



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



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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



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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.



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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 31st 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: 10th 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 Restricted	2023 Unrestricted	2023 Total	2022 Restricted	2022 Unrestricted	2022 Total
Receipts						
Charitable activities	-	38,064	38,064	-	38,773	38,773
Grants and fundraising	12,094	1,957	14,051	4,370	770	5,140
Total Receipts	12,094	40,021	52,115	4,370	39,544	43,914
Payments						
Expenditure on charitable activities	4,364	40,897	45,261	4,370	32,655	37,026
Total Payments	4,364	40,897	45,261	4,370	32,655	37,026
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
Balance of funds at 31st August 2023	1,124	26,360	27,484	-	20,630	20,630

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

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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
Receipts						
Charitable activities						
Fees	-	38,064	38,064	-	38,773	38,773
Sale of book	-	-	-	-	-	-
KPRM (Polish Ministry)	-	-	-	-	-	-
Grants and Fundraising						
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
Total Receipts	12,094	40,021	52,115	4,370	39,544	43,914
Payments						
Expenditure on charitable activities						
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	-	-	-
Total Payments	4,364	40,897	45,261	4,370	32,655	37,026
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
Balance of funds at 31st August 2023	1,124	26,360	27,484	-	20,630	20,630

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Registered Charity No. 1170273

Statement of Assets and Liabilities at 31st August 2023

Monetary Assets

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

Breakdown of funds

Restricted	1,124
Unrestricted	26,360
	<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 31st 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