

# Trustees' Annual Report for the period

Period start date      Period end date  
From      Day      Month      Year      To      Day      Month      Year  
01      Sept      2021      31      Aug      2022

## Section A

## Reference and administration details

Charity name      Our Lady of Czestochowa Polish School

Other names charity is known by      Polska Szkoła 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				
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	CIO
How the charity is constituted	Association
Trustee selection methods	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 committee works alongside the Headteacher to provide whatever administrative assistance is required.

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. These are updated regularly 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 393 registered pupils. Numbers went up slightly due to the closure of another school which was based nearby.

Three new teachers joined at the beginning of the year and at the end of the year six teachers also left – some returned to Poland while others had moved away from London.

Covid 19- Whilst the school was able to operate and run classes onsite, we had to continue to abide by numerous restrictions: one way systems, hand washing/sanitising, face masks, limited contact etc. School hours introduced for the pandemic period were maintained (earlier start and finish for younger pupils, separate breaks)

Activities particularly at the beginning of the academic year had to be kept low key.

The traditional St Nicholas festivities were reintroduced however without the usual school mass and the pupils were split into two groups to avoid having too many people in the hall.

By the end of the spring term Year 5 were able to take part in the re-enactment of the Stations of the Cross

Throughout the year various collections were organised to support other causes; warm winter clothing and toiletries were donated by parents for the homeless. Following the outbreak of the war in Ukraine members of the school were encouraged to contribute to bona fide organisations eg collections organised by the Polish Educational Society. Instigated by parents a collection was organised for Gregorian masses for one of our long serving teachers who lost her life to Covid 19.

The school supported Police Cadets recruitment – pupils were able to talk to current cadets to see if this was something that they may be interested in.

A trip was organised for the pupils to Laxton Hall for Childrens day.

Online training for teachers was organised by Polish Educational Society to promote Polish language learning through games and play.

Examination centres were once again allowed to hold GCSE and AL exams on their premises. Despite the disruption in study due to the Covid 19 pandemic, 21 pupils from our school sat the GCSE exam and 4 sat the AL exam.

## 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 1 - 2 academic years should there be a reduced income

### 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. Funds are also raised through on-site activities'.

This year the school received donations from Stowarzyszenie 'Wspólnota Polska'. There was also an unexpected donation of £45,000, from the estate of the late G Underhill.

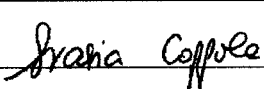
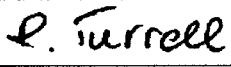
The largest expense is the hire of the school premises followed by wages for the teaching staff (at just over the minimal wage) and the treasurer.

## 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)	Stanislaw Coppola	Renata Turrell
Position (eg Secretary, Chair, etc)	Chair	Trustee
Date	25. 6. 2023	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Our Lady of Czestochowa Polish School

1175364

## Receipts and payments accounts

CC16a

For the period  
from

01/09/2021

To

31/08/2022

### 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>					
voluntary receipts	55,280	-	-	55,280	56,360
activities for generating funds	15,821	-	-	15,821	8,664
Donations	51,232	-	-	51,232	8,514
interest	25	-	-	25	27
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total (Gross income for AR)</b>	<b>122,357</b>	<b>-</b>	<b>-</b>	<b>122,357</b>	<b>73,565</b>
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>Total receipts</b>	<b>122,357</b>	<b>-</b>	<b>-</b>	<b>122,357</b>	<b>73,565</b>
<b>A3 Payments</b>					
Wages/salaries and NI	31,220	-	-	31,220	29,050
Fundraising costs	8,134	-	-	8,134	8,898
rent/hire of rooms	23,321	-	-	23,321	15,621
Costs of charitable activities	6,774	-	-	6,774	4,259
Governance costs	8,909	-	-	8,909	4,098
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	<b>78,359</b>	<b>-</b>	<b>-</b>	<b>78,359</b>	<b>61,927</b>
<b>A4 Asset and investment purchases, (see table)</b>					
Printer	328	-	-	328	491
	-	-	-	-	-
<b>Sub total</b>	<b>328</b>	<b>-</b>	<b>-</b>	<b>328</b>	<b>491</b>
<b>Total payments</b>	<b>78,687</b>	<b>-</b>	<b>-</b>	<b>78,687</b>	<b>62,419</b>
<b>Net of receipts/(payments)</b>	<b>43,670</b>	<b>-</b>	<b>-</b>	<b>43,670</b>	<b>11,146</b>
<b>A5 Transfers between funds</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>A6 Cash funds last year end</b>	<b>151,401</b>	<b>-</b>	<b>-</b>	<b>151,401</b>	<b>140,255</b>
<b>Cash funds this year end</b>	<b>195,071</b>	<b>-</b>	<b>-</b>	<b>195,071</b>	<b>151,401</b>

## 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	4,770	-	-
	Bank Account	190,239	-	-
	Petty Cash	62	-	-
	<b>Total cash funds</b>	<b>195,071</b>	<b>-</b>	<b>-</b>
	(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

R. Turrell  
S. Colloca

R. TURRELL  
S. COLLOCA

25.06.23  
25.6.23  
31/05/2023



**Section A**

**Independent Examiner's Report**

**Report to the trustees/  
members of**

Our Lady of Czestochowa Polish School

**On accounts for the year  
ended**

31 August 2022

**Charity no  
(if any)**

1175364

**Set out on pages**

(remember to include the page numbers of additional sheets)

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the year ended **31 / 08 / 2022**

**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:**

06/06/2023

**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.**