



# Trustees' Annual Report for the period

<b>From</b>	Period start date			<b>To</b>	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 (eg. trust deed, constitution)	Constitution
How the charity is constituted (eg. trust, association, company)	CIO - FOUNDATION
Trustee selection methods (eg. appointed by, elected by)	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 70<sup>th</sup> 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.

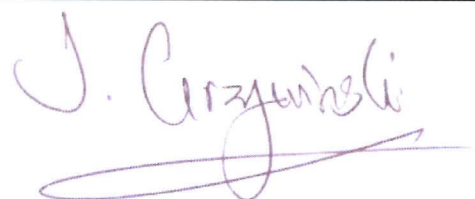
## Section G

## 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	No (if any)
The Polish Saturday School in Manchester	1160848

CC16a

## Receipts and payments accounts

For the period from	Period start date	To	Period end date
	01/09/2019		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 £
<b>A1 Receipts</b>					
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
		-	-	-	-
		-	-	-	-
		-	-	-	-
		-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>84,583</b>	<b>1,367</b>	<b>-</b>	<b>85,950</b>	<b>82,643</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>84,583</b>	<b>1,367</b>	<b>-</b>	<b>85,950</b>	<b>82,643</b>
<b>A3 Payments</b>					
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
		-	-	-	-
<b>Sub total</b>	<b>82,229</b>	<b>1,367</b>	<b>-</b>	<b>83,596</b>	<b>82,981</b>
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total payments</b>	<b>82,229</b>	<b>1,367</b>	<b>-</b>	<b>83,596</b>	<b>82,981</b>
<b>Net of receipts/(payments)</b>	<b>2,354</b>	<b>-</b>	<b>-</b>	<b>2,354</b>	<b>- 338</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>130,272</b>	<b>-</b>	<b>-</b>	<b>130,272</b>	<b>130,610</b>
<b>Cash funds this year end</b>	<b>132,626</b>	<b>-</b>	<b>-</b>	<b>132,626</b>	<b>130,272</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	131,211	-	-
	Petty cash	1,415	-	-
	Cash in transit	-	-	-
	<b>Total cash funds</b> (agree balances with receipts and payments account(s))	<b>132,626</b>	-	-
<b>B2 Other monetary assets</b>	Details	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	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	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