

THE POLISH SATURDAY SCHOOL IN MANCHESTER

England & Wales · Charity number 1160848

Details

Other names	POLSKA SZKOLA PRZEDMIOTOW OJCZYSTYCH IM. SW. STANISLAWA KOSTKI W MANCHESTERZE
Status	Registered
Legal form	CIO
Registered	2015-03-11
Register	View on the Charity Commission register

Contact

Address 7 Great Riding
Norton
Runcorn
Cheshire
WA7 6SL

Phone 07507687850

Email szkola@polskaszkolamanchester.org

Website www.polskaszkolamanchester.org

Activities

Objects: THE OBJECTS OF THE CIO ARE THE ADVANCEMENT OF EDUCATION FOR THE PUBLIC BENEFIT BY THE PROVISION OF A SCHOOL TO BE CALLED THE POLISH SATURDAY SCHOOL IN MANCHESTER ("THE SCHOOL") AT WHICH SUBJECTS INCLUDING POLISH LANGUAGE, LITERATURE, HISTORY, GEOGRAPHY, ROMAN CATHOLIC RELIGION AND THE CULTURE AND HERITAGE OF POLAND ARE TAUGHT. THE TRUSTEES MAY DECIDE TO OFFER CLASSES IN ENGLISH LANGUAGE FOR THE PARENTS, CARERS OR GUARDIANS OF PUPILS ATTENDING THE SCHOOL.

Activities: We support the Polish Saturday School in Manchester by providing teaching resources to further the educational and cultural program leading to national qualifications at GCSE, AS and A level in the Polish language. We hire suitable premises, and employ both paid and volunteer staff in teaching or support capacities, and ensure the health and safety of all students attending the school.

Classification

- **How:** Provides Services
- **What:** Education/training
- **Who:** Children/young People, People Of A Particular Ethnic Or Racial Origin

Geography

- Bolton
- Bury
- Manchester City
- Oldham
- Rochdale
- Salford City
- Stockport
- Tameside
- Trafford
- Wigan

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£180,529	£142,400	-	-
2023-08-31	£143,036	£124,021	-	-
2022-08-31	£114,992	£86,134	-	-
2021-08-31	£34,498	£82,559	-	-
2020-08-31	£85,950	£83,596	-	-

Trustees

Name	Role	Appointed
JAN PETER GRZYWINSKI BA	Chair	2015-03-11
AGNIESZKA BARBARA RUTKOWSKA MED		2015-03-11
AGNIESZKA PREDKA		2019-06-29
DANUTA ANNA ANTONIK BED HONS		2015-03-11
DR ANDRZEJ ANTONI ROZYCKI PHD		2015-03-11
Edward Wilczynski		2021-08-31
IRENEUSZ LUKASZ WEGRZYN		2017-02-11
JUSTYNA BIELEC		2015-09-05
Joanna Paulina Pike		2024-11-16
Pawel Dawidziuk		2025-05-10
SEBASTIAN MARIUSZ KOCON		2022-05-26
Szymon Andrzej Zielinski		2018-11-24
TOMASZ KASINSKI		2015-03-11

THE POLISH SATURDAY SCHOOL IN MANCHESTER

England & Wales - Charity number 1160848

Accounts



Trustees' Annual Report for the period

From 1st September 2023

Period start date

To 31st August 2024

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 objectives of the CIO are the advancement of education for the public benefit by the provision of a school named 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	<p>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.</p> <p>The above is carried out on weekly Saturdays, normally 36 in total, during term time at premises hired for this purpose, namely St Paul's RC High School, Wythenshawe, Manchester.</p> <p>The culture and heritage aspects of the programme were highlighted by the following events: - The visit of St Nicholas (the Polish Father Christmas) to the school in early December The annual Nativity Play performed for the local community at the Polish Church Hall in early January 2024 The annual celebration of the Polish 3rd of May Constitution, at the Polish Church and in the Parish Hall in early May 2024. Also in May, the school hosted the Northern regional finals of the National Poetry Recital Competition for Polish schools in the UK. A School Fete organised in June 2024, as both a family and student fun day</p>

		<p>and as part of the Polish Heritage Days initiative of the Polish Embassy and Consulates in the UK.</p> <p>The event welcomed several members of the St Paul's School staff as well as those from the local British community who hire the St Paul's sports facilities on a Saturday.</p> <p>The Nativity Play, the 3rd May Constitution event and the Family Fete were given extra emphasis as each was part of a special, year-long 75th Anniversary celebrations programme, marking the foundation of the school in 1949.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit

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	<p>The Charity hires suitable premises, employs staff and engages volunteers in teaching and support capacities, as well as ensuring the health and safety of all students attending the school. The school helps with funding of training courses for selected teaching staff to enhance their skills, who then pass this knowledge on to other members of staff.</p> <p>The school has a positive record of supporting its recently graduated students who return to volunteer at the school as teaching and administrative assistants, providing valuable work experience for them, particularly for those who are looking to a career in teaching or childcare.</p>
Contribution made by volunteers	Para 1.38	The school relies extensively on support from volunteers and parents in its operations, such as with fundraising, general administrative, security and supervision duties and with the organising of commemorative and other special events throughout the year, the latter organised by the Parents Committee.

		For several years, a parent duty rota system is in place as support for all the above activities and operations.
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 main achievement of maintaining the stability and reputation of the school, was evidenced by a small but welcome rise in the number of pupils enrolled to 420 in total. These pupils were taught in 22 classes by 26 Teachers and 27 Teaching Assistants. One of the classes was for pupils aged 5-7 in which Polish was taught as a foreign language.</p> <p>The school provides support to parents looking to maintain and enhance their children's Polish heritage and the children of these families benefit from learning to appreciate a second culture, being bilingual and by the opportunity of obtaining qualifications in Polish at GCSE and A Level – the latter counting towards points for university applications.</p> <p>The school forms an integral part of the wider Polish diaspora in the Greater Manchester area with participation in community events based at the Polish Church and Parish Hall in Manchester.</p> <p>From January 2024, the school's year-long programme of events focused on celebrating the 75th anniversary of the founding of the school in 1949.</p>

Additional information (optional)

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	<p>A total of 25 students were prepared for public examinations in the report period with results as follows: -</p> <p>GCSE: 19 students, with 18 achieving the highest grade 9 and 1 achieving grade 7.</p> <p>A Level: 6 students, with 2 achieving A* and 4 achieving A.</p>
		<p>In March the school organised and ran its main fundraising event, the annual 'Kaziuk' Spring Fair at the Polish Church</p>

<p>Performance of fundraising activities against objectives set</p>	<p>Para 1.41</p>	<p>Hall. In recent years the target has been to raise a minimum of £4,000 and this year, the net sum raised was £4,077, a successful event not only financially for the school but also as a social event for the wider Polish community.</p> <p>In addition, the school runs the buffet at its special events in the Polish Church Hall – the Nativity Play, the 3rd May Constitution celebration for example – the income from which has been growing steadily in recent years.</p> <p>The school successfully applied for funding originating from the Polish Ministry of Education’s programme of support for Polish schools abroad, with a sum of £24,500 received.</p>
<p>Investment performance against objectives</p>	<p>Para 1.41</p>	
<p>Other</p>		<p>With the support of the Parents’ Association, the school continues to be a vibrant community, maintaining a social support network for Polish and mixed-heritage families in the Greater Manchester area.</p> <p>The fee structure, which does not charge for 3 or more children enrolled at the school, financially helps families with more than one child attending the school, as does the monthly fee payment plan.</p> <p>The introduction of a dedicated ‘social fund’, whereby a sum of money is set aside specifically to aid families with unexpected financial hardships, has proved a benefit by helping them maintain their children’s education at the school and by removing the added stress of incurring a debt.</p>

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	The Charity's financial position has continued to strengthen, with net income exceeding operating costs to the sum of £19,000. At the end of the reporting period, the school's capital reserve had increased from £132,483 to £170,567.
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. This is to cover the main expenditures of hire of premises, teachers' wages, volunteers' expenses and the cost of books and other materials.
Amount of reserves held	Para 1.22	£170,567
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	As an educational establishment at which attendance is voluntary, increases to the cost of living may result in more families deciding to opt out of enrolling their children in the school, reducing income from fees. Recruiting suitably qualified teachers to maintain teaching standards can be a challenge.

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 principal source of funds is from the fees paid by parents, followed by grants received from Poland, though the latter is not guaranteed and amounts can vary widely from year to year. Community fundraising events are also an increasingly important source of income.
Investment policy and objectives including any social investment policy adopted	Para 1.46	
A description of the principal risks facing the charity	Para 1.46	Potential Financial Problems: The Charity and school's reserve policy is in place to cover operating costs for a 12-month period and to allow for any unexpected expenses. A ten-monthly fee payment plan is in place, using the School Money payment platform, to ease parents' fee payments and to mitigate disruption to their children's education.

		Potential Staff Recruitment Problems: For greater stability, the Charity offers class teachers paid employment on a zero hour contract, with pay above the minimum wage - finances allowing.
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	Charitable Incorporated Organisation - 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	Trustees are selected by appointment, which is 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 staff and parent volunteers, as these persons already are familiar with aspects of the school's operations. Particular attention is given to persons with skillsets and knowledge regarded as beneficial to the operations and future of the Charity. New trustees are given copies of the Charity's constitution, the most recent Trustees Annual Report and 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, with a Budget and forward plan maintained, reviewed and updated each year. With its 75-year history, the school is integral to the local Polish Community and works closely with the Polish Catholic Church, the Friends of Polish Veterans Association, the Polish Scouting Association, the Polonez Folk and Dance ensemble and the Consulate of the Republic of Poland in Manchester. Within the Polish Community on a national level, the school has been a member of the London-based Polish Educational Society in the UK since the 1960's. The school works with the Society to help organise and run the annual regional finals of the National Poetry Recital Competition, which is held in May at the Charity's premises of St Paul's RC High School in Manchester.

		<p>The school is part of the Manchester City Council Supplementary Schools Network, which provides help and guidance via regular newsletters.</p> <p>The school is also registered with Manchester City Council as a member of its Compliance Team's support programme for facilitating DBS checks.</p>
Relationship with any related parties	Para 1.51	
Other		<p>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.</p> <p>Various risk assessments are carried out regularly and a full school evacuation drill is conducted early in the school year.</p> <p>A 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, Disciplinary and Grievance Policy, Behaviour Policy, Recruitment Policy, Health and Safety Policy, GDPR Policy plus Staff DBS checks, Staff Safeguarding Training, Attendance Registers</p> <p>The Charity maintains Public Liability Insurance.</p> <p>Curriculum resources in place include planning, assessment and teacher training.</p> <p>First Aid training is also maintained and for the report period the school listed 17 members of staff qualified in first aid procedures and 14 qualified in the use of Epi-pens.</p>

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	1168048

Charity's principal address	196 Lloyd Street North, Manchester, M16 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 Grzywinski	Chair		
2	Tomasz Kasinski	Vice-Chair		
3	Agnieszka Predka	Treasurer		
4	Danuta Antonik	Head Teacher		
5	Agnieszka Rutkowska	Secretary and Deputy Head Teacher		
6	Justyna Bielec	Head Teacher		
7	Bogdan Trybuchowski			
8	Ireneusz Wegrzyn			
9	Szymon Zielinski			
10	Edward Wilczynski			
11	Sebastian Kocon			
12	Dr Andrzej Rozycki			
13				
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
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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

Signature(s)		
Full name(s)	JAN PETER GRZYWINSKI	
Position (eg Secretary, Chair, etc)	CHAIR	
Date	31 st May 2025	



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name The Polish Saturday School in Manchester	No (if any) 1160848
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CC16a

Receipts and payments accounts

For the period from	Period start date 01/09/2023	To	Period end date 31/08/2024
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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	120,363	-	-	120,363	104,993
Donations/Grants	2,948	28,384	-	31,332	15,887
Fundraising events	12,646	-	-	12,646	7,959
Sundry Income	13,913	-	-	13,913	11,716
Gift Aid	-	-	-	-	1,248
Interests income	2,275	-	-	2,275	1,233
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	152,145	28,384	-	180,529	143,036
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	152,145	28,384	-	180,529	143,036
A3 Payments					
Premises rent	962	24,238	-	25,200	25,200
Volunteers' costs	13,912	-	-	13,912	12,393
Books & Teaching materials	11,946	1,296	-	13,242	11,139
Services	8,780	-	-	8,780	7,382
Office costs	1,629	-	-	1,629	2,556
Other Payments	19,200	2,850	-	22,050	13,499
Wages & NI	57,587	-	-	57,587	51,852
Cash advance	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	114,016	28,384	-	142,400	124,021
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	114,016	28,384	-	142,400	124,021
Net of receipts/(payments)	38,129	-	-	38,129	19,015
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	132,438	-	-	132,438	113,423
Cash funds this year end	170,567	-	-	170,567	132,438

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		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-

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

Agreement Error 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			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	JAN GRZYWINSKI	31.05.2025

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

01 May 2025

THE POLISH SATURDAY SCHOOL IN MANCHESTER

England & Wales - Charity number 1160848

Accounts

Polska Szkoła Przedmiot6w Ojczystych im. Sw. Stanistawa Kostki

Examiner's report on the unaudited accounts to

The Polish Saturday School in Manchester

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Teresa K Kurkiewicz (MAAT)

Independent Examiner

21 Turf Close

Royton

Oldham

OL2 6BZ

9 May 2024

THE POLISH SATURDAY SCHOOL IN MANCHESTER

England & Wales - Charity number 1160848

Accounts



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)

--

Exemptions from disclosure

Reason for non-disclosure of key personnel details

--

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)

	
---	---

Full name(s)

JAN PETER GRZYWINSKI	TOMASZ SEBASTIAN KASINSKI
----------------------	---------------------------

Position (eg
Secretary, Chair, etc)

CHAIR	VICE-CHAIR
-------	------------

Date

10 th June 2023



Charity Name The Polish Saturday School in Manchester	No (if any) 1160848
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CC16a

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

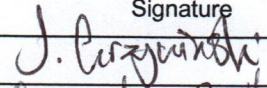
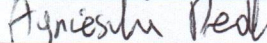
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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

THE POLISH SATURDAY SCHOOL IN MANCHESTER

England & Wales - Charity number 1160848

Accounts



Trustees' Annual Report for the period

From 1st Sept 2020 Period start date

To 31st 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
--	-----------	---

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 & 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

	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	Slawomir Breda	Treasurer	To 1 st 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 th 2021	
11	Aleksandra Makojnik		To April 20 th 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

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
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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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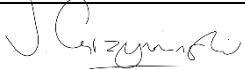

Other optional information

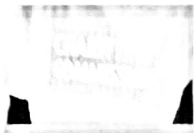
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Declarations

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

Signed on behalf of the charity's trustees

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



Charity Name The Polish Saturday School in Manchester	No (if any) 1160848
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CC16a

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 £
A1 Receipts					
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
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	33,070	1,428	-	34,498	86,950
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	33,070	1,428	-	34,498	86,950
A3 Payments					
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	-	-	-	-	-
	-	-	-	-	-
Sub total	81,131	1,428	-	82,559	83,596
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	81,131	1,428	-	82,559	83,596
Net of receipts/(payments)	- 48,061	-	-	- 48,061	2,354
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	132,626	-	-	132,626	130,272
Cash funds this year end	84,565	-	-	84,565	132,626

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	83,150	-	-
	Petty cash	1,416	-	-
	Cash in transit		-	-
	Total cash funds	84,565	-	-

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

OK

OK

OK

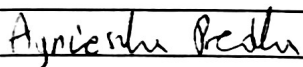
Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

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	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

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.

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Teresa K Kurkiewicz (MAAT)

Independent Examiner

21 Turf Close

Royton

Oldham

OL2 6BZ

4 May 2022

THE POLISH SATURDAY SCHOOL IN MANCHESTER

England & Wales - Charity number 1160848

Accounts



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 1	Month Sep	Year 2019		Day 31	Month Aug	Year 2020

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	Slawomir 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			
14	Agnieszka Predka			
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)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document <i>(eg. trust deed, constitution)</i>	Constitution
How the charity is constituted <i>(eg. trust, association, company)</i>	CIO - FOUNDATION
Trustee selection methods <i>(eg. appointed by, elected by)</i>	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 has been 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 is secured through a multi-year agreement for the hire of modern educational premises at Loreto High School, Chorlton.

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.

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

In November 2019 the school celebrated its 70th anniversary since its establishment to serve the Polish Community in Manchester and held special events to mark this significant milestone.

In January 2020 the school was awarded a certificate for achieving the Higher Level Manchester Supplementary School Accreditation Award.

This means that The Polish Saturday School in Manchester has met the standard defined by Manchester City Council required to achieve the Higher Level Award as follows:

- The Supplementary School is a well organised and safe environment for all who attend.
- All policies and procedures are in place.
- Curriculum/Resources in place incl:
 - Planning, assessment, teacher training, evidence of qualification
 - Training and Support for staff/volunteers- Advanced awareness of cross-cutting issues
 - Designated Safeguarding Lead has attended appropriate training
 - List of training attended by staff (Training matrix)
 - Regular staff supervision/appraisals
- Evidence of Partnership working incl Universities
- Links with main Evidence of effective board meetings stream schools
- Effective links with parents & community served
- Engagement with LA: attendance at networks, organised training, achievement day, conferences

The school had previously received the Foundation Level Award in June 2019 which meant that the school had met the standard required as follows:

- The Supplementary School is a well organised and safe environment for all children and young people.
- Key policies and procedures are in place:-
 - Mission Statement
 - Safeguarding Policy
 - E-Safety Policy
 - Equality and Diversity Policy
 - Complaints Policy
 - Behaviour Policy
 - Safer Recruitment Policy and all staff DBS checked
 - Regular Safeguarding training for all staff
 - Registers of attendance
 - Health & Safety Policy
- Appropriate liability insurance
- Transparent financial management

The COVID-19 pandemic and subsequent lockdown in England meant that the school had to suspend all face-to-face teaching activities from March 2020. Virtual activities were setup instead where possible.

As a result of the ongoing pandemic, no further face to face activities took place during the period under review and the school provided a certificate of completion of the school year for pupils.

It was hoped to return to some form of face to face teaching in 2020-2021 but this would depend on national restrictions and those of Loreto High School.

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 including the annual school fair.

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

The charity started to offer paid employment to teaching staff from January 2020. This measure was undertaken to ensure that the school can attract and retain the best qualified staff to support the activities.

The provision of remote teaching using virtual sessions in addition to the employment of teachers is expected to impact the financial reserves of the school on account of reduced pupil numbers and therefore lower income from fees.

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.

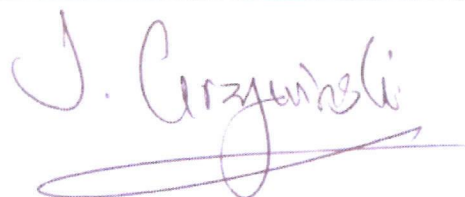
Section G

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

15 June 2021



Charity Name The Polish Saturday School in Manchester	No (if any) 1160848
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CC16a

Receipts and payments accounts			
For the period from	Period start date 01/09/2019	To	Period end date 31/08/2020

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	71,217	-	-	71,217	69,510
Donations/Grants	9,546	1,367	-	10,913	8,107
Fundraising events	3,475	-	-	3,475	4,888
Sundry Income	345	-	-	345	138
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	84,583	1,367	-	85,950	82,643
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	84,583	1,367	-	85,950	82,643
A3 Payments					
Premises rent	21,573	-	-	21,573	21,602
Volunteers' costs	9,895	-	-	9,895	19,681
Books & Teaching materials	12,506	-	-	12,506	11,049
Services	6,161	-	-	6,161	9,274
Office costs	1,549	-	-	1,549	7,555
Other Payments	11,348	-	-	11,348	8,768
Wages & NI	19,197	1,367	-	20,564	4,902
Cash advance	-	-	-	-	150
	-	-	-	-	-
Sub total	82,229	1,367	-	83,596	82,981
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	82,229	1,367	-	83,596	82,981
Net of receipts/(payments)	2,354	-	-	2,354	338
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	130,272	-	-	130,272	130,610
Cash funds this year end	132,626	-	-	132,626	130,272

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	131,211	-	-
	Petty cash	1,415	-	-
	Cash in transit	-	-	-
	Total cash funds	132,626	-	-
	(agree balances with receipts and payments account(s))			
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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 asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
	PAYE	unrestricted	184	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
		Agnieszka Predka	25/05/2021	

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

21 May 2021