



Trustees' Annual Report for the period

| | | | | | | | |
|-------------|-----|-------------------|------|-----------|-----------------|-------|------|
| | | Period start date | | | Period end date | | |
| From | Day | Month | Year | To | Day | Month | Year |
| | 1 | Sept | 2019 | | 31 | Aug | 2020 |

Section A Reference and administration details

Charity name Our Lady of Czestochowa Polish School

Other names charity is known by Polska Szkola im. Matki Boskiej Czestochowskiej

Registered charity number (if any) 1175364

Charity's principal address 175 Carlingford Road

London

Postcode

N15 3ET

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 | Stanislawa Coppola | Chair | | |
| 2 | Dorota Piela | | | |
| 3 | Jolanta Kalinowska | | | |
| 4 | Piotr Wojdyla | | | |
| 5 | Renata Turrell | | | |
| 6 | Janusz Stelmach | | | |
| 7 | Andrzej Jastrzebski | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |

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) | CIO |
| How the charity is constituted (eg. trust, association, company) | Association |
| Trustee selection methods (eg. appointed by, elected by) | Appointed by Trustees |

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.

A board of committee members, all of whom are volunteers, is responsible for the week to week running of the school. The committee answers to the board of trustees.

The school has a close association with the Polish Educational Society which provides educational support, advice and training for the teaching staff; the local Polish parish Church – religious education is provided by the priests and catechist who also prepare children for their sacraments of communion and confirmation; The Polish Scouts Association – after lessons pupils have the opportunity to join activities at the same location.

Section C Objectives and activities

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

The advancement of education for public benefit by providing a Saturday school with classes in the Polish language, culture and heritage, and the Roman Catholic religion for pupils aged 3-18

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)

Classes are available to anyone who is interested in learning about the culture, history or geography of Poland and the Polish language. Most pupils have some connection or at least one parent or grandparent of Polish origin; some pupils will have been born in Poland whilst many are UK born; occasionally we have students who wish to attend for other reasons.

The school has strong links with the local Polish parish – the priests and catechists take the RE lessons and help prepare the children for the sacraments of communion and confirmation. RC masses are celebrated as required at the school.

Committee members are responsible for the general running of the school.

Meetings are held, as required, throughout the year to deal with any issues and to plan forthcoming events.

All teachers and committee members have DBS checks.

All necessary policies and procedures eg. health & safety, safeguarding, GDPR, equal opportunities, whistleblowing etc. are in place and are updated as required.

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

This academic year there were 384 registered pupils

Three new teachers joined at the beginning of the year and at the end of the year three also left, one of these retiring after 35 years of teaching at the school.

Changes had to be introduced in the 'A' Level classes as the AS examination would no longer be available. This is in line with the general changes in the English examination system. Students had to be prepared for three papers which would all be taken together at the end of the two year A Level course. Up to this point pupils were able to sit an AS examination after the first year, and the A2 papers after the second year. In October 18 pupils were able to go to the theatre to watch a play 'Tango', which is one of the 'set books' for the Polish A Level examination.

At the beginning of November, workshops were held on 'The Independence of Poland' in line with 11th November anniversary, a poignant date in the history of Poland. The school also had a visit from Agata Kornhauser-Duda, herself a former teacher, who had the opportunity to sit in on a lesson, then watch a short performance of national dancing performed by year one pupils, a few poetry recitals (older pupils) and finally songs sung by some of our pupils/scouts. The event culminated in a brief meeting with the teachers. The visit was part of many to supplementary schools in several countries outside of Poland with a view to see how resources can be improved in order to help teach young people, living abroad, about their culture and language.

Children were also asked to draw or write about their understanding of 11 November Independence of Poland, and their work was displayed in the common areas on several Saturdays.

A traditional Nativity play was performed by year 2 at the school and at the Polish Parish church.

This year children took part in a Christmas card competition. Some classes made 'Pinocchio' puppets and several classes made 3D nativity stables, some in traditional Cracovian style using straw. Other competitions: John Paul II (on what would have been his 100th birthday), and 70th anniversary of our school.

Lessons were held as normal from September 2019 to March 2020. From the middle of March to the end of the school year we had to conduct all lessons remotely due to the Covid 19 pandemic and ensuing lockdown restrictions.

Teachers had to use resources and equipment which they had and hold classes using online video conferencing facilities where possible or set work which they then marked. This was a difficult period for both teachers and pupils, who were already juggling jobs with regular school demands during the week. Everyone spent a lot of time learning and mastering new ways of working and at the same time being sympathetic to individual pupils/parents/teachers and volunteers circumstances.

As a result of the lockdown many planned activities/events had to be cancelled. This included a whole school trip, First Holy Communion, our school's 70th anniversary celebrations and publications, and school examinations (GCSE and AL).

Section E

Financial review

Brief statement of the charity's policy on reserves

The school reserve policy is in place to ensure that sufficient funds are available which would enable the school to operate for at least one academic year

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.

The principal source of funds is through contributions towards the fees. In addition funds are raised through on site activities'

The largest expense is the hire of the school premises and the teachers' (at just over the minimal wage) and treasurer's costs. Due to the lockdown restrictions the cost of hiring school premises was reduced and was less than anticipated.

As a result of the Covid-19 pandemic, the school was unable to hold onsite lessons or activities from the middle of March 2020. Scheduled expenses for this period did not occur as all school trips, events and awards which were due to be held between March and July had to be cancelled.

Section F

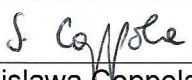

Other optional information

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) | Stanislawa Coppola | Renata Turrell |
| Position (eg Secretary, Chair, etc) | Chair | Trustee |
| Date | 20.06.2021 | |



CHARITY COMMISSION
FOR ENGLAND AND WALES

Charity Name

Our Lady of Czestochowa Polish School

No (if any)

1175364

Receipts and payments accounts

CC16a

For the period
from

Period start date

01/09/2019

To

Period end date

31/08/2020

Section A Receipts and payments

| | Unrestricted funds | Restricted funds | Endowment funds | Total funds | Last year |
|---|--------------------|------------------|------------------|------------------|------------------|
| | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ | to the nearest £ |
| A1 Receipts | | | | | |
| Voluntary receipts | 62,355 | - | - | 62,355 | - |
| Activities for generating funds | 14,922 | - | - | 14,922 | - |
| Donations | 2,072 | - | - | 2,072 | - |
| Interest | 214 | - | - | 214 | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total (Gross income for AR) | 79,563 | - | - | 79,563 | - |
| A2 Asset and investment sales, (see table). | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total receipts | 79,563 | - | - | 79,563 | - |
| A3 Payments | | | | | |
| Wages / salaries and national insurance | 25,846 | - | - | 25,846 | - |
| Fundraising costs | 7,939 | - | - | 7,939 | - |
| Rent/hire of rooms | 15,600 | - | - | 15,600 | - |
| Costs of charitable activities | 2,944 | - | - | 2,944 | - |
| Governance costs | 3,024 | - | - | 3,024 | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | 55,352 | - | - | 55,352 | - |
| A4 Asset and investment purchases, (see table) | | | | | |
| | - | - | - | - | - |
| | - | - | - | - | - |
| Sub total | - | - | - | - | - |
| Total payments | 55,352 | - | - | 55,352 | - |
| Net of receipts/(payments) | 24,212 | - | - | 24,212 | - |
| A5 Transfers between funds | - | - | - | - | - |
| A6 Cash funds last year end | 116,043 | - | - | 116,043 | - |
| Cash funds this year end | 140,255 | - | - | 140,255 | - |

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 |

| | Details | Unrestricted funds to nearest £ | Restricted funds to nearest £ | Endowment funds to nearest £ |
|--------------------------|---------|------------------------------------|----------------------------------|---------------------------------|
| B2 Other monetary assets | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |
| | | - | - | - |

| | Details | Fund to which asset belongs | Cost (optional) | Current value (optional) |
|----------------------|---------|-----------------------------|-----------------|--------------------------|
| 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 liability relates | Amount due (optional) | When due (optional) |
|----------------|---------|---------------------------------|-----------------------|---------------------|
| B5 Liabilities | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |
| | | | - | |

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

| Signature | Print Name | Date of approval |
|------------------|---------------|------------------|
| <i>NT</i> | REMIJA TURBEN | 20.06.21 |
| <i>S. Cooper</i> | S. COLLIER | 20.6.21. |



Section A

Independent Examiner's Report

**Report to the trustees/
members of**

Our Lady of Czestochowa Polish School

**On accounts for the year
ended**

31st August 2020

**Charity no
(if any)**

1175364

Set out on pages

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2020**.

**Responsibilities and
basis of report**

As the charity trustees of the Trust, you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination, I have followed the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent
examiner's statement**

I have completed my examination. I confirm that no material matters have come to my attention (other than that disclosed below *) in connection with the examination which gives me cause to believe that in, any material respect:

- accounting records were ~~not~~ kept in accordance with section 130 of the Act or
- the accounts do ~~not~~ accord with the accounting records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in order to enable a proper understanding of the accounts to be reached.

** Please delete the words in the brackets if they do not apply.*

Signed:

Hanna Dampc

Date:

20/06/2021

Name:

HANNA DAMPC

**Relevant professional
qualification(s) or body
(if any):**

CIMA

Address:

FLAT 106, OXFORD HOUSE

2 DEAN PATH

DAGENHAM, RM8 2FA

Only complete if the examiner needs to highlight matters of concern (see CC32, Independent examination of charity accounts: directions and guidance for examiners).

Give here brief details of any items that the examiner wishes to disclose.