



Trustees' Annual Report for the period

From: 1st Sept 2021 **Period start date**

To: 31st Aug 2022 **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 the 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	

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	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

investment		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. This benefits both the school and these volunteers, many of whom go on to work in the fields of teaching and childcare as their chosen careers.
Contribution made by volunteers	Para 1.38	As the school relies extensively on support from volunteers and parents in its operation, such as with playground supervision duties, administration, fundraising and the organising of commemorative and other special events, it was a relief that this vital support was able to be resumed.
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>After a delay to the start of the 2021-2022 school year because of ongoing staff issues at the host school's premises, the school returned to face-to-face teaching for all classes in November 2021.</p> <p>Prior to the Pandemic, the Charity supported one of the largest Polish Saturday schools in the north of England and despite the challenges of rebuilding the teaching programme and student numbers, the 2021-2022 school year resumed with 318 students on the roll.</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.</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 as well as through a separate organisation, 'The Teachers' Club'.</p> <p>Students from the school achieved excellent results in national</p>

		<p>examinations:- GCSE: Eleven passes, with one at Grade 9 and ten at Grade 8 (eleven candidates in total). A Level: Five passes, with one at Grade A*, two at Grade A, one at Grade B, one at Grade C (five candidates in total).</p> <p>In the wider community, the school donated over £1,000 from its Spring Fair fundraiser event to the Ukrainian Red Cross.</p>
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Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>The objective for 2021-2022 was to fully re-build the school's teaching programme after 18 months of either no teaching, or online-only teaching and this was achieved.</p> <p>In addition, the school was successful in increasing student numbers from 280 to 318 for the start of the 2021-2022 academic year, which figure increased to 330 by the end of the academic year.</p> <p>In addition, the search for new premises was achieved and relocation successfully carried out during August 2022</p>
Performance of fundraising activities against objectives set	Para 1.41	<p>The school was able to run its annual 'Kaziuk' Spring Fair, which netted a figure of £4,065.01</p>
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. We actively promote the Polish language and culture to all, and the fee structure helps families with more</p>

		than one child attending the school. In addition, the Trustees can consider discretionary assistance for families with unexpected financial hardships.
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Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The return to face-to-face teaching in 2021-2022, albeit delayed, provided some much-needed stability and the small but steady increase in student numbers together with a realistic and viable fee structure has begun to reverse the financial losses incurred by the school in the previous academic year. As a result, the school has been able to rebuild its capital reserve and at the end of the 2021-2022 school year, this figure stood at £113,423
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. 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, so an increase in school fees was authorised to help rebuild this reserve fund for 12 months' face-to-face operations. 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	£113,423
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	Potential impact of the cost-of-living crisis, which may result in a drop in student numbers if parents are no longer able to afford the fees

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 social investment policy adopted	Para 1.46	N/A

<p>A description of the principal risks facing the charity</p>	<p>Para 1.46</p>	<p>As an educational establishment at which attendance is wholly voluntary, there is a risk that the cost-of-living crisis may result in parents not being able to afford the school fees, resulting in a significant fall in student numbers and therefore a drop in income for the school. In addition, the same factor may result in the current host school increasing the rent for hire of the premises to an unsustainable level, though this is viewed as a low-level risk at this time.</p>
<p>Other</p>		<p>N/A</p>

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

		<p>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> <p>A full set of key policies and procedures is maintained and updated regularly. These include:- 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 & Safety Policy, GDPR Policy.</p> <p>The charity also maintains appropriate liability insurance and has transparent financial management. Curriculum Resources in place include: -</p> <p>Planning, assessment, teacher training, evidence of qualification, training and support for staff and volunteers, including a programme of First Aid training.</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

	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	1 st Sept 2021 to 28 th April 2022	
2	Jan Grzywinski	Vice-Chair Chair	To 28 th April 2022. From 28 th April 2022	
3	Tomasz Kasinski	Vice-Chair	From 11 th June 2022	
4	Agnieszka Predka	Treasurer		
5	Danuta Antonik	Head Teacher		
6	Agnieszka Rutkowska	Secretary and Deputy Head Teacher		
7	Justyna Bielec	Deputy Head Teacher		
8	Bogdan Trybuchowski			
9	Ireneusz Wegrzyn			
10	Szymon Zielinski			
11	Edward Wilczynski			
12	Sebastian Kocon		Appointed 26th May 2022	
13	Andrzej Rozycki			
14				
15				
16				
17				
18				
19				
20				

Corporate trustees - names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	

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

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

Signature(s)

	
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Full name(s)

JAN PETER GRZYWINSKI	TOMASZ SEBASTIAN KASINSKI
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Position (eg
Secretary, Chair, etc)

CHAIR	VICE-CHAIR
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Date

10 th June 2023



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 01/09/2021	To	Period end date 31/08/2022
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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 £
A1 Receipts					
School Fees	82,802	-	-	82,802	28,625
Donations/Grants	4,055	7,976	-	12,031	4,648
Fundraising events	7,156	-	-	7,156	-
Sundry Income	10,510	-	-	10,510	1,225
Gift Aid	2,493	-	-	2,493	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	107,016	7,976	-	114,992	34,498
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	107,016	7,976	-	114,992	34,498
A3 Payments					
Premises rent	12,535	5,068	-	17,603	-
Volunteers' costs	5,727	-	-	5,727	751
Books & Teaching materials	11,120	-	-	11,120	12,774
Services	5,221	-	-	5,221	6,356
Office costs	1,734	-	-	1,734	2,727
Other Payments	7,970	2,908	-	10,878	2,033
Wages & NI	33,851	-	-	33,851	57,918
Cash advance	-	-	-	-	-
	-	-	-	-	-
Sub total	78,158	7,976	-	86,134	82,559
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	78,158	7,976	-	86,134	82,559
Net of receipts/(payments)	28,858	-	-	28,858	48,061
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	84,565	-	-	84,565	132,626
Cash funds this year end	113,423	-	-	113,423	84,565

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	Bank Accounts	113,361	-	
	Petty cash	62	-	-
	Cash in transit		-	-
	Total cash funds	113,423	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK

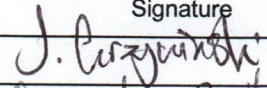
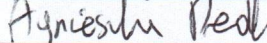
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

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

Categories	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
B5 Liabilities		Unrestricted	-	
		Unrestricted	-	
		Unrestricted	-	
			-	
			-	

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

Signature	Print Name	Date of approval
	Jan Grzywinski	20/05/2023
	Agnieszka Predka	20/05/2023

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

15 May 2023