



Trustees' Annual Report for the period

From	Period start date			To	Period end date		
	Day 01	Month Sept	Year 2020		Day 31	Month Aug	Year 2021

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	Andrzej Jastrzebski			
7	Janusz Stelmach		Up to 11 Feb 2021	
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)

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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 catechists who also prepare children for their sacraments of communion and confirmation; The Polish Scouts Association – pupils have the opportunity to stay after lessons and take part in weekly scout activities which are held 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. They are held in Polish and the content is adapted to suit the age group and level of the pupils. 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 classes and prepare the children for the sacraments of communion and confirmation. RC masses are celebrated at the start and end of the academic year and also on special occasions.

Committee members are responsible for the general running of the school. They are assisted where necessary by parent helpers

Throughout the year meetings are held so that any forthcoming events can be discussed and planned and to deal with any ad hoc issues which may arise. This year most meetings were held online (distancing)

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

Covid 19 Pandemic and lockdown restrictions

This academic year started in the middle of the pandemic. Having had a whole term of lockdown prior to the summer holiday period, we were able to come back to face to face teaching in the school in September 2020. To comply with the social distancing and government recommendations many changes were introduced (one way systems in buildings, staggered start and finish times and breaks, face masks on site, ventilated classrooms, hand sanitising, cleaning/disinfecting all surfaces, enforcing quarantines for pupils with symptoms or testing positive for Covid, their families and fellow pupils.) All government guidelines were adhered to. For the Spring term we once again had to resort to online teaching but were able to return to school for the summer term.

This academic year there were 346 registered pupils and 36 teachers. Three new teachers joined at the beginning of the year and one left at the end of the year.

Due to Covid 19 restrictions events which would normally involve the whole school congregating in the school hall had to be cancelled. Parents were not allowed on site. Activities were restricted to class 'bubbles', and we had to think of different ways of doing things while keeping everybody safe. Instead of the annual Nativity play, children from year 2 dressed up and photos depicting the various scenes were taken. Special care was taken so that they could stand at a distance from each other and yet by careful positioning of the camera it would still look as though they were part of the intimate group.

Father Christmas (in a face mask) walked to each class just to wish the children a Happy Christmas. A token bag of 'gifts' (prepared weeks earlier) was left so that each child could take something on their way home. Pre-Christmas celebrations are usually held in the hall and last a couple of hours.

During the spring term lockdown teachers had to resort to different methods of remote teaching – videoconferencing, or setting and marking submitted work. It was very difficult time as most teachers also have children who also were expected to take part in lessons, so some lessons were held at different times. All classes apart from the very youngest had some form of teaching during this period.

During the Summer term, a return to classroom lessons on school premises, however without any extracurricular activities.

The end of year was reduced to teacher organised classroom games and quizzes instead of the usual end of term performances.

Throughout this year our main aim and challenge was to try and continue holding lessons as best as was possible whilst adhering to the government guidelines. The pupil and teacher attendance during the first and last term was obviously lower than normal, because of quarantine requirements. We all had to be aware of the toll of the extended period of the pandemic, and the effect of this on the staff, pupils and their families.

The schools 70th anniversary celebrations (already a year late) will now be held in a few years time to celebrate 75 years.

Once again this year there were no formal GCSE or AL examinations. Children who would normally have sat the examination had to submit course work which was forwarded on to the Polish Educational society and their English school for marking and grading.

At the end of the year 11 Teachers and Committee members were awarded (Polish) Educational Committee Medals for long service. A new deputy head teacher was also appointed.

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 would usually be raised through on site activities'

The largest expenses:

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

As a result of the Covid-19 pandemic, the school was unable to hold usual activities for this year or onsite lessons during the Spring term. Scheduled expenses eg school trips and school events 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)	S. Coppola	R. Turrell
Full name(s)	Stanislawa Coppola	Renata Turrell
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	18.6.2022	



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	To	Period end date
	01/09/2020		31/08/2021

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					
voluntary receipts	56,360	-	-	56,360	62,355
activities for generating funds	8,664	-	-	8,664	14,922
Donations	8,514	-	-	8,514	2,072
Interest	27	-	-	27	214
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total (Gross income for AR)	73,565	-	-	73,565	79,563
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	73,565	-	-	73,565	79,563
A3 Payments					
Wages / salaries and national insurance	29,050	-	-	29,050	25,846
Fundraising costs	8,898	-	-	8,898	7,939
Rent/hire of rooms	15,621	-	-	15,621	15,600
Costs of charitable activities	4,259	-	-	4,259	2,944
Governance costs	4,098	-	-	4,098	3,024
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
Sub total	61,927	-	-	61,927	55,352
A4 Asset and investment purchases, (see table)					
Printer	491	-	-	491	-
	-	-	-	-	-
Sub total	491	-	-	491	-
Total payments	62,419	-	-	62,419	55,352
Net of receipts/(payments)	11,146	-	-	11,146	24,211
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	140,255	-	-	140,255	116,043
Cash funds this year end	151,401	-	-	151,401	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	Bank Account	1,668	-	-
	Bank Account	149,714	-	-
	Petty Cash	19	-	-
	Total cash funds	151,401	-	-
	(agree balances with receipts and payments account(s))	OK	OK	OK
B2 Other monetary assets	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
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
	S. Coppola	S. COPPOLA	18.6.22	
	R. Turrell	R. TURRELL	18.6.22	



CHARITY COMMISSION FOR ENGLAND AND WALES

Independent examiner's report on the accounts

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 2021

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 / 2021**.

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 Dupa

Date:

18/06/2022

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.