



# Trustees' Annual Report for the period

		Period start date			Period end date			
	From	Day	Month	Year	To	Day	Month	Year
		1	1	2020		31	12	2020

## Section A

## Reference and administration details

<b>Charity name</b>	Hellenic School of Portsmouth
<b>Other names charity is known by</b>	Greek School of Portsmouth
<b>Registered charity number (if any)</b>	1174822
<b>Charity's principal address</b>	175 Prince Albert Road
	Southsea, Hants
<b>Postcode</b>	PO4 8EN

### Names of the charity trustees who manage the charity

	Trustee name	Office (if any)	Dates acted if not for whole year	Name of person (or body) entitled to appoint trustee (if any)
1	Rod Jeffcote			
2	Vasiliki Evangelou			
3	Caterina Jeffcote	Secretary		
4	Dr Konstantina Soilemezi			
5	Megan Palamidas			
6	Petros Palamidas	Treasurer		
7	Victoria Poole			
8	Dr Iris Nomikou			
9	Anthony Michalakopoulos	Chair		
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

## Section B Structure, governance and management

### Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted on 25/09/2017
How the charity is constituted (eg. trust, association, company)	CIO (Association)
Trustee selection methods (eg. appointed by, elected by)	Trustees appointed (or re-appointed) annually at the AGM

### Additional governance issues (Optional information)

You **may choose** to include additional information, where relevant, about:

- policies and procedures adopted for the induction and training of trustees;
- the charity's organisational structure and any wider network with which the charity works;
- relationship with any related parties;
- trustees' consideration of major risks and the system and procedures to manage them.

The school has a Safeguarding Policy in place. Enhanced DBS checks are carried out prior to commencement of employment or trusteeship, or acceptance of volunteers, since our work is classified as a "regulated activity". DBS checks are repeated every 3 years, in line with statutory requirements.

Trustees give their time voluntarily and receive no remuneration or other benefits.

At least one member of staff with Paediatric First Aid training is present during lessons.

## Section C Objectives and activities

### Summary of the objects of the charity set out in its governing document

As the constitution of the Charitable Incorporated Organisation (CIO), the 'Hellenic School of Portsmouth', states: the objective of the CIO is to advance education for the public benefit in the city of Portsmouth and surrounding area, in particular by establishing and operating a supplementary school to teach the Greek language and the history, geography, culture and heritage of Greece and Cyprus.

The overall objective above reflects the achievements and purposes of the Hellenic School of Portsmouth in the past year, as well as those anticipated in the coming year. Indeed, a supplementary school was established in September 2017 and started operating from October 2017.



**Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)**

Following meetings between the trustees, and meetings between the trustees and potential teachers in September 2019, the Hellenic School of Portsmouth recruited two paid teachers, both of whom had previously worked at the school on a volunteering basis. The school continued to operate from the premises of St. Jude's Church of England primary School, located at St Nicholas St, Portsmouth PO1 2NZ. The 2-hour lessons had already replaced the 3 one-hour lessons since the previous year. The lessons were delivered to children aged 5 years and older who were divided in three groups, one group operating in the morning and two groups operating in the afternoon, as the year before. The groups were determined mainly by the language skills of the children and their age. The lessons were delivered every Saturday, but lessons were discontinued when government restrictions closed all schools in the country in March 2020 due to Covid 19. Therefore, there were 9 classroom-based teaching weeks from 11 January till 14 March 2020, with a total of 24 pupils. Lessons were discontinued on 14 March, during government guidelines. There were no volunteers used in the face-to-face lessons in the first part of 2020. Face-to-face lessons were replaced by online lessons in September 2020, to enable pupils continue their contact with the Greek language and culture. During that time, we had 21 pupils in 7 groups.

During our face-to face classes one teacher ran two groups/classes (morning and afternoon) and one teacher ran the afternoon group. The teacher was the only adult present during the lesson, however, at least one trustee was always on the premises – in a separate room but close at hand - in order to help in the event that any emergency or unforeseen circumstance arises. Furthermore, one trustee was always at the playground during break times, so as to supervise children and allow teachers to also take a break from their activities. Both teachers and two trustees completed a paediatric first aid course, and had relevant certificates. All trustees and teachers were DBS checked. The school is required by law to have insurance cover, and has continued to conduct all necessary checks.

Communication with parents during this period has happened in face-to-face meetings and electronically, via email or on social media. The teachers sent information to the parents of their groups weekly, regarding activities and homework for the following week. There was also a policy in place where parents had to allow their children online for the set time of the class, in order to guarantee a safeguarded online environment and ensure their consent for each session.

The syllabus delivered included teaching of Greek language and the history, geography, culture and heritage of Greece and Cyprus. Teachers prepared their own materials with an important resource (recommended by the Greek Embassy in the UK) used being the textbook 'Klik' level A1 and A2.

## Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

**Summary of the main achievements of the charity during the year**

a. The main achievements of the charity benefitting the pupils of the school are:

All the pupils of the school have progressed and improved their knowledge of the Greek language and the history, geography, culture and heritage of Greece and Cyprus.

With a primary focus on the Greek language, all the students in the advanced group know the Greek alphabet, and they can read and write in Greek. The children have made noteworthy progress in reading and writing in their parents' mother tongue, an achievement especially noteworthy as many of those children come from families where Greek is not the spoken language at home. Furthermore, most pupils in beginners' group recognise all the letters of the Greek alphabet and their combinations and they can read and write several Greek words. Lessons are always a fun and interactive activity for all 3 groups.

The Hellenic School of Portsmouth has helped all its pupils to extend their vocabulary in Greek and gave many opportunities to the pupils to speak Greek and interact with other children and the teacher using the Greek language. This has continued successfully during the lockdown period when classes took place online.

Finally, the Hellenic School of Portsmouth has also given its pupils the opportunity to learn and appreciate the Greek language, along with history and culture, giving them a greater appreciation for their background and multicultural identity as a whole.

b. The main achievements of the charity benefitting wider society are:

Promotion of Greek culture in the multicultural local area.

Giving an opportunity to the Greek community of the local areas to have access to an official school, and have their children taught Greek and about Greece in a formal setting by professionals.

Establishing a good reputation for a supplementary school which will continue to teach the Greek language and the history, geography, culture and heritage of Greece and Cyprus to the current and future children of Portsmouth.

Establishing a CIO serving Portsmouth and neighbouring areas with the view to expanding this to include further provision for more advanced levels, should the need arise.



## Section E

## Financial review

### Brief statement of the charity's policy on reserves

The charity's aim is to have reserves approximately equal to 2 months' operating costs, in unrestricted funds, in order to be able to cover advance payments (e.g. rent, insurance) and in the event of unforeseen circumstances.

As our main source of income is tuition fees paid by our pupil's parents, we review our reserves at the end of each school year and adjust fees for the next school year accordingly, if there is a large deviation between reserves and our stated objective.

### Details of any funds materially in deficit

N/A

### Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

## Section F

## Other optional information

## Section G

## Declaration

The trustees declare that they have approved the trustees' report above.

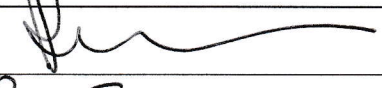
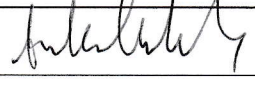
Signed on behalf of the charity's trustees

Signature(s)

Full name(s)

Position (eg Secretary, Chair, etc)

Date

	
Rod Jeffers	A. MICHALAKOPOULOS
TRUSTEE	CHAIR
23-10-21	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Charity Name Hellenic School of Portsmouth	No. (if any) 1174822
---	-------------------------

## Receipts and payments accounts

CC16a

For the period from	Period start date 01/01/2020	To	Period end date 31/12/2020
------------------------	---------------------------------	----	-------------------------------

### 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>					
Tuition Fees	3,151.60	-	-	3,152	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	3,152	-	-	3,152	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	3,152	-	-	3,152	-
<b>A3 Payments</b>					
Rent (Classroom Hire)	720.00	-	-	720	-
Staff Payments	2,385.00	-	-	2,385	-
Insurance	35.20	-	-	35	-
Books, Printing & Stationary	96.09	-	-	96	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	3,236	-	-	3,236	-
<b>A4 Asset and investment purchases. (see table)</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total payments</b>	3,236	-	-	3,236	-
<b>Net of receipts/(payments)</b>	85	-	-	85	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	1,941	-	-	1,941	-
<b>Cash funds this year end</b>	1,856	-	-	1,856	-



## 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>	Bank Account Balance at YE	1,856	-	-
		-	-	-
		-	-	-
		-	-	-
	<b>Total cash funds</b>	1,856	-	-
	(agree balances with receipts and payments account(s))			

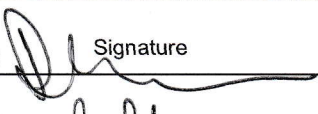
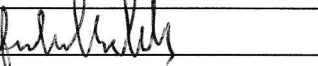
	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
<b>B2 Other monetary assets</b>		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
<b>B4 Assets retained for the charity's own use</b>			-	-
			-	-
			-	-
			-	-
			-	-

	Details	Fund to which liability relates	Amount due (optional)	When due (optional)
<b>B5 Liabilities</b>			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval
	A. MICHALAKOPOULOS	23.10.21
	A. MICHALAKOPOULOS	23.10.21