

# POLISH SATURDAY SCHOOL IN BRIGHTON AND HOVE

England & Wales · Charity number 1170273

## Details

---

**Status** Registered

**Legal form** CIO

**Registered** 2016-11-21

**Register** [View on the Charity Commission register](#)

## Contact

---

**Address** 19 Bush Farm Drive  
Portslade  
Brighton  
BN41 2GY

**Phone** 07827454849

**Email** [info@polska-szkola-brighton.org](mailto:info@polska-szkola-brighton.org)

**Website** <http://www.polska-szkola-brighton.org/>

## Activities

---

**Objects:** TO ADVANCE EDUCATION FOR THE PUBLIC BENEFIT IN THE POLISH LANGUAGE, CULTURE, TRADITION AND HERITAGE WITH THE AIM THAT STUDENTS CAN BETTER INTEGRATE INTO THE LOCAL CULTURAL ENVIRONMENT AND THE BRITISH SOCIETY. NOTHING IN THIS CONSTITUTION SHALL AUTHORISE AN APPLICATION OF THE PROPERTY OF THE CIO FOR THE PURPOSES WHICH ARE NOT CHARITABLE.

**Activities:** ADVANCE EDUCATION FOR THE PUBLIC BENEFIT IN THE POLISH LANGUAGE, CULTURE, TRADITION AND HERITAGE WITH THE AIM THAT STUDENTS CAN BETTER INTEGRATE INTO THE LOCAL CULTURAL ENVIRONMENT AND THE BRITISH SOCIETY. NOTHING IN THIS CONSTITUTION SHALL AUTHORISE AN APPLICATION OF THE PROPERTY OF THE CIO FOR THE PURPOSES WHICH ARE NOT CHARITABLE

## Classification

---

- **How:** Provides Advocacy/advice/information
- **What:** Education/training, Arts/culture/heritage/science, Human Rights/religious Or Racial Harmony/equality Or Diversity
- **Who:** Children/young People

## Geography

---

- **Area of benefit:** LOCAL
- Brighton And Hove

## Finances

---

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£43,955	£60,242	-	-
2023-08-31	£40,021	£45,261	-	-
2022-08-31	£43,914	£37,026	-	-
2021-08-31	£28,454	£31,833	-	-
2020-08-31	£23,954	£24,412	-	-

## Trustees

---

Name	Role	Appointed
JOANNA FENN	Chair	2017-09-01
ALDONA KANADYS		2016-10-01
Irmina Ples		2017-09-01
MAGDALENA PACHOLEC		2017-09-01
Monika Padgett		2022-07-09

**POLISH SATURDAY SCHOOL IN BRIGHTON AND HOVE**

England & Wales - Charity number 1170273

---

# Accounts

---



Polish Saturday School in Brighton and Hove  
Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

## Report of the Trustees for the Year Ending 31 August 2024

The Trustees of The Polish Saturday School in Brighton and Hove Charity present the annual report and accounts for the year ended 31 August 2024, confirming compliance with the requirements of the Charities Act 2011 and the Charities Receipts and Payments Accounts (CC16a).

### OUR AIMS

The Charity operates under a Constitution of the Charitable Incorporated Organisation dated 1 October 2016, incorporated by the Charity Commission for England and Wales on 21 November 2016.

The objectives of the Charity are the advancement of education for the public benefit in the Polish language, culture, tradition and heritage, enabling students to integrate better into the local cultural environment and British society.

We aim to provide a first-class education for children aged 3 to 18, fostering a structured educational environment that develops our pupils' capabilities, competencies and skills. We promote the academic, moral and physical development of the pupils through our curriculum, pastoral care, sporting and other activities.

We provide an educational environment where we support our students to develop and fulfil their potential, building their self-confidence and inculcating a desire to contribute to the community. In so doing, we prepare our pupils for the opportunities, responsibilities and experiences of later life.

Our key objectives for the year are:

- Broadening our academic curriculum for all students and preparing pupils for GCSE in Polish.
- Continuing to develop the pastoral care provided to pupils.

### REVIEW OF ACTIVITIES AND ACHIEVEMENTS

The number of pupils at our School decreased in the year to 168. Due to the ongoing financial pressures and increase of building hire costs we were forced to increase school fees for the first time since 2019. The fees are expressed per term (3 terms per academic year) as follows:

- £110 for one child (siblings)
- £190 for two children (siblings)



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

- £210 for three children (siblings)
- 225 for four children (siblings)

The Charity received a £5,567 grant from the Polish Chancellery of the Prime Minister, restricted for partial wages and rent expenses. Additionally, two fundraising events, the Christmas Fair and family picnic, provided an additional income of £2,246.

### OUR FINANCES

#### *Financial Overview*

The financial statement reports a net loss of £10,720, primarily driven by high staff costs, which accounts for 63% of total expenditure, as well as expenses incurred in updating key HR policies and procedures. The Trustees have also noted a decline in unpaid volunteers over the past few years and are actively monitoring this change, considering its impact when setting the budget.

Despite these challenges, the Trustees remain committed to their strategy of directing all net incoming resources toward educational initiatives, operational expenses, and building reserves. These reserves are carefully considered when setting and adjusting the annual budget, ensuring the school's financial stability during uncertain periods or years with lower pupil intake. Parents can be assured that every pound of the Charity's income is dedicated to supporting education and securing the Charity's long-term sustainability.

As an educational charity, we benefit from tax exemptions on our educational activities. However, we are unable to reclaim VAT input tax on our costs due to our VAT-exempt status. Additionally, we fulfill our tax obligations as an employer through national insurance contributions.

#### *Developments and Maintenance*

Recent developments have focused on investing in the technical aspects of school management. Our financial plan aims to break even over the financial year, with any profits reinvested into educational initiatives and securing the school's future. The closing value of our tangible assets and equipment was £2,006 after depreciation. The Trustees are confident that our current cash flows are sufficient to cover any anticipated cost increases. No pension liabilities have been reported within the accounts, in accordance with accounting standard CC16a.

#### *Future Investments*

Despite the Charity did not turn profit in this academic year, the reserves have enabled further investments in staff training, and other educational enhancements. These investments aim to ensure a high quality of teaching and care for the pupils.

### OUR ETHOS, STRATEGY AND POLICIES

#### *Ethos*

POLISH SATURDAY SCHOOL IN BRIGHTON AND HOVE.  
19 Bush Farm Drive, Portslade, Brighton, BN41 2GY

Registered Charity No. [1170273](#)  
[info@polska-szkola-brighton.org](mailto:info@polska-szkola-brighton.org)  
[www.polska-szkola-brighton.org](http://www.polska-szkola-brighton.org)



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

Our School serves the local community and society as a charitable trust benefiting the public through its stated aims. We welcome pupils from all backgrounds, ensuring that an individual's economic status, gender, ethnicity, race, religion, or disability does not form part of our assessment processes. We are committed to a working environment free from any form of discrimination and will make reasonable adjustments to meet the needs of staff or pupils who are or become disabled.

Our School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Parents are welcome to speak to teachers about their children's social and academic progress after lessons or via email, as the school operates only on Saturdays for three hours, making parent evenings difficult to hold. We maintain regular contact with parents throughout the year via e-mail, social media and website posts.

### *Structure, governance, and management*

The Trustees are responsible for the overall management and control of the Charity, meeting at least twelve times per year. They implement policies, prepare accounts, and review matters arising. Trustees give their time freely, and no remuneration or expenses were paid in the year.

The pay and remuneration of the Head Teacher and staff are set by the Trustees and reviewed annually, based on:

- Role and responsibilities
- Qualifications and experience
- Competitor salaries in the region
- Pay trends

### *Organisational Management*

The Trustees determine the general policy of the Charity, with day-to-day running delegated to the Head, supported by senior staff, volunteers, and trustees. The Head Teacher oversees educational, pastoral, and administrative functions in consultation with senior staff, within policies approved by the Trustees. The Head is invited to Trustees' meetings and oversees staff recruitment.

### *Risk Management*

The Trustees oversee the risks faced by the Charity, with detailed considerations delegated to Senior Management. Risks are managed under headings such as financial sustainability, school safety, student welfare, employment, school trips and events, and community access. Reputation management is critical, ensuring safeguarding policies, staff recruitment, and health and safety issues are actively addressed.

## **RECRUITMENT OF TRUSTEES**

POLISH SATURDAY SCHOOL IN BRIGHTON AND HOVE.  
19 Bush Farm Drive, Portslade, Brighton, BN41 2GY

Registered Charity No. [1170273](#)  
[info@polska-szkola-brighton.org](mailto:info@polska-szkola-brighton.org)  
[www.polska-szkola-brighton.org](http://www.polska-szkola-brighton.org)



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

New Trustees are recruited with a passion for the Charity's work and an understanding of education as a holistic experience. Trustees are advertised for at the annual parents' meeting in September, with a focus on skills and experience in legal, financial, education, management, equal opportunities, and gender diversity.



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

### **OTHER POLICIES ON ASSISTANCE**

Financial planning policy:

Timely financial planning is often the key for many parents who are hoping to send their children to our school and a school fees plan are available to help those who wish to fund educational costs through regular contributions.

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.

### **CHARITY TRUSTEES**

J Fenn (Chair)

A Kanadys

MPacholec

I Ples

M Padgett

### **HEADMASTER**

M Lobacz

### **CONTACT DETAILS**

Address:

Polish Saturday School in Brighton and Hove

19 Bush Farm Drive

Portslade

Brighton

BN41 2GY

Website <http://www.polska-szkola-brighton.org>

Registered Charity No. 1170273

### **PROFESSIONAL ADVISERS**

Payroll Service: Keith Braid Payroll Services

Insurance Provider: Zurich Insurance Company Ltd.

# **Independent Examiner's report on the accounts**

**Report to the trustees of Polish Saturday School in Brighton and Hove**

**Registered Charity number 1170273**

**Accounts year ended 31<sup>st</sup> August 2024**

The accounts have been prepared on the Receipts and Payments basis.

## **Respective responsibilities of trustees and independent examiner**

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to: examine the accounts under section 145 of the Charities Act, to follow the procedures specified in the General Directions of the Charity Commissioners (under section 145 (5)(b) of the Act) 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 the 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 laid out in the statement below.

## **Independent Examiner's Report**

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
  - (a) to keep accounting records in accordance with section 130 of the Act: and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Rebecca Luton

Resource Centre

6 Tilbury Place

Brighton BN2 0GY

Date: 11/6/2025

## Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

### Statement of Financial Activities year ending 31st August 2023

	2024		2024	2023		2023
	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
<b>Receipts</b>						
Charitable activities	-	41,709	41,709	-	38,064	38,064
Grants and fundraising	5,567	2,246	7,813	12,094	1,957	14,051
<b>Total Receipts</b>	<b>5,567</b>	<b>43,955</b>	<b>49,522</b>	<b>12,094</b>	<b>40,021</b>	<b>52,115</b>
<b>Payments</b>						
Expenditure on charitable activities	6,638	53,605	60,242	4,364	40,897	45,261
<b>Total Payments</b>	<b>6,638</b>	<b>53,605</b>	<b>60,242</b>	<b>4,364</b>	<b>40,897</b>	<b>45,261</b>
Net payments for the year	(1,070)	(9,650)	(10,720)	7,730	(876)	6,854
Funds transferred	-	-	-	(6,607)	6,607	-
Funds at 1st September 2023	1,124	26,360	27,484	-	20,630	20,630
<b>Balance of funds at 31st August 2024</b>	<b>54</b>	<b>16,710</b>	<b>16,764</b>	<b>1,124</b>	<b>26,360</b>	<b>27,484</b>

Please note that additions may vary by +/- £1 due to rounding

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Receipts and Payments Account year ended 31st August 2024

	2024		2024	2023		2023
	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
<b>Receipts</b>						
<b>Charitable activities</b>						
Fees	-	41,709	41,709	-	38,064	38,064
<b>Grants and Fundraising</b>						
Polish Community Association grant	5,567	-	5,567	12,094	-	12,094
Amazon Smile	-	-	-	-	50	50
Events	-	2,246	2,246	-	1,907	1,907
<b>Total Receipts</b>	<b>5,567</b>	<b>43,955</b>	<b>49,522</b>	<b>12,094</b>	<b>40,021</b>	<b>52,115</b>
<b>Payments</b>						
<b>Expenditure on charitable activities</b>						
Net wages	-	34,941	34,941	3,914	27,598	31,512
HMRC - tax	-	3,109	3,109	-	2,917	2,917
Rent	6,600	400	7,000	450	3,865	4,315
Teacher training	-	1,059	1,059	-	609	609
Travel costs	-	116	116	-	125	125
Supplies and class materials	-	1,616	1,616	-	1,633	1,633
Payroll administration fees	-	1,050	1,050	-	400	400
HR audit	-	2,587	2,587	-	-	-
Software fees	-	1,693	1,693	-	425	425
Hosting and domain	-	145	145	-	116	116
DBS checks	-	491	491	-	372	372
Insurance	-	286	286	-	197	197
Office and telephone	-	906	906	-	1,194	1,194
Events	-	1,135	1,135	-	1,074	1,074
Staff gifts and Xmas party	-	1,527	1,527	-	-	-
Xmas gifts for students	-	1,136	1,136	-	-	-
Printing	-	383	383	-	-	-
Advertising	-	24	24	-	-	-
Equipment	-	805	805	-	-	-
Sundry expenses	-	170	170	-	352	352
Banking costs (incl Stripe)	-	26	26	-	20	20
Grant repayment *see note 1	38	-	38	-	-	-
<b>Total Payments</b>	<b>6,638</b>	<b>53,605</b>	<b>60,242</b>	<b>4,364</b>	<b>40,897</b>	<b>45,261</b>
Net income for the year	(1,070)	(9,650)	(10,720)	7,730	(876)	6,854
Funds transferred	-	-	-	(6,607)	6,607	-
Funds at 1st September 2023	1,124	26,360	27,484	-	20,630	20,630
<b>Balance of funds at 31st August 2024</b>	<b>54</b>	<b>16,710</b>	<b>16,764</b>	<b>1,124</b>	<b>26,360</b>	<b>27,484</b>

**Note 1:** The charity was required to repay part of the Polish Community Association grant as the student number quota was not achieved.

Please note that additions may vary by +/- £1 due to rounding

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Statement of Assets and Liabilities at 31st August 2024

### Monetary Assets

Barclays	16,567
Cash in hand	196
	<hr/>
	16,764

### Breakdown of funds

Restricted	54
Unrestricted	16,710
	<hr/>
	16,764

### Non-Monetary Assets

The charity states that it holds non-monetary assets of £2,006

### Liabilities

The charity has no liabilities.

**POLISH SATURDAY SCHOOL IN BRIGHTON AND HOVE**

England & Wales - Charity number 1170273

---

# Accounts

---



Polish Saturday School in Brighton and Hove  
Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

## Report of the Trustees for the Year Ending 31 August 2023

The Trustees of The Polish Saturday School in Brighton and Hove Charity present the annual report and accounts for the year ended 31 August 2023, confirming compliance with the requirements of the Charities Act 2011 and the Charities Receipts and Payments Accounts (CC16a).

### OUR AIMS

The Charity operates under a Constitution of the Charitable Incorporated Organisation dated 1 October 2016, incorporated by the Charity Commission for England and Wales on 21 November 2016.

The objectives of the Charity are the advancement of education for the public benefit in the Polish language, culture, tradition and heritage, enabling students to integrate better into the local cultural environment and British society.

We aim to provide a first-class education to children aged of 3 to 18, fostering a structured educational environment that develops our pupils' capabilities, competencies and skills. We promote the academic, moral and physical development of the pupils through our curriculum, pastoral care, sporting and other activities.

We provide an educational environment where we support our students to develop and fulfil their potential, building their self-confidence and inculcating a desire to contribute to the community. In so doing, we prepare our pupils for the opportunities, responsibilities and experiences of later life.

Our key objectives for the year included:

- Broadening our academic curriculum for all students and preparing pupils for GCSE in Polish.
- Continuing to develop the pastoral care provided to pupils.

### REVIEW OF ACTIVITIES AND ACHIEVEMENTS

The number of pupils at our School decreased in the year to 169. Our fees per term (3 terms per academic year) were as follows:

- £90 for one child
- £160 for two siblings
- £180 for three siblings



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

The Charity received a £6,225.32 grant from the Polish Chancellery of the Prime Minister, restricted for partial wages and rent expenses. Additionally, two fundraising events, the Christmas Fair and family picnic, provided an additional income of £1,786.

### OUR FINANCES

#### *Financial Overview*

The financial statement shows a net profit of £6,854. The Trustees are continuing their strategy of allocating all net incoming resources towards educational purposes, operational expenses, and creating reserves. These reserves ensure that the school can withstand uncertain times or years with lower pupil intake. Parents can be assured that all the Charity's income is dedicated to educational purposes and the sustainability of the Charity.

As an educational charity, we benefit from tax exemptions on our educational activities. However, we are unable to reclaim VAT input tax on our costs due to our VAT-exempt status. Additionally, we fulfill our tax obligations as an employer through national insurance contributions.

#### *Developments and Maintenance*

Recent developments have focused on investing in the technical aspects of school management. Our financial plan aims to break even over the financial year, with any profits reinvested into educational initiatives and securing the school's future. The closing value of our tangible assets and equipment was £750 after depreciation. The Trustees are confident that our current cash flows are sufficient to cover any anticipated cost increases. No pension liabilities have been reported within the accounts, in accordance with accounting standard CC16a.

#### *Future Investments*

The profits from this academic year will enable further investments in projects such as the library, staff training, and other educational enhancements. These investments will also provide financial security for the Charity, ensuring its long-term viability.

### OUR ETHOS, STRATEGY AND POLICIES

#### *Ethos*

Our School serves the local community and society as a charitable trust benefiting the public through its stated aims. We welcome pupils from all backgrounds, ensuring that an individual's economic status, gender, ethnicity, race, religion, or disability does not form part of our assessment processes. We are committed to a working environment free from any form of discrimination and will make reasonable adjustments to meet the needs of staff or pupils who are or become disabled.

Our School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Parents are welcome to speak to teachers about their children's social and academic progress after lessons or via email, as the school operates only on



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

Saturdays for three hours, making parent evenings difficult to hold. We maintain regular contact with parents throughout the year via e-mail, social media and website posts.

### *Structure, governance, and management*

The Trustees are responsible for the overall management and control of the School, meeting at least twelve times a year. They implement policies, prepare accounts, and review matters arising. Trustees give their time freely, and no remuneration or expenses were paid in the year.

The pay and remuneration of the Head Teacher and staff are set by the Trustees and reviewed annually, based on:

- Role and responsibilities
- Qualifications and experience
- Competitor salaries in the region
- Pay trends

### *Organisational Management*

The Trustees determine the general policy of the School, with day-to-day running delegated to the Head, supported by senior staff, volunteers, and trustees. The Head Teacher oversees educational, pastoral, and administrative functions in consultation with senior staff, within policies approved by the Trustees. The Head is invited to Trustees' meetings and oversees staff recruitment.

### *Risk Management*

The Trustees oversee the risks faced by the School, with detailed considerations delegated to Senior Management. Risks are managed under headings such as financial sustainability, school safety, student welfare, employment, school trips and events, and community access. Reputation management is critical, ensuring safeguarding policies, staff recruitment, and health and safety issues are actively addressed.

## **RECRUITMENT OF TRUSTEES**

New Trustees are recruited with a passion for the Charity's work and an understanding of education as a holistic experience. Trustees are advertised for at the annual parents' meeting in September, with a focus on skills and experience in legal, financial, education, management, equal opportunities, and gender diversity.



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

### **OTHER POLICIES ON ASSISTANCE**

Financial planning policy:

Timely financial planning is often the key for many parents who are hoping to send their children to our school and a school fees plan are available to help those who wish to fund educational costs through regular contributions.

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.

### **CHARITY TRUSTEES**

J Fenn (Chair)

A Kanadys

M Pacholec

I Ples

M Padgett

### **HEADMASTER**

M Lobacz

### **CONTACT DETAILS**

Addresses:

Polish Saturday School in Brighton and Hove

19 Bush Farm Drive

Portslade

Brighton

BN41 2GY

Website <http://www.polska-szkola-brighton.org>

Registered Charity No. 1170273

### **PROFESSIONAL ADVISERS**

Payroll Service: Keith Braid Payroll Services

Insurance Brokers: Case Insurance Services Limited

# Polish Saturday School

## Accounts year ended 31<sup>st</sup> August 2023

Registered charity: 1170273

Charity correspondent: Aldona Kanadys

---

These accounts have been prepared on the Receipts and Payments basis from information and explanations supplied by the charity.



Mireille Shimoda

Resource Centre  
6 Tilbury Place  
Brighton BN2 0GY

Date: 10<sup>th</sup> June 2024

---

These accounts have been approved by the Trustees of the charity.

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

1. A. Kanadys

2. J. Fenn

Date 15 June 2024

## Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

### Statement of Financial Activities year ending 31st August 2023

	2023		2023	2022		2022
	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
<b>Receipts</b>						
Charitable activities	-	38,064	38,064	-	38,773	38,773
Grants and fundraising	12,094	1,957	14,051	4,370	770	5,140
<b>Total Receipts</b>	<b>12,094</b>	<b>40,021</b>	<b>52,115</b>	<b>4,370</b>	<b>39,544</b>	<b>43,914</b>
<b>Payments</b>						
Expenditure on charitable activities	4,364	40,897	45,261	4,370	32,655	37,026
<b>Total Payments</b>	<b>4,364</b>	<b>40,897</b>	<b>45,261</b>	<b>4,370</b>	<b>32,655</b>	<b>37,026</b>
Net payments for the year	7,730	(876)	6,854	-	6,888	6,888
Funds transferred	(6,607)	6,607	-	-	-	-
Funds at 1st September 2022	-	20,630	20,630	-	13,742	13,742
<b>Balance of funds at 31st August 2023</b>	<b>1,124</b>	<b>26,360</b>	<b>27,484</b>	<b>-</b>	<b>20,630</b>	<b>20,630</b>

Please note that additions may vary by +/- £1 due to rounding

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Receipts and Payments Account year ended 31st August 2023

	2023 Restricted	2023 Unrestricted	2023 Total	2022 Restricted	2022 Unrestricted	2022 Total
<b>Receipts</b>						
<b>Charitable activities</b>						
Fees	-	38,064	38,064	-	38,773	38,773
Sale of book	-	-	-	-	-	-
KPRM (Polish Ministry)	-	-	-	-	-	-
<b>Grants and Fundraising</b>						
Polish Community Association grant	12,094	-	12,094	4,370	-	4,370
Amazon Smile	-	50	50	-	31	31
Events	-	1,907	1,907	-	739	739
<b>Total Receipts</b>	<b>12,094</b>	<b>40,021</b>	<b>52,115</b>	<b>4,370</b>	<b>39,544</b>	<b>43,914</b>
<b>Payments</b>						
<b>Expenditure on charitable activities</b>						
Net wages	3,914	27,598	31,512	-	20,278	20,278
HMRC - tax	-	2,917	2,917	-	1,657	1,657
Rent	450	3,865	4,315	4,370	1,810	6,180
Teacher training	-	609	609	-	1,306	1,306
Travel costs	-	125	125	-	-	-
Supplies and class materials	-	1,633	1,633	-	3,363	3,363
Guitar teacher	-	-	-	-	710	710
Payroll administration fees	-	400	400	-	420	420
Software fees	-	425	425	-	-	-
Hosting and domain	-	116	116	-	132	132
DBS checks	-	372	372	-	161	161
Insurance	-	197	197	-	196	196
Office and telephone	-	1,194	1,194	-	1,341	1,341
Events	-	1,074	1,074	-	953	953
End of year teachers' party	-	-	-	-	329	329
Sundry expenses	-	352	352	-	-	-
Banking costs (Stripe)	-	20	20	-	-	-
<b>Total Payments</b>	<b>4,364</b>	<b>40,897</b>	<b>45,261</b>	<b>4,370</b>	<b>32,655</b>	<b>37,026</b>
Net income for the year	7,730	(876)	6,854	-	6,888	6,888
Funds transferred	(6,607)	6,607	-	-	-	-
Funds at 1st September 2022	-	20,630	20,630	-	13,742	13,742
<b>Balance of funds at 31st August 2023</b>	<b>1,124</b>	<b>26,360</b>	<b>27,484</b>	<b>-</b>	<b>20,630</b>	<b>20,630</b>

Please note that additions may vary by +/- £1 due to rounding

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Statement of Assets and Liabilities at 31st August 2023

### Monetary Assets

Barclays	24,356
Cash in hand	<u>3,128</u>
	<u>27,484</u>

### Breakdown of funds

Restricted	1,124
Unrestricted	<u>26,360</u>
	<u>27,484</u>

### Non-Monetary Assets

The charity has no non-monetary assets

### Liabilities

The charity has no liabilities.

# **Independent Examiner's report on the accounts**

**Report to the trustees of Polish Saturday School in Brighton and Hove**

**Registered Charity number 1170273**

**Accounts year ended 31<sup>st</sup> August 2023**

The accounts have been prepared on the Receipts and Payments basis.

## **Respective responsibilities of trustees and independent examiner**

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to: examine the accounts under section 145 of the Charities Act, to follow the procedures specified in the General Directions of the Charity Commissioners (under section 145 (5)(b) of the Act) 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 the 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 laid out in the statement below.

## **Independent Examiner's Report**

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
  - (a) to keep accounting records in accordance with section 130 of the Act: and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Mireille Shimoda

Resource Centre

6 Tilbury Place

Brighton BN2 0GY

Date: 19th June 2024

**POLISH SATURDAY SCHOOL IN BRIGHTON AND HOVE**

England & Wales - Charity number 1170273

---

# Accounts

---



Polish Saturday School in Brighton and Hove  
Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

## The Polish Saturday School in Brighton and Hove CIO

### Charity Report of the trustees for the year ending

### 31 August 2022

The Trustees of The Polish Saturday School in Brighton and Hove Charity present their annual report and accounts for the year ended 31 August 2021 and confirm they comply with the requirements of the Charities Act 2011 and the Charities Receipts and payments accounts (CC16a).

#### OUR AIMS

The School operates under a Constitution of the Charitable Incorporated Organisation dated 1 October 2016 and was incorporated by the Charity Commission for England and Wales on 21 November 2016.

The objectives of the School are the advancement of education for the public benefit in the Polish language, culture, tradition and heritage, with the aim that students can better integrate into the local cultural environment and the British society.

We aim, through our School, to provide a first-class education to boys and girls from the ages of 3 to 18. We seek to provide a structured educational environment that develops our pupils' capabilities, competencies and skills. We promote the academic, and moral students and the healthy, physical development of our pupils through our curriculum, pastoral care, sporting and other activities.

We provide an educational environment where we support our students to develop and fulfil their potential, building their self-confidence and inculcating a desire to contribute to the community. In so doing, we prepare our pupils for the opportunities, responsibilities and experiences of later life.

Our key objectives for the year included:

- to broaden our academic curriculum and prepare pupils in GCSE in Polish
- to continue to develop pastoral care we provide for pupils
- to increase pupil numbers at our School

#### REVIEW OF ACTIVITIES AND ACHIEVEMENTS

The number of pupils at our School increased in the year to 185. Our fees per term (3 terms per academic year) were as follows: £90 for one child, £160 for two siblings, £180 for three siblings.

POLISH SATURDAY SCHOOL IN BRIGHTON AND HOVE.  
19 Bush Farm Drive, Portslade, Brighton, BN41 2GY

Registered Charity No. [1170273](#)  
[info@polska-szkola-brighton.org](mailto:info@polska-szkola-brighton.org)  
[www.polska-szkola-brighton.org](http://www.polska-szkola-brighton.org)



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

The School held a family picnic fundraiser, benefitting the School in income of £740.

Our school is a member of the Polish Educational Society, which sets the directives of the National curriculum for Polish Pupils abroad.

We had no students passing Polish GCSE exams as the highest year in the school is Year 8.

### **OUR FINANCES**

The financial statement shows a net profit of £6,888, this was achievable thanks to a grant the Charity received from the Polish The Chancellery of the Prime Minister. The total grant amount was £4,370. The Trustees are continuing their strategy of deploying all net incoming resources into investing in 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 to ensure the continuance of the existence of the School. As an educational charity, we enjoy tax exemption on our educational activities. However, as an educational charity, we are unable to reclaim VAT input tax on our costs as we are exempt for VAT purposes. We also pay tax as an employer through the national insurance contributions we make.

#### Developments and Maintenance

The developments which have been made were mainly a form of investment in the technical side of school management.

The financial plan aims to break even over the course of the financial year with any profits made by the School further invested in educational purposes and the future existence of the school. The closing value of our tangible assets and equipment was £1000 after depreciation. The Trustees are satisfied that existing cash flows are sufficient to meet any anticipated increases in costs. No Pension liability has been reported within the accounts in accordance with accounting standard CC16a.

The profits from this academic year will allow for further investment in projects like for example the library, further staff training and of course it will provide financial security if the Charity.

### **OUR ETHOS, STRATEGY AND POLICIES**

Our Trustees are responsible for setting a strategy for achieving the objectives they have set. The focus of our strategy is on the development of our pupils and to further widen access to the education our School provides. Taking forward our strategy we:

- review the School's academic syllabus, teaching practices and examination results
- ensure the range of co-curricular activities available to our pupils is stimulating and challenging
- invest in the technology of our School

### **OUR ETHOS**

A caring School serving our local community and society Polish Saturday School in Brighton and Hove is a charitable trust which seeks to benefit the public through the pursuit of its stated aims.



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

Our fees are set at a level to ensure the financial viability of the School and at a level that is consistent with our aim of providing a first-class education to boys and girls. Our School welcomes pupils from all backgrounds. An individual's economic status, gender, ethnicity, race, religion or disability do not form part of our assessment processes. We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff or pupils who are or become disabled. Our School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Parents are welcome to speak to the teachers about their children's social and academic progress after lessons or via email since the school operates only on Saturdays for three hours parent evenings are very difficult to hold. We maintain regular contact with parents throughout the year through informal contacts and through our newsletter.

### **OTHER POLICIES ON ASSISTANCE**

Financial planning policy:

Timely financial planning is often the key for many parents who are hoping to send their children to our school and a school fees plan are available to help those who wish to fund educational costs through regular contributions.

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.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Trustees, who are also the charity trustees, are responsible for the overall management and control of the School and meet at least twelve times a year. The work of implementing most of their policies is carried out by the trustees. The trustees are also responsible for the preparation of papers and management accounts and the review of matters arising. All trustees give of their time freely and no remuneration or expenses were paid in the year.

The Trustees give of their time freely and the pay and remuneration of the Head and senior staff is set by the trustees and is kept under annual review.

Several criteria are used in setting pay:

- nature of the role and responsibilities
- qualifications and experience
- competitor salaries in the region
- trends in pay

### **Organisational Management**

The Trustees determine the general policy of the School. The day-to-day running of the School is



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

delegated to the Head, supported by senior staff, volunteers and trustees. The Headmaster undertakes the key leadership role of overseeing educational, pastoral and administrative functions in consultation with the senior staff. The day-to-day administration of the school is undertaken within the policies and procedures approved by the Trustees which provide all expenditure approval. The Head oversees the recruitment of all educational staff. The Head is invited to attend Trustees' meetings.

### **Risk Management**

The Trustees are responsible for overseeing of the risks faced by the School. Detailed considerations of risk are delegated to the Senior Management of the School. Risks are identified and assessed and controls are established throughout the year. Risk is managed under the headings of financial sustainability, school safety, student welfare, employment, school trips and events and community access.

### **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, pastoral support for both pupils and staff and active identification and resolution of health and safety-related issues.

### **Money**

Our ability to continue is reliant on pupil fees and the ability to pay bills as they fall due.

This risk is managed by marketing activity and active cash flow.

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 recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed. When recruiting a new Trustee, 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 for new trustees at the annual parents' meeting in September. Where possible the Trustees consider that the skills and experience of the Board should comprise the following:

- A Trustee with a legal background
- A Trustee with a financial/accounting background
- A Trustee with education experience
- A Trustee with senior managerial or business experience
- A Trustee with experience of equal opportunities or disability needs
- At least one female Trustee and at least one male Trustee

One Trustee may have one or more of these skills.



# Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

## CHARITY TRUSTEES

K Hofman (Chair)

A Kanadys

M Pacholec

J Fenn

I Ples

## HEADMASTER

M Lobacz

## CONTACT DETAILS

Addresses:

Polish Saturday School in Brighton and Hove

19 Bush Farm Drive

Portslade

Brighton

BN41 2GY

Website <http://www.polska-szkola-brighton.org>

Registered Charity No. 1170273

## PROFESSIONAL ADVISERS

Payroll Service: Keith Braid Payroll Services

Insurance Brokers: Case Insurance Services Limited

# **Independent Examiner's report on the accounts**

## **Report to the trustees of Polish Saturday School in Brighton and Hove**

**Registered Charity number 1170273**

**Accounts year ended 31<sup>st</sup> August 2022**

The accounts have been prepared on the Receipts and Payments basis.

### **Respective responsibilities of trustees and independent examiner**

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to: examine the accounts under section 145 of the Charities Act, to follow the procedures specified in the General Directions of the Charity Commissioners (under section 145 (5)(b) of the Act) and to state whether particular matters have come to my attention.

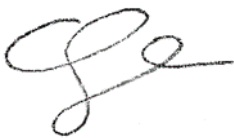
### **Basis of Independent Examiner's Report**

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 the 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 laid out in the statement below.

### **Independent Examiner's Report**

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
  - (a) to keep accounting records in accordance with section 130 of the Act: and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Kate Chapman  
Resource Centre  
6 Tilbury Place  
Brighton BN2 0GY  
Date: 21<sup>st</sup> June 2023

# Polish Saturday School

## Accounts year ended 31<sup>st</sup> August 2022

Registered charity: 1170273

Charity correspondent: Aldona Kanadys

---

These accounts have been prepared on the Receipts and Payments basis from information and explanations supplied by the charity.



Kate Chapman  
Resource Centre  
6 Tilbury Place  
Brighton BN2 0GY

Date: 19<sup>th</sup> May 2023

---

These accounts have been approved by the Trustees of the charity.

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

1. Kanadys

2. Fenn

Date 15.06.23

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Statement of Financial Activities year ending 31st August 2022

	2022		2022	2021		2021
	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
<b>Receipts</b>						
Charitable activities	-	38,773	38,773	-	21,443	21,443
Grants and fundraising	4,370	770	5,140	2,150	32	2,182
Other	-	-	-	-	6,979	6,979
<b>Total Receipts</b>	<b>4,370</b>	<b>39,543</b>	<b>43,914</b>	<b>2,150</b>	<b>28,454</b>	<b>30,604</b>
<b>Payments</b>						
Expenditure on charitable activities	4,370	32,655	37,026	2,150	29,683	31,833
<b>Total Payments</b>	<b>4,370</b>	<b>32,655</b>	<b>37,026</b>	<b>2,150</b>	<b>29,683</b>	<b>31,833</b>
Net payments for the year	-	6,888	6,888	-	(1,229)	(1,229)
Funds at 1st September 2021	-	13,742	13,742	-	14,971	14,971
<b>Balance of funds at 31st August 2022</b>	<b>-</b>	<b>20,630</b>	<b>20,630</b>	<b>-</b>	<b>13,742</b>	<b>13,742</b>

Please note that additions may vary by +/- £1 due to rounding

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Receipts and Payments Account year ended 31st August 2022

	2022		2022	2021		2021
	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
<b>Receipts</b>						
<i>Charitable activities</i>						
Fees	-	38,773	38,773	-	21,436	21,436
Sale of book	-	-	-	-	7	7
<i>Grants and Fundraising</i>						
Polish Community Association grant	4,370	-	4,370	2,150	-	2,150
Amazon Smile	-	31	31	-	32	32
Events	-	739	739	-	-	-
<i>Other</i>						
HMRC: Furlough Job Retention Scheme	-	-	-	-	6,979	6,979
<b>Total Receipts</b>	<b>4,370</b>	<b>39,543</b>	<b>43,914</b>	<b>2,150</b>	<b>28,454</b>	<b>30,604</b>
<b>Payments</b>						
<i>Expenditure on charitable activities</i>						
Net wages	-	20,278	20,278	-	17,562	17,562
HMRC - tax	-	1,657	1,657	-	913	913
Rent	4,370	1,810	6,180	2,150	550	2,700
Teacher training	-	1,306	1,306	-	196	196
Supplies and class materials	-	3,363	3,363	-	6,997	6,997
Guitar teacher	-	710	710	-	-	-
Payroll administration fees	-	420	420	-	273	273
Software fees	-	-	-	-	272	272
Hosting and domain	-	132	132	-	71	71
Safety Net - DBS checks	-	161	161	-	427	427
Insurance	-	196	196	-	232	232
Office and telephone	-	1,341	1,341	-	1,630	1,630
Events	-	953	953	-	-	-
End of year teachers' party	-	329	329	-	-	-
Banking costs (Stripe)	-	-	-	-	290	290
UNKNOWN 14/5/21	-	-	-	-	270	270
<b>Total Payments</b>	<b>4,370</b>	<b>32,655</b>	<b>37,026</b>	<b>2,150</b>	<b>29,683</b>	<b>31,833</b>
Net income for the year	-	6,888	6,888	-	(1,229)	(1,229)
Funds at 1st September 2021	-	13,742	13,742	-	14,971	14,971
<b>Balance of funds at 31st August 2022</b>	<b>-</b>	<b>20,630</b>	<b>20,630</b>	<b>-</b>	<b>13,742</b>	<b>13,742</b>

Please note that additions may vary by +/- £1 due to rounding

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Statement of Assets and Liabilities at 31st August 2022

### Monetary Assets

Barclays	19,288
Cash in hand	<u>1,342</u>
	<u>20,630</u>

All of the funds at 31st August 2022 are unrestricted.

### Non-Monetary Assets

The charity has no non-monetary assets

### Liabilities

The charity has no liabilities.

# **Independent Examiner's report on the accounts**

## **Report to the trustees of Polish Saturday School in Brighton and Hove**

**Registered Charity number 1170273**

**Accounts year ended 31<sup>st</sup> August 2022**

The accounts have been prepared on the Receipts and Payments basis.

### **Respective responsibilities of trustees and independent examiner**

As the charity's trustees, you are responsible for the preparation of the accounts. You consider that an audit is not required for this year under section 144 of the Charities Act 2011 and that an independent examination is needed.

It is my responsibility to: examine the accounts under section 145 of the Charities Act, to follow the procedures specified in the General Directions of the Charity Commissioners (under section 145 (5)(b) of the Act) and to state whether particular matters have come to my attention.

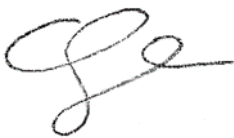
### **Basis of Independent Examiner's Report**

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 the 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 laid out in the statement below.

### **Independent Examiner's Report**

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
  - (a) to keep accounting records in accordance with section 130 of the Act: and
  - (b) to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Act have not been met; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Kate Chapman  
Resource Centre  
6 Tilbury Place  
Brighton BN2 0GY  
Date: 21<sup>st</sup> June 2023

# Polish Saturday School

## Accounts year ended 31<sup>st</sup> August 2022

Registered charity: 1170273

Charity correspondent: Aldona Kanadys

---

These accounts have been prepared on the Receipts and Payments basis from information and explanations supplied by the charity.



Kate Chapman  
Resource Centre  
6 Tilbury Place  
Brighton BN2 0GY

Date: 19<sup>th</sup> May 2023

---

These accounts have been approved by the Trustees of the charity.

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

1. Kanadys

2. Fenn

Date 15.06.23

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Statement of Financial Activities year ending 31st August 2022

	2022		2022	2021		2021
	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
<b>Receipts</b>						
Charitable activities	-	38,773	38,773	-	21,443	21,443
Grants and fundraising	4,370	770	5,140	2,150	32	2,182
Other	-	-	-	-	6,979	6,979
<b>Total Receipts</b>	<b>4,370</b>	<b>39,543</b>	<b>43,914</b>	<b>2,150</b>	<b>28,454</b>	<b>30,604</b>
<b>Payments</b>						
Expenditure on charitable activities	4,370	32,655	37,026	2,150	29,683	31,833
<b>Total Payments</b>	<b>4,370</b>	<b>32,655</b>	<b>37,026</b>	<b>2,150</b>	<b>29,683</b>	<b>31,833</b>
Net payments for the year	-	6,888	6,888	-	(1,229)	(1,229)
Funds at 1st September 2021	-	13,742	13,742	-	14,971	14,971
<b>Balance of funds at 31st August 2022</b>	<b>-</b>	<b>20,630</b>	<b>20,630</b>	<b>-</b>	<b>13,742</b>	<b>13,742</b>

Please note that additions may vary by +/- £1 due to rounding

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Receipts and Payments Account year ended 31st August 2022

	2022		2022	2021		2021
	Restricted	Unrestricted	Total	Restricted	Unrestricted	Total
<b>Receipts</b>						
<i>Charitable activities</i>						
Fees	-	38,773	38,773	-	21,436	21,436
Sale of book	-	-	-	-	7	7
<i>Grants and Fundraising</i>						
Polish Community Association grant	4,370	-	4,370	2,150	-	2,150
Amazon Smile	-	31	31	-	32	32
Events	-	739	739	-	-	-
<i>Other</i>						
HMRC: Furlough Job Retention Scheme	-	-	-	-	6,979	6,979
<b>Total Receipts</b>	<b>4,370</b>	<b>39,543</b>	<b>43,914</b>	<b>2,150</b>	<b>28,454</b>	<b>30,604</b>
<b>Payments</b>						
<i>Expenditure on charitable activities</i>						
Net wages	-	20,278	20,278	-	17,562	17,562
HMRC - tax	-	1,657	1,657	-	913	913
Rent	4,370	1,810	6,180	2,150	550	2,700
Teacher training	-	1,306	1,306	-	196	196
Supplies and class materials	-	3,363	3,363	-	6,997	6,997
Guitar teacher	-	710	710	-	-	-
Payroll administration fees	-	420	420	-	273	273
Software fees	-	-	-	-	272	272
Hosting and domain	-	132	132	-	71	71
Safety Net - DBS checks	-	161	161	-	427	427
Insurance	-	196	196	-	232	232
Office and telephone	-	1,341	1,341	-	1,630	1,630
Events	-	953	953	-	-	-
End of year teachers' party	-	329	329	-	-	-
Banking costs (Stripe)	-	-	-	-	290	290
UNKNOWN 14/5/21	-	-	-	-	270	270
<b>Total Payments</b>	<b>4,370</b>	<b>32,655</b>	<b>37,026</b>	<b>2,150</b>	<b>29,683</b>	<b>31,833</b>
Net income for the year	-	6,888	6,888	-	(1,229)	(1,229)
Funds at 1st September 2021	-	13,742	13,742	-	14,971	14,971
<b>Balance of funds at 31st August 2022</b>	<b>-</b>	<b>20,630</b>	<b>20,630</b>	<b>-</b>	<b>13,742</b>	<b>13,742</b>

Please note that additions may vary by +/- £1 due to rounding

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Statement of Assets and Liabilities at 31st August 2022

### Monetary Assets

Barclays	19,288
Cash in hand	<u>1,342</u>
	<u>20,630</u>

All of the funds at 31st August 2022 are unrestricted.

### Non-Monetary Assets

The charity has no non-monetary assets

### Liabilities

The charity has no liabilities.

**POLISH SATURDAY SCHOOL IN BRIGHTON AND HOVE**

England & Wales - Charity number 1170273

---

# Accounts

---



Polish Saturday School in Brighton and Hove  
Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

## The Polish Saturday School in Brighton and Hove CIO

### Charity Report of the trustees for the year ending

### 31 August 2021

The Trustees of The Polish Saturday School in Brighton and Hove Charity present their annual report and accounts for the year ended 31 August 2021 and confirm they comply with the requirements of the Charities Act 2011 and the Charities Receipts and payments accounts (CC16a).

#### OUR AIMS

The School operates under a Constitution of the Charitable Incorporated Organisation dated 1 October 2016 and was incorporated by the Charity Commission for England and Wales on 21 November 2016.

The objectives of the School are the advancement of education for the public benefit in the Polish language, culture, tradition and heritage, with the aim that students can better integrate into the local cultural environment and the British society.

We aim, through our School, to provide a first-class education to boys and girls from the ages of 3 to 18. We seek to provide a structured educational environment that develops our pupils' capabilities, competencies and skills. We promote the academic, and moral students and the healthy, physical development of our pupils through our curriculum, pastoral care, sporting and other activities. We provide an educational environment where we support our students to develop and fulfil their potential, building their self-confidence and inculcating a desire to contribute to the community. In so doing, we prepare our pupils for the opportunities, responsibilities and experiences of later life.

Our key objectives for the year included:

- to broaden our academic curriculum and prepare pupils in GCSE in Polish
- to continue to develop pastoral care we provide for pupils
- to increase pupil numbers at our School

#### REVIEW OF ACTIVITIES AND ACHIEVEMENTS

The number of pupils at our School increased in the year to 185. Our fees per term (3 terms per academic year) were as follows: £90 for one child, £160 for two siblings, £180 for three siblings. No fundraisers had taken place due to the COVID – 19 restrictions.



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

Our school is a member of the Polish Educational Society, which sets the directives of the National curriculum for Polish Pupils abroad.

We had no students passing Polish GCSE exams as the highest year in the school is Year 8.

### OUR FINANCES

The financial statement shows a net loss of £1,229, this was achievable thanks to a grant the Charity received from the Polish Ministry. The Trustees are continuing their strategy of deploying all net incoming resources into investing in 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 to ensure the continuance of the existence of the School. As an educational charity, we enjoy tax exemption on our educational activities. However, as an educational charity, we are unable to reclaim VAT input tax on our costs as we are exempt for VAT purposes. We also pay tax as an employer through the national insurance contributions we make.

#### Developments and Maintenance

The developments, which have been made, were mainly a form of investment in the technical side of school management. The school acquired new laptops and a few tablets.

The financial plan aims to break even over the course of the financial year with any profits made by the School further invested in educational purposes and the future existence of the school. The closing value of our tangible assets and equipment was £2700 after depreciation. The Trustees are satisfied that existing cash flows are sufficient to meet any anticipated increases in costs. No Pension liability has been reported within the accounts in accordance with accounting standard CC16a.

The profits from this academic year will allow for further investment in projects like for example the library, further staff training and of course it will provide financial security if for the Charity.

### OUR ETHOS, STRATEGY AND POLICIES

Our Trustees are responsible for setting a strategy for achieving the objectives they have set. The focus of our strategy is on the development of our pupils and to further widen access to the education our School provides. Taking forward our strategy we:

- review the School's academic syllabus, teaching practices and examination results
- ensure the range of co-curricular activities available to our pupils is stimulating and challenging
- invest in the technology of our School

### OUR ETHOS

A caring School serving our local community and society Polish Saturday School in Brighton and Hove is a charitable trust which seeks to benefit the public through the pursuit of its stated aims. Our fees are set at a level to ensure the financial viability of the School and at a level that is consistent with our aim of providing a first-class education to boys and girls. Our School welcomes pupils from all backgrounds. An individual's economic status, gender, ethnicity, race, religion or



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

disability do not form part of our assessment processes. We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff or pupils who are or become disabled. Our School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Parents are welcome to speak to the teachers about their children's social and academic progress after lessons or via email. The school operates only on Saturdays for three hours per week so parent evenings are very difficult to hold. We maintain regular contact with parents throughout the year through informal contacts and through our newsletter.

### **OTHER POLICIES ON ASSISTANCE**

Financial planning policy:

Timely financial planning is often the key for many parents who are hoping to send their children to our school and a school fees plan are available to help those who wish to fund educational costs through regular contributions.

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.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Trustees, who are also the charity trustees, are responsible for the overall management and control of the School and meet at least twelve times a year. The work of implementing most of their policies is carried out by the trustees. The trustees are also responsible for the preparation of papers and management accounts and the review of matters arising. All trustees give of their time freely and no remuneration or expenses were paid in the year.

The Trustees give of their time freely and the pay and remuneration of the Head and senior staff is set by the trustees and is kept under annual review.

Several criteria are used in setting pay:

- nature of the role and responsibilities
- qualifications and experience
- competitor salaries in the region
- trends in pay

### **Organisational 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 senior staff, volunteers and trustees. The Headmaster undertakes the key leadership role of overseeing educational, pastoral and administrative functions in consultation with the senior staff. The day-to-day administration of the school is undertaken



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

within the policies and procedures approved by the Trustees, which provide all expenditure approval. The Head oversees the recruitment of all educational staff. The Head is invited to attend Trustees' meetings.

### **Risk Management**

The Trustees are responsible for overseeing of the risks faced by the School. Detailed considerations of risk are delegated to the Senior Management of the School. Risks are identified and assessed and controls are established throughout the year. Risk is managed under the headings of financial sustainability, school safety, student welfare, employment, school trips and events and community access.

### **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, pastoral support for both pupils and staff and active identification and resolution of health and safety-related issues.

### **Money**

Our ability to continue is reliant on pupil fees and the ability to pay bills as they fall due.

This risk is managed by marketing activity and active cash flow.

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 recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed. When recruiting a new Trustee, the important attribute is a passion for the work of our School and an understanding of education as a holistic and rounded experience of personal growth. We advertise for new trustees at the annual parents' meeting in September. Where possible the Trustees consider that the skills and experience of the Board should comprise the following:

- A Trustee with a legal background
- A Trustee with a financial/accounting background
- A Trustee with education experience
- A Trustee with senior managerial or business experience
- A Trustee with experience of equal opportunities or disability needs
- At least one female Trustee and at least one male Trustee

One Trustee may have one or more of these skills.

### **CHARITY TRUSTEES**

POLISH SATURDAY SCHOOL IN BRIGHTON AND HOVE.  
41 Castle Street, Flat 2, Brighton, BN1 2HD

Registered Charity No. [1170273](#)  
[info@polska-szkola-brighton.org](mailto:info@polska-szkola-brighton.org)  
[www.polska-szkola-brighton.org](http://www.polska-szkola-brighton.org)



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

The Charity trustees of Polish Saturday School. Ms Lobacz has taken over the Headmaster's role in full capacity.

K Hofman (Chairman)  
A Kanadys  
M Pacholec  
J Fenn  
I Ples

Headmaster M Lobacz (Appointed October 2019)

### **CONTACT DETAILS**

Addresses:

Polish Saturday School in Brighton and Hove

Flat 2

41 Castle Street

Brighton

BN1 2HD

Website <http://www.polska-szkola-brighton.org>

Registered Charity No. 1170273

### **PROFESSIONAL ADVISERS**

Payroll Service: Keith Braid Payroll Services

Insurance Brokers: Zurich

# Polish Saturday School

## Accounts year ended 31<sup>st</sup> August 2021

Registered charity: 1170273

Charity correspondent: Aldona Kanadys

---

These accounts have been prepared on the Receipts and Payments basis from information and explanations supplied by the charity.



Kate Chapman  
Resource Centre  
6 Tilbury Place  
Brighton BN2 0GY

Date: 29<sup>th</sup> April 2022

---

These accounts have been approved by the Trustees of the charity.

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

Joanna Fenn

1. \_\_\_\_\_

Magdalena Pacholec

2. \_\_\_\_\_

Date 12/06/2022 12/06/2022

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Receipts and Payments Account year ended 31st August 2021

	Restricted	Unrestricted	2021 Total
<b>Receipts</b>			
Charitable activities	-	21,443	21,443
Grants and fundraising	2,150	32	2,182
Other	-	6,979	6,979
<b>Total Receipts</b>	<b>2,150</b>	<b>28,454</b>	<b>30,604</b>
<b>Payments</b>			
Expenditure on charitable activities	2,150	29,683	31,833
<b>Total Payments</b>	<b>2,150</b>	<b>29,683</b>	<b>31,833</b>
Net payments for the year	-	(1,229)	(1,229)
Funds at 1st September 2020	-	14,971	14,971
<b>Balance of funds at 31st August 2021</b>	<b>-</b>	<b>13,742</b>	<b>13,742</b>

\* Please note that the 2019/20 accounts were not independently examined, so no figures for comparison with that year are shown here.

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Receipts and Payments Account year ended 31st August 2021

	Restricted	Unrestricted	2021 Total
<b>Receipts</b>			
<b>Charitable activities</b>			
Fees	-	21,436	21,436
Sale of book	-	7	7
<b>Grants and Fundraising</b>			
Polish Community Association grant	2,150	-	2,150
Amazon Smile	-	32	32
<b>Other</b>			
HMRC: Furlough Job Retention Scheme	-	6,979	6,979
<b>Total Receipts</b>	<b>2,150</b>	<b>28,454</b>	<b>30,604</b>
<b>Payments</b>			
<b>Expenditure on charitable activities</b>			
Net wages	-	17,562	17,562
HMRC - tax	-	913	913
Rent	2,150	550	2,700
Teacher training	-	196	196
Supplies and class materials	-	6,997	6,997
Payroll administration fees	-	273	273
Software fees	-	272	272
Hosting and domain	-	71	71
Safety Net - DBS checks	-	427	427
Insurance	-	232	232
Office and telephone	-	1,630	1,630
Banking costs (Stripe)	-	290	290
UNKNOWN 14/5/21	-	270	270
<b>Total Payments</b>	<b>2,150</b>	<b>29,683</b>	<b>31,833</b>
Net payments for the year	-	(1,229)	(1,229)
Funds at 1st September 2020	-	14,971	14,971
<b>Balance of funds at 31st August 2021</b>	<b>-</b>	<b>13,742</b>	<b>13,742</b>

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Statement of Assets and Liabilities at 31st August 2021

### Monetary Assets

Barclays	12,629
Cash in hand	<u>1,113</u>
	<u>13,742</u>

All of the funds at 31st August 2021 are unrestricted.

### Non-Monetary Assets

The charity has no non-monetary assets

### Liabilities

The charity has no liabilities.

Signature: Joanna Fenn  
Joanna Fenn (Jun 12, 2022 14:25 GMT+1)

Email: joanna.fenn77@gmail.com

Signature: Pal  
Magdalena Pacholec (Jun 12, 2022 19:55 GMT+2)

Email: mpacholec@rocketmail.com








# Polish Saturday School to August 2021 (1)

Final Audit Report

2022-06-12

Created:	2022-06-12
By:	a kanadys (wpnstjs@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJjLm_jnk3-pGhEcR3hAhoN4XhVcckGMU

## "Polish Saturday School to August 2021 (1)" History

-  Document created by a kanadys (wpnstjs@gmail.com)  
2022-06-12 - 12:33:44 PM GMT- IP address: 185.44.76.166
-  Document emailed to Joanna Fenn (joanna.fenn77@gmail.com) for signature  
2022-06-12 - 12:35:10 PM GMT
-  Email viewed by Joanna Fenn (joanna.fenn77@gmail.com)  
2022-06-12 - 1:23:14 PM GMT- IP address: 66.249.93.87
-  Document e-signed by Joanna Fenn (joanna.fenn77@gmail.com)  
Signature Date: 2022-06-12 - 1:25:08 PM GMT - Time Source: server- IP address: 81.98.138.253
-  Document emailed to Magdalena Pacholec (mpacholec@rocketmail.com) for signature  
2022-06-12 - 1:25:10 PM GMT
-  Email viewed by Magdalena Pacholec (mpacholec@rocketmail.com)  
2022-06-12 - 5:53:36 PM GMT- IP address: 104.28.40.133
-  Document e-signed by Magdalena Pacholec (mpacholec@rocketmail.com)  
Signature Date: 2022-06-12 - 5:55:15 PM GMT - Time Source: server- IP address: 92.40.178.172
-  Agreement completed.  
2022-06-12 - 5:55:15 PM GMT

# Polish Saturday School

## Accounts year ended 31<sup>st</sup> August 2021

Registered charity: 1170273

Charity correspondent: Aldona Kanadys

---

These accounts have been prepared on the Receipts and Payments basis from information and explanations supplied by the charity.



Kate Chapman  
Resource Centre  
6 Tilbury Place  
Brighton BN2 0GY

Date: 29<sup>th</sup> April 2022

---

These accounts have been approved by the Trustees of the charity.

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

Joanna Fenn

1. \_\_\_\_\_

Magdalena Pacholec

2. \_\_\_\_\_

Date 12/06/2022 12/06/2022

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Receipts and Payments Account year ended 31st August 2021

	Restricted	Unrestricted	2021 Total
<b>Receipts</b>			
Charitable activities	-	21,443	21,443
Grants and fundraising	2,150	32	2,182
Other	-	6,979	6,979
<b>Total Receipts</b>	<b>2,150</b>	<b>28,454</b>	<b>30,604</b>
<b>Payments</b>			
Expenditure on charitable activities	2,150	29,683	31,833
<b>Total Payments</b>	<b>2,150</b>	<b>29,683</b>	<b>31,833</b>
Net payments for the year	-	(1,229)	(1,229)
Funds at 1st September 2020	-	14,971	14,971
<b>Balance of funds at 31st August 2021</b>	<b>-</b>	<b>13,742</b>	<b>13,742</b>

\* Please note that the 2019/20 accounts were not independently examined, so no figures for comparison with that year are shown here.

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Receipts and Payments Account year ended 31st August 2021

	Restricted	Unrestricted	2021 Total
<b>Receipts</b>			
<b><i>Charitable activities</i></b>			
Fees	-	21,436	21,436
Sale of book	-	7	7
<b><i>Grants and Fundraising</i></b>			
Polish Community Association grant	2,150	-	2,150
Amazon Smile	-	32	32
<b><i>Other</i></b>			
HMRC: Furlough Job Retention Scheme	-	6,979	6,979
<b>Total Receipts</b>	<b>2,150</b>	<b>28,454</b>	<b>30,604</b>
<b>Payments</b>			
<b><i>Expenditure on charitable activities</i></b>			
Net wages	-	17,562	17,562
HMRC - tax	-	913	913
Rent	2,150	550	2,700
Teacher training	-	196	196
Supplies and class materials	-	6,997	6,997
Payroll administration fees	-	273	273
Software fees	-	272	272
Hosting and domain	-	71	71
Safety Net - DBS checks	-	427	427
Insurance	-	232	232
Office and telephone	-	1,630	1,630
Banking costs (Stripe)	-	290	290
UNKNOWN 14/5/21	-	270	270
<b>Total Payments</b>	<b>2,150</b>	<b>29,683</b>	<b>31,833</b>
Net payments for the year	-	(1,229)	(1,229)
Funds at 1st September 2020	-	14,971	14,971
<b>Balance of funds at 31st August 2021</b>	<b>-</b>	<b>13,742</b>	<b>13,742</b>

# Polish Saturday School in Brighton and Hove

Registered Charity No. 1170273

## Statement of Assets and Liabilities at 31st August 2021

### Monetary Assets

Barclays	12,629
Cash in hand	<u>1,113</u>
	<u>13,742</u>

All of the funds at 31st August 2021 are unrestricted.

### Non-Monetary Assets

The charity has no non-monetary assets

### Liabilities

The charity has no liabilities.

Signature: Joanna Fenn  
Joanna Fenn (Jun 12, 2022 14:25 GMT+1)

Email: joanna.fenn77@gmail.com

Signature: Pal  
Magdalena Pacholec (Jun 12, 2022 19:55 GMT+2)

Email: mpacholec@rocketmail.com








# Polish Saturday School to August 2021 (1)

Final Audit Report

2022-06-12

Created:	2022-06-12
By:	a kanadys (wpnstjs@gmail.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAJjLm_jnk3-pGhEcR3hAhoN4XhVcKGMU

## "Polish Saturday School to August 2021 (1)" History

-  Document created by a kanadys (wpnstjs@gmail.com)  
2022-06-12 - 12:33:44 PM GMT- IP address: 185.44.76.166
-  Document emailed to Joanna Fenn (joanna.fenn77@gmail.com) for signature  
2022-06-12 - 12:35:10 PM GMT
-  Email viewed by Joanna Fenn (joanna.fenn77@gmail.com)  
2022-06-12 - 1:23:14 PM GMT- IP address: 66.249.93.87
-  Document e-signed by Joanna Fenn (joanna.fenn77@gmail.com)  
Signature Date: 2022-06-12 - 1:25:08 PM GMT - Time Source: server- IP address: 81.98.138.253
-  Document emailed to Magdalena Pacholec (mpacholec@rocketmail.com) for signature  
2022-06-12 - 1:25:10 PM GMT
-  Email viewed by Magdalena Pacholec (mpacholec@rocketmail.com)  
2022-06-12 - 5:53:36 PM GMT- IP address: 104.28.40.133
-  Document e-signed by Magdalena Pacholec (mpacholec@rocketmail.com)  
Signature Date: 2022-06-12 - 5:55:15 PM GMT - Time Source: server- IP address: 92.40.178.172
-  Agreement completed.  
2022-06-12 - 5:55:15 PM GMT

**POLISH SATURDAY SCHOOL IN BRIGHTON AND HOVE**

England & Wales - Charity number 1170273

---

# Accounts

---



Polish Saturday School in Brighton and Hove  
Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

## The Polish Saturday School in Brighton and Hove CIO

### Charity Report of the trustees for the year ending

### 31 August 2020

The Trustees of The Polish Saturday School in Brighton and Hove Charity present their annual report and accounts for the year ended 31 August 2020 and confirm they comply with the requirements of the Charities Act 2011 and the Charities Receipts and payments accounts (CC16a).

#### OUR AIMS

The School operates under a Constitution of the Charitable Incorporated Organisation dated 1 October 2016 and was incorporated by the Charity Commission for England and Wales on 21 November 2016.

The objectives of the School are the advancement of education for the public benefit in the Polish language, culture, tradition and heritage, with the aim that students can better integrate into the local cultural environment and the British society.

We aim, through our School, to provide a first-class education to boys and girls from the ages of 3 to 18. We seek to provide a structured educational environment that develops our pupils' capabilities, competences and skills. We promote the academic, moral students and a healthy, physical development of our pupils through our curriculum, pastoral care, sporting and other activities. We provide an educational environment where we support our students to develop and fulfil their potential, building their self-confidence and inculcating a desire to contribute to the community. In so doing, we prepare our pupils for the opportunities, responsibilities and experience of later life.

Our key objectives for the year included:

- to broaden our academic curriculum and prepare pupils in GCSE in Polish
- to continue to develop pastoral care we provide for pupils
- to increase pupil numbers at our School

#### REVIEW OF ACTIVITIES AND ACHIEVEMENTS

The number of pupils at our School increased in the year to 175. Our fees per term (3 terms per academic year) were as follows: £90 for one child, £160 for two siblings, £180 for three siblings. Due to increased rental and staffing costs, the fees have been increased, the board however decided to no longer charge £10 per student for materials.

POLISH SATURDAY SCHOOL IN BRIGHTON AND HOVE.  
41 Castle Street, Flat 2, Brighton, BN1 2HD

Registered Charity No. [1170273](#)  
[info@polska-szkola-brighton.org](mailto:info@polska-szkola-brighton.org)  
[www.polska-szkola-brighton.org](http://www.polska-szkola-brighton.org)



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

In December 2019 we held a Christmas Party/Fair, where we had an opportunity show and teach our pupils about Polish Christmas traditions, this was also a good time to hold a fundraiser cake sale. We have raised £350. As we have been mandated by the Government to close the school due to the COVID-19 spread, there weren't any other events during the academic year.

Our school is a member of the Polish Educational Society, who sets the directives of the National curriculum for Polish Pupils abroad.

We had no students passing Polish GCSE exams as the highest year in the school was Year 7.

### **OUR FINANCES**

The financial statement shows net loss of £459, this was achievable thanks to a grant the Charity received from the Polish Ministry. The Trustees are continuing their strategy of deploying all net incoming resources into 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 to ensure the continuance of the existence of the School. As an educational charity we enjoy tax exemption on our educational activities. However, as an educational charity, we are unable to reclaim VAT input tax on our costs as we are exempt for VAT purposes. We also pay tax as an employer through the national insurance contributions we make.

#### Developments and Maintenance

The developments which have been made were mainly as a form of investment in technical side of school management. The school acquired new laptops and a few tablets.

The financial plan aims to break even over the course of the financial year with any profits made by the School further invested in educational purposes and future existence of the school. The closing value of our tangible assets and equipment, was £2300 after depreciation. The Trustees are satisfied that existing cash flows are sufficient to meet any anticipated increases in costs. No Pension liability has been reported within the accounts in accordance with accounting standard CC16a.

The profits from this academic year, will allow in further investment in projects like for example the library, further staff training and of course it will provide financial security if the Charity.

### **OUR ETHOS, STRATEGY AND POLICIES**

Our Trustees are responsible for setting a strategy for achieving the objectives they have set. The focus of our strategy is on the development of our pupils and to further widen access to the education our School provides. Taking forward our strategy we:

- review the School's academic syllabus, teaching practices and examination results
- ensure the range of co-curricular activities available to our pupils is stimulating and challenging
- invest in technology of our School

### **OUR ETHOS**

POLISH SATURDAY SCHOOL IN BRIGHTON AND HOVE.  
41 Castle Street, Flat 2, Brighton, BN1 2HD

Registered Charity No. [1170273](#)  
[info@polska-szkola-brighton.org](mailto:info@polska-szkola-brighton.org)  
[www.polska-szkola-brighton.org](http://www.polska-szkola-brighton.org)



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

A caring School serving our local community and society Polish Saturday School in Brighton and Hove is a charitable trust which seeks to benefit the public through the pursuit of its stated aims. Our fees are set at a level to ensure the financial viability of the School and at a level that is consistent with our aim of providing a first-class education to boys and girls. Our School welcomes pupils from all backgrounds. An individual's economic status, gender, ethnicity, race, religion or disability do not form part of our assessment processes. We are an equal opportunity organisation and are committed to a working environment that is free from any form of discrimination on the grounds of colour, race, ethnicity, religion, sex, sexual orientation or disability. We will make reasonable adjustments to meet the needs of staff or pupils who are or become disabled. Our School is committed to safeguarding and promoting the welfare of our pupils and expects all staff and volunteers to share this commitment. Parents are welcome to speak to the teachers about their children's social and academic progress after lessons or via email, since the school operates only on Saturdays for three hours parent evenings are very difficult to hold. We maintain regular contact with parents throughout the year through informal contacts and through our newsletter.

### **OTHER POLICIES ON ASSISTANCE**

Financial planning policy:

Timely financial planning is often the key for many parents who are hoping to send their children to our school and a school fees plan are available to help those who wish to fund educational costs through regular contributions.

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.

### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

The Trustees, who are also the charity trustees, are responsible for the overall management and control of the School and meet at least twelve times a year. The work of implementing most of their policies are carried out by the trustees. The trustees are also responsible for preparation of papers and management accounts and the review of matters arising. All trustees give of their time freely and no remuneration or expenses were paid in the year.

The Trustees give of their time freely and the pay and remuneration of the Head and senior staff is set by the trustees and is kept under annual review.

Several criteria are used in setting pay:

- nature of the role and responsibilities
- qualifications and experience
- competitor salaries in the region
- trends in pay

### **Organisational Management**

POLISH SATURDAY SCHOOL IN BRIGHTON AND HOVE.  
41 Castle Street, Flat 2, Brighton, BN1 2HD

Registered Charity No. [1170273](#)  
[info@polska-szkola-brighton.org](mailto:info@polska-szkola-brighton.org)  
[www.polska-szkola-brighton.org](http://www.polska-szkola-brighton.org)



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

The Trustees determine the general policy of the School. The day to day running of the School is delegated to the Head, supported by senior staff, volunteers and trustees. The Headmaster undertakes the key leadership role overseeing educational, pastoral and administrative functions in consultation with the senior staff. The day to day administration of the school is undertaken within the policies and procedures approved by the Trustees which provide all expenditure approval. The Head oversees the recruitment of all educational staff. The Head is invited to attend Trustees' meetings.

### **Risk Management**

The Trustees are responsible for the overseeing of the risks faced by the School. Detailed considerations of risk are delegated to the Senior Management of the School. Risks are identified, assessed and controls established throughout the year. Risk is managed under the headings of financial sustainability, school safety, student welfare, employment, school trips and events and community access.

### **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, pastoral support for both pupils and staff and active identification and resolution of health and safety related issues.

### **Money**

Our ability to continue is reliant on pupil fees and the ability to pay bills as they fall due.

This risk is managed by marketing activity and active cash-flow.

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 recognised that systems can only provide reasonable but not absolute assurance that major risks have been adequately managed. 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 for new trustees at the annual parents meeting in September. Where possible the Trustees consider that the skills and experience of the Board should comprise the following:

- A Trustee with a legal background
- A Trustee with a financial/accounting background
- A Trustee with education experience
- A Trustee with senior managerial or business experience
- A Trustee with experience of equal opportunities or disability needs
- At least one female Trustee and at least one male Trustee

One Trustee may have one or more of these skills.

### **CHARITY TRUSTEES**

POLISH SATURDAY SCHOOL IN BRIGHTON AND HOVE.  
41 Castle Street, Flat 2, Brighton, BN1 2HD

Registered Charity No. [1170273](#)  
[info@polska-szkola-brighton.org](mailto:info@polska-szkola-brighton.org)  
[www.polska-szkola-brighton.org](http://www.polska-szkola-brighton.org)



## Polish Saturday School in Brighton and Hove

Polska Szkoła Sobotnia im. Jana Brzechwy w Brighton i Hove

The Charity trustees of Polish Saturday School. New Deputy Headmaster was appointed to take over the Headmaster's role.

K Hofman (Chairman)  
A Kanadys  
M Pacholec  
J Fenn  
I Ples

Headmaster A Niedermaier-Reed (resigned December 2019)  
Deputy Headmaster M Lobacz (Appointed October 2019)

### **CONTACT DETAILS**

Addresses:

Polish Saturday School in Brighton and Hove

Flat 2

41 Castle Street

Brighton

BN1 2HD

Website <http://www.polska-szkola-brighton.org>

Registered Charity No. 1170273

### **PROFESSIONAL ADVISERS**

Payroll Service: Xero Bookeeping System/Keith Braid Payroll Services

Insurance Brokers: Case Insurance Services Limited



## Receipts and payments accounts

CC16a

For the period from	01/09/2019	To	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>					
Grants	2,066	-	-	2,066	5,223
Fees	21,538	-	-	21,538	25,854
Charitable Activities	350	-	-	350	1,113
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>23,954</b>	<b>-</b>	<b>-</b>	<b>23,954</b>	<b>32,190</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>23,954</b>	<b>-</b>	<b>-</b>	<b>23,954</b>	<b>32,190</b>
<b>A3 Payments</b>					
Saff Costs incl HMRC	12,664	-	-	12,664	11,025
Premises and utilities	4,370	-	-	4,370	3,898
General Charity ongoing costs	4,713	-	-	4,713	9,874
Membership Subscriptions	165	-	-	165	154
Other	678	-	-	678	1,080
Professional advice/accounting	264	-	-	264	400
Staff training	25	-	-	25	964
Insurance	207	-	-	207	281
	-	-	-	-	-
<b>Sub total</b>	<b>23,086</b>	<b>-</b>	<b>-</b>	<b>23,086</b>	<b>27,676</b>
<b>A4 Asset and investment purchases, (see table)</b>					
	1,326	-	-	1,326	-
	-	-	-	-	-
<b>Sub total</b>	<b>1,326</b>	<b>-</b>	<b>-</b>	<b>1,326</b>	<b>-</b>
<b>Total payments</b>	<b>24,412</b>	<b>-</b>	<b>-</b>	<b>24,412</b>	<b>27,676</b>
<b>Net of receipts/(payments)</b>	<b>- 458</b>	<b>-</b>	<b>-</b>	<b>- 458</b>	<b>4,514</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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Cash funds this year end</b>	<b>- 458</b>	<b>-</b>	<b>-</b>	<b>- 458</b>	<b>4,514</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>		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
<b>B2 Other monetary assets</b>	<b>Details</b>	-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>	<b>Details</b>	<b>Fund to which asset belongs</b>	<b>Cost (optional)</b>	<b>Current value (optional)</b>
	computing and equipment	unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
<b>B5 Liabilities</b>	<b>Details</b>	<b>Fund to which liability relates</b>	<b>Amount due (optional)</b>	<b>When due (optional)</b>
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	<b>Signature</b>	<b>Print Name</b>		<b>Date of approval</b>
	A.Kanadys	ALDONA KANADYS		29.6.2021
	K.Hofman	KINGA HOFMAN		<b>29.6.21</b>