



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st September 2023
To 31st August 2024

Period start date
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	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. 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. 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>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>
		In March the school organised and ran its main fundraising event, the annual 'Kaziuk' Spring Fair at the Polish Church

Performance of fundraising activities against objectives set	Para 1.41	<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>
Investment performance against objectives	Para 1.41	
Other		<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	<p>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.</p> <p>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.</p> <p>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.</p> <p>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>

		<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

[illegible]

Name of trustees holding title to property belonging to the charity

[illegible]

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)		
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

CC16a

Receipts and payments accounts


For the period from	Period start date	To	Period end date
	01/09/2023		31/08/2024

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
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
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

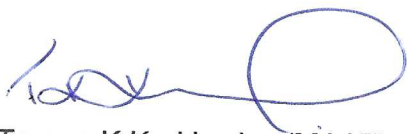
Polska Szkoła Przedmiotów Ojczystych im. Św. Stanisława Kostki

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