



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.



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The School held a family picnic fundraise, 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.



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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



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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.



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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 31st 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: 21st June 2023


Polish Saturday School

Accounts year ended 31st 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: 19th 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 Restricted	2022 Unrestricted	2022 Total	2021 Restricted	2021 Unrestricted	2021 Total
Receipts						
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
Total Receipts	4,370	39,543	43,914	2,150	28,454	30,604
Payments						
Expenditure on charitable activities	4,370	32,655	37,026	2,150	29,683	31,833
Total Payments	4,370	32,655	37,026	2,150	29,683	31,833
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
Balance of funds at 31st August 2022	-	20,630	20,630	-	13,742	13,742

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 Restricted	2022 Unrestricted	2022 Total	2021 Restricted	2021 Unrestricted	2021 Total
Receipts						
<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
Total Receipts	4,370	39,543	43,914	2,150	28,454	30,604
Payments						
<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
Total Payments	4,370	32,655	37,026	2,150	29,683	31,833
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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

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