
<b>B1 Cash funds</b>	Current Account	83,150	-	-
	Petty cash	1,416	-	-
	Cash in transit		-	-
	<b>Total cash funds</b>	<b>84,565</b>	<b>-</b>	<b>-</b>

(agree balances with receipts and payments account(s))

OK

OK

OK

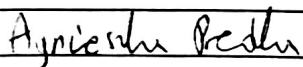
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>	PAYE	Unrestricted	483	
		Unrestricted		
		Unrestricted		
			-	
			-	

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

Signature	Print Name	Date of approval
	AGNIESZKA PREDKA	28/05/2022

**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

4 May 2022

**Polska Szkoła Przedmiotów Ojczystych im. Św. Stanisława Kostki**

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Teresa K Kurkiewicz (MAAT)

Independent Examiner

21 Turf Close

Royton

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4 May 2022