



Trustees' Annual Report for the period

From

Period start date

01

09

2022

To

Period end date

31

08

2023

Section A

Reference and administration details

Charity name

Hellenic School of Portsmouth

Other names charity is known by

Greek School of Portsmouth

Registered charity number (if any)

1174822

Charity's principal address

175 Prince Albert Road

Southsea, Hants

Postcode

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			All
2 Caterina Jeffcote	Secretary		
3 Petros Palamidas	Treasurer		
4 Victoria Poole			
5 Dr Iris Nomikou	Chair		
6 Anthony Michalakopoulos			
7 Dr Nick Savage			
8 Nikolaos Katsampekis			
9			
10			

Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

Name of chief executive or names of senior staff members (Optional information)

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 amended 18 July 2023

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, this 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)

In September 2022, the HSP continued to operate with the two paid teachers who had been appointed in September 2021. The school continued to operate on the premises of St. Jude's Church of England primary School, located at St Nicholas St, Portsmouth PO1 2NZ. The school, at that point, had 32 students.

The lessons were delivered every Saturday, across 4 groups, 2 in the morning and 2 in the afternoon. There was also an additional evening class, on Wednesday afternoons, for older pupils (secondary school ages). Teachers were the only adults present during lessons, 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 arose. 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. There was no additional adult during the 5th group classes, as this was based in a local secondary school (St. Edmund's Catholic School, Arundel Street, Portsmouth PO1,1RX). Instead, a caretaker was present around the school premises and to lock up the building afterwards.

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.

The syllabus delivered included teaching of Greek language and the history, geography, culture and heritage of Greece and Cyprus. Teachers prepared their own materials and decided on what should be taught in class, as well as what should be given as homework, as appropriate.

Additional details of objectives and activities (Optional information)

No grantmaking has taken place and the only volunteers active in the school were the trustees, who opened and closed the school, organised the classrooms before the arrival of the pupils and cleaned the used premises at the end of each school day. This was not the case for the premises in St. Edmund's (see above).

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

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

Section D

Achievements and performance

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

- a. The main achievements of the charity benefiting 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, students in the advanced group can read and write and understand increasingly advanced levels of Greek grammar. Most pupils in the beginners' group recognise all the letters of the Greek alphabet and their combinations and they can read and write several Greek words. Both teachers use the Greek language, almost exclusively, where appropriate. Lessons are always fun and interactive for all 4 groups.
 - The Hellenic School of Portsmouth has helped all its pupils expand their vocabulary in Greek and given them many opportunities to speak Greek and interact with other children and the teacher using the Greek language. 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 benefiting 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, at least, 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

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.

The charity's principal and only source of funds has been and continues to be the tuition fees.

Expenditure supports the key objectives of the charity by ensuring that our teachers invest in an enthusiastic organisation of classes and occasional school celebrations to encourage the proliferation of the Greek language amongst the children and a sense of community between their families.

Section F

Other optional information

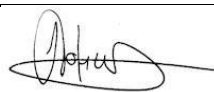
Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s) [Caterina Jeffcote](#)



Full name(s) Caterina Jeffcote

Iris Nomikou

Position (eg Secretary, Chair, etc) Secretary

Chair

Date

27/06/2024



Receipts and payments accounts

CC16a

For the period from	Period start date 01.09.22	To	Period end date 31.08.23
------------------------	-------------------------------	----	-----------------------------

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					
Tuition Fees	12,449.00	-	-	12,449	7,216.00
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	12,449	-	-	12,449	7,216
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	12,449	-	-	12,449	7,216
A3 Payments					
Rent (Classroom Hire)	3,155.00	-	-	3,155	1,820.00
Staff Payments	7,166.00	-	-	7,166	5,400.00
Insurance	175.84	-	-	176	140.64
First Aid training & supplies		-	-	-	
Compliance (DBS checks)		-	-	-	23
Books, Printing & Stationary	242	-	-	242	46
Other	114	-	-	114	268
	-	-	-	-	-
Sub total	10,853	-	-	10,853	7,698
A4 Asset and investment purchases, (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	10,853	-	-	10,853	7,698
Net of receipts/(payments)	1,596	-	-	1,596.05	- 482
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	1,402	-	-	1,402	1,884
Cash funds this year end	2,998	-	-	2,998	1,402

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	Bank Account Balance at YE	2,998	-	-
		-	-	-
		-	-	-
	Total cash funds	2,998	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-

	-	-	-
	-	-	-
	-	-	-
	-	-	-

B3 Investment assets

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

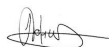
B4 Assets retained for the charity's own use

Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
		-	-
		-	-
		-	-
		-	-
		-	-

B5 Liabilities

Details	Fund to which liability relates	Amount due (optional)	When due (optional)
		-	
		-	
		-	
		-	
		-	

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

Signature	Print Name	Date of approval
	Iris Nomikou	27.06.24