



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.

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41 Castle Street, Flat 2, Brighton, BN1 2HD

Registered Charity No. [1170273](#)
info@polska-szkola-brighton.org
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In December 2019 we held a Christmas Party/Fair, where we had an opportunity to show and teach our pupils about Polish Christmas traditions, this was also a good time to hold a fundraising 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 a 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 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 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 for further investment in projects like for example the library, further staff training and of course it will provide financial security 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 technology of our School

OUR ETHOS

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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 Trustee, 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

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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

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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 Bookkeeping System/Keith Braid Payroll Services
Insurance Brokers: Case Insurance Services Limited



CHARITY COMMISSION
FOR ENGLAND AND WALES

Polish School in Brighton and Hove

1170273

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 £
A1 Receipts					
Grants	2,066	-	-	2,066	5,223
Fees	21,538	-	-	21,538	25,854
Charitable Activities	350	-	-	350	1,113
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	23,954	-	-	23,954	32,190
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	23,954	-	-	23,954	32,190
A3 Payments					
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
	-	-	-	-	-
Sub total	23,086	-	-	23,086	27,676
A4 Asset and investment purchases, (see table)					
	1,326	-	-	1,326	-
	-	-	-	-	-
Sub total	1,326	-	-	1,326	-
Total payments	24,412	-	-	24,412	27,676
Net of receipts/(payments)	- 458	-	-	- 458	4,514
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	-	-	-	-	-
Cash funds this year end	- 458	-	-	- 458	4,514

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B1 Cash funds		-	-	-
		-	-	-
		-	-	-
	Total cash funds	-	-	-
	(agree balances with receipts and payments account(s))	Agreement Error	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
			-	-
			-	-
			-	-
			-	-
			-	-
B4 Assets retained for the charity's own use				
	computing and equipment	unrestricted	-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
B5 Liabilities				
			-	
			-	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	
	A.Kanadys	ALDONA KANADYS	29.6.2021	
	K.Hofman	KINGA HOFMAN	29.6.21	