

Report of the trustees for the year ending 30 June 2021

The Trustees of The Polish Saturday School in Crawley present their annual report and audited accounts for the year ended 30 June 2021 and confirm they comply with the requirements of the Charities Act 2011.

1. OUR OBJECTS

The objects of the School are the advancement of education for the public benefit of the Polish language, culture, tradition, and heritage. We aim to provide education and to integrate into the local cultural environment and British society.

1.1 The advancement of education

Our key objectives for the year included:	
Plan	Action
<ul style="list-style-type: none">• to sort out the administrative aspects of the organization	Reviewing the school's policies and procedures. Updating of documentation in the school's paper files and on the website. Induction of the GDPR policies and documentation.
<ul style="list-style-type: none">• to improve the health and safety of students	Nominating Health & Safety officers and updating the H&S policy. Controlling and planning in advance the duty parents' responsibilities. Reminding St Wilfrid's facilities manager about the fire evacuation drill.
<ul style="list-style-type: none">• to provide resources and materials	Buying the crafts, exercise books, and school equipment needed in the school's groups.
<ul style="list-style-type: none">• to add Polish GCSE and AS-level to the curriculum options.	Preparing the students for Polish GCSE (16 students). Preparing GCSE teacher for the new exam's specifications.
<ul style="list-style-type: none">• to enhance and improve the co-curricular provision for pupils	Using the course books and teaching sources recommended by

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	The Ministry of National Education and the educational organizations.
<ul style="list-style-type: none"> • to build up a Polish book collection or Polish books translated into English and to run the classroom's libraries. 	Buying new books is recommended to read to children and by children.
<ul style="list-style-type: none"> • to deliver to the staff and volunteer opportunity to participate in the training and courses • to cover the cost of training for Trustees and Staff 	<p>Participating on a regular basis in the online training on Tuesdays & Wednesdays organized by 'The Polish Teachers' Club' (Klub Nauczyciela -</p> <p>As well as in individual trainings with professionals (ODN, ORPEG, Wspólnota Polska)</p>
<ul style="list-style-type: none"> • to support the children with learning difficulties. • to provide the psychological care for pupils and their families 	<p>Give the children additional learning support if they need it after normal classes.</p> <p>Organizing the 1:1 sessions with the psychologist every time when is required by students, parents, or staff. Only until When we had to stop due to National Lockdown we were organizing teacher-students meetings online to support students' wellbeing.</p> <p>Advising and encouraging staff and students to take part in online psychologist sessions.</p>
<ul style="list-style-type: none"> • to celebrate the national days 	1 st November - remembering of Polish citizens who died in the local area, especially the Polish Olympic, Mr Jerzy Braun (we take care of his grave), visiting the cemetery and

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	<p>Memorial places.</p> <p>11th November (Remembering Day) Special</p> <p>1st-3rd May (The Days of the Polish Flag, The Constitution, and the Poles living abroad – Polish Heritage Days) were celebrated.</p>
<ul style="list-style-type: none"> to celebrate the most important calendar events 	<p>Celebrating the 102th anniversary of Poland's Independence (November 2020) – the school assembly couldn't take place due to National Lock Down.</p>
<ul style="list-style-type: none"> to celebrate and spread the information of the School's mascot – Wojtek the Soldier Bear and the Polish soldiers who fought during the 2WW 	<p>Special Wojtek remembering lessons and competitions.</p> <p>Giving the mascot of Wojtek to preschool children.</p>
<ul style="list-style-type: none"> to participate in some co-curricular activities and competitions 	<p>The school's/groups competitions within polish schools. Such as:</p> <ul style="list-style-type: none"> *The first online tournament of the IPN Independent Game. * The 1st World Polonia Wojtek Teddy Bear Tournament *The "Word of Poland" recitation competition. * In the 2nd Remote Olympiad of Polish Schools. * In the competition for the best Christmas decorations organized by Poland Street in cooperation with the Embassy of the Republic of Poland in London * In the international literary and art competition on the occasion of the International, Mother Language Day

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	2021 "Proverbs are the wisdom of the nation".
• to involve some parents, including trustees to other roles and duties	Fire Marshal First Aiders Leader

1.2 Integration

A. into the local cultural environment

Facilitate partnerships with external institutions to build children's confidence and allow them to learn new skills.

B. into British society

Our key objectives for the year included:	
Plan	Action
• to integrate the Boarding Trustees and the teaching staff	Staff and Trustees meetings. The end of the school year party for Staff, Trustees, and Families couldn't take place in connection with government recommendations and introduced restrictions to avoid the spreading of covid 19.
• to assist Polish children and their families arriving in the area to integrate into a new environment	Giving the children and parents advice on where to find some public services, schools etc.
• to assist the children to recognize their status as the students of the Polish supplementary school	The School's ID to Polish children living abroad - the project of the President of the Republic of Poland
• to assist the teachers to recognize their qualifications as the teachers of the supplementary school abroad	The School's ID to Polish teachers working abroad in the Polish supplementary schools - the project of the President of the Republic of Poland Joining Związek Nauczycielstwa Polskiego za Granicą
• to cooperate with the Polish scouts' organization	Common organization and participation at some special events.

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	Our students who are scouts take part in practical voluntary service in the local community.
• to develop the co-operation with local authorities and organizations	Building relationships with Polish Scouts, Groups Advisor (Crawley Community & Voluntary Service) Building relationships with Crawley Diverse organization
• to play our part in the life of our local community through our community access and service programs	Updating the school's website and school Facebook page to make it the mainstream of ongoing information. To be active on the Facebook parents group. To spread the urgent and the most important information through the mobile and e-mails. To collect the signed Code of Conduct for Parents to avoid some prohibited behavior in the school area and to keep financial fluency.
• to improve the ways of sending information to parents	Open event at the beginning of the year was canceled as per restrictions due to Covid-19 spreading. Information was sent via e-mail.
• to promote the Polish Culture and Heritage to other nations	

2. REVIEW OF ACTIVITIES AND FEES

2.1. Pupils and staff numbers

Our educational activities are carried out through our Preschool classes, Primary classes and Secondary classes. The popularity of the school has been demonstrated in the strong demand for places and the provision of additional classes for preschool children. The number of pupils in the children's classes reached 304 students.

The number of staff was 35 teachers including classrooms assistants. We also had 4 duty parents.

2.2. The fees

Family discounts policy

To underline the value we place on continuity for families, we offer discounts where parents have more than one child at the School.

Our fees for the 2020/2021 year were:

£360 per one child, £580 per two or £700 per three children or more .

We also had the fees:

Enrolment Fee - £10 required to enrol on an official register. Paid once. Not refundable in a case of leaving the school.

Textbooks Fee - the school orders the textbooks behalf of students and parents repay the cost which is from £15 to £30 (depends on the group).

2.3. Access and Assistance

It is important to us that access to the education we offer is not restricted to those who can afford our fees.

Parents who have any problems with payments are asked to submit a written request to trustees for postponement of monthly payment or a total exemption. We make every effort to assist parents on limited budgets.

3.OUR FINANCES

3.1. The financial strategy

The Trustees are continuing their strategy of deploying all net incoming resources to investing in the educational purposes. As a charity the parents of our pupils have the assurance that all the income of the School must be applied for educational purposes. As an educational charity we enjoy tax exemption on our educational activities and on our investment income and gains provided these are applied for our charitable aims.

We pay tax as an employer through the national insurance contributions we make.

The school is mainly financed directly by parents and the Polish Government.

3.2 Reserves and Financial Health

The Trustees regularly review the finances, budgets and spend against budget together with a monthly cash flow analysis as part of the effective stewardship of the School.

3.3. The financial report

Total funds: £86,680, including unrestricted funds £63,226 and restricted funds £23,453.

Total spending: £88,498

We have huge financial support from Polish and British organizations:

Stowarzyszenie Wspólnota Polska (Senat RP): £2.100.

You will find details of the financial report in a separate attachment.

4. STRUCTURE, GOVERNANCE AND MANAGEMENT

4.1. Role Of School Trustees

Polish Saturday School in Crawley is run by a board of volunteer parents whose children attend the school. They are trustees of the School. Holding the roles of trustees they are involved in most of the decision-making. Our charity trustees are responsible for the overall management and control of The Polish Saturday School in Crawley.

Being a school trustee is an interesting and rewarding way of becoming involved in school life.

4.2.The Trustees Meetings

Trustees meet regularly. During the 2020/2021 school year trustees had 2 meetings in the face.

4.3. No Benefits for Trustees

All trustees give of their time freely and no remuneration or expenses were paid in the year. No Trustee or person connected with a Trustee received any benefit from the school's budget.

4.4. Trustees Recruitment and Training

The Governing body requires breadth and depth of experience to carry out its duties effectively and efficiently. When recruiting new trustees the important attribute is a passion for the work of our Schools and an understanding of education as a holistic and rounded experience of personal growth. We advertise straight to school parents for new trustees. We had two trustees who resigned during the last two school years for personal or work-related reasons.

4.5. Key management personnel

The Trustees consider that they, together with the Headteacher and the Deputy comprise the Key Management Personnel. The Trustees give the pay and remuneration of the Head Teachers, Deputy, Teachers, and all paid staff is set by the Finance Committee and is kept under annual review.

A number of criteria are used in setting pay:

- nature of the role and responsibilities
- competitor salaries in the area
- the sector average salary for comparable positions
- trends in pay in recent years.

Clear pay system in the School has affected the ease of recruitment to certain roles.

The Trustees can pay higher salaries or refund costs for exceptional candidates where this is in the interest of the School.

All financial aspects comply with the law and employing rules.

4.6. Organizational Management

The Trustees determine the general policy of the School. The day-to-day running of the School is delegated to the Head, supported by Deputy and senior staff.

The Headteacher undertakes the key leadership role of overseeing educational and administrative functions in consultation with the Deputy and senior staff. The day-to-day administration of the School is undertaken within the policies and procedures approved by the Trustees which provide for only significant expenditure decisions and major capital projects to be referred to the Trustees for prior approval.

The Head oversees the recruitment of all educational staff. The Trustees oversee the recruitment of administrative and non-teaching support staff like duty parents.

The Head and Deputy are invited to attend Trustees' meetings.

5. RISK MANAGEMENT

The Trustees are responsible for overseeing the risks faced by the School. Detailed considerations of risk are delegated to the Headteacher and Senior Management of the School. Risks are identified and assessed and controls are established throughout the year. A formal review of the charity's risk management processes is undertaken on an annual basis. Risk is managed under the headings of financial sustainability, school safety, student welfare, employment, school trips, events, and community access.

The main risks that the Trustees have identified and the plans to manage those risks are:

1. Governance. The trustee board is lacking relevant skills and time to 'do more'. Trustees need to consider their effort and possibilities.

2. Money. Our ability to continue is reliant on pupil fees and the ability to pay bills as they fall due. We operate on a low level of reserves. This risk is managed by marketing activity and active cash-flow management. The school has an additional source of funding every year which is The Polish Government grant but we never can be sure whether we receive it or the amount of donation so we cannot include this funding in the school income. It can be a reserve for some extra activities or projects.

3. Reputation. The School's success is built on its reputation for the education and well-being of our pupils. We manage this risk through safeguarding policies, staff recruitment policies, and active identification and resolution of health and safety-related issues.

4. Curriculum. Educational excellence requires the most able teachers with state-of-the-art facilities to deliver the curriculum to able students. We manage this risk by offering salaries paid to the teaching staff. We also constantly looking for the best teachers and assistants in the community. AQA has introduced the changes in the Polish GCSE and A-level exams. So we need to adapt our teaching to the new Specifications.

5. Staff. We find problems with finding enough qualified teachers, especially when some members of staff need a break because of maternity or life's changes. We keep the permanent recruitment.

6. Venue. We use St Wilfrid's premises but sometimes some complaints occur, which can destroy the relationship between us and the St Wilfrid's School's management. We try to compromise in difficult situations.

7. Rotation of students.

Through the risk management processes established for the School, the Trustees are satisfied that the major risks identified have been adequately mitigated where necessary. It is recognized that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed.

6. FUTURE PLANS

6.1. The strategies of the School Maintaining

The Trustees intend to continue their current strategies of maintaining the School's position by investing to provide high-quality education for our pupils.

The Headteacher continues to review the curriculum to ensure that the educational qualifications remain appropriate for our pupils' development.

6.2. Financial plans

Our future plans will be financed primarily from fee income. The funds from Polish Government will be limited so we need to apply for some funds and grants offered by the educational organizations or local authorities.

The Trustees have prepared the Budget for the school year 2020/2021.

6.3. Key Objectives For The School Year 2020/2021

- to recruit more qualified teachers

We constantly feel a lack of teachers. Even if we recruited some new staff during the school year, some teachers leave the school because of their everyday duties, mainly other jobs. Many teachers referred off on some Saturdays so we need to recruit some supply teachers.

- to take care of the teacher's qualifications

The profile of students is changing. We have mostly students who were born in the UK and whose first language is English. It affects the methods of learning and demands some new knowledge, flexibility, and abilities from teachers. We need to support them by organizing more training and professional courses.

- to update the school's website

We are working on our school website.

- to manage the school's data

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The school's data is quite a big problem to us, especially management of recruitment and financial aspects. We will look for the best solutions and we will take a few administration steps to resolve those problems.

- to control the school's budget monthly

We plan to have an eye on the group's expenses and the school's budget every month to make sure we have a balance between the income and the expenditure.

7. THE CHARITY TRUSTEES

New Trustees are appointed by the existing Board of Trustees.

From July 2020 to June 2010 we had 4 trustees:

Mrs Joanna Krupa

Mrs Zaneta Tofil

Mr Andrzej Skulski

Mrs Kamila Zalewska

CONTACT DETAILS

Addresses:

Polish Saturday School, CCVS, Gleneagles Court, Brighton Rd, Crawley RH10 6AD

Place where we have lessons:

St Wilfrid's Catholic School, Old Horsham Road, Crawley, RH11 8PG

Website www.szkolawcrawley.org

Registered Charity No: 1163462



Charity name: St Paul's Church		Charity number: CC16a	
Receipts and payments accounts			
For the period from		To	

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					
Parents fees	61,906	-	-	61,906	76,207
Grant from Wspolnota Polska	-	2,100	-	2,100	2,097
Grant from Polish Embassy	400	-	-	400	-
Winter holiday	-	-	-	-	10,584
Ground work	500	-	-	500	-
ZHP	420	-	-	420	626
HMRC JRS	-	21,353	-	21,353	7,369
	-	-	-	-	-
Sub total (Gross income for AR)	63,226	23,453	-	86,680	96,883
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	63,226	23,453	-	86,680	96,883

A3 Payments					
Salaries	41,437	21,353	-	62,790	60,445
Premises	5,558	2,100	-	7,658	9,508
Office and learning materials	13,167	-	-	13,167	8,685
Children entertainment	-	-	-	-	10,621
Training	1,372	-	-	1,372	-
Staff welfare	-	-	-	-	2,383
Insurance	453	-	-	453	453
Telephone	541	-	-	541	414
Computer expenses	80	-	-	80	331
Sundry purchases	-	-	-	-	-
Travel	248	-	-	248	933
Accountancy	1,800	-	-	1,800	1,500
Subscriptions	88	-	-	88	-
Office equipment	-	-	-	-	818
Bank charges	-	-	-	-	-
L&P	151	-	-	151	137
Sub total	64,895	23,453	-	88,348	96,228

A4 Asset and investment purchases, (see table)					
Tablets	-	-	-	-	-
Samsung 42A	150	-	-	150	-
Sub total	150	-	-	150.00	-
Total payments	65,045	23,453	-	88,498	96,228

Net of receipts/(payments)	- 1,818	0	-	- 1,818	656
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	27,469	44	-	27,513	26,857
Cash funds this year end	25,651	44	-	25,695	27,513

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 accounts	25,651	44	27,513
		-	-	-
		-	-	-
	Total cash funds	25,651	44	27,513

(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)
Acer Tablet	Unrestricted	170	-
Acer Tablet	Unrestricted	180	-
Acer Tablet	Unrestricted	170	-
Microphone	Restricted	258	-
Printer	Unrestricted	460	-
Printer	Unrestricted	345	-
Lenovo	Unrestricted	319	-
Dell	Unrestricted	499	-
Samsung A20E	Unrestricted	150	-

B5 Liabilities

Details

	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

	Signature	Print Name	Date of approval
Andrzej Skulski		ANDRZEJ SKULSKI	01/04/2022
Joanna Krupa		JOANNA KRUPA	01/04/2022

Independent examiner's report
to the trustees of "Polish Saturday School in Crawley"

Charity no: 1163462

I report on the accounts of the Trust for the year ended 30 June 2021, which are set out on pages 1 to 2.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

1. Examine the accounts under section 145 of the 2011 Act;
2. to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act;
3. and to state whether particular matters have come to my attention.

Basis of independent examiner's report

My examination was carried out in accordance with the general Directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the requirements: to keep accounting records in accordance with section 130 of the 2011 Act; and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act have not been met;
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Name: KATARZYNA CHIVA

Relevant professional qualification or body:

Address: 21a Church St, Deeping St James, PE 6 8HR

Date: 03/05/2022

LIBF IFA