



# Trustees' Annual Report for the period

Period start date			Period end date		
Day	Month	Year	Day	Month	Year
01	September	2023	31	August	2024

## Section A

## Reference and administration details

Charity name

Wislawia Szymborska Polish Saturday School in Banbury

Other names charity is known by

Polish Saturday School

Registered charity number (if any)

1176937

Charity's principal address

345 Bretch Hill

Banbury

Oxfordshire

Postcode

OX16 0JD

### 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	Mr Tomasz Matuszewski			
2	Mr Slawomir Sienkiewicz			
3	Mr Krzysztof Wisniewski			
4				
5				

### 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
How the charity is constituted (eg. trust, association, company)	Charitable Incorporated Organisation (CIO) Foundation Model
Trustee selection methods (eg. appointed by, elected by)	Appointed

### 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.

Wislawia Szymborska Polish Saturday School in Banbury since its conception in 2009 acted as an Incorporated Association. In February 2018 the school fulfilled all the requirements of the Charity Commission and became registered charity, as a CIO.

## Section C Objectives and activities

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

To advance education for the public benefit in the subject of Polish language, history, culture, geography and general knowledge about Poland, particularly but not exclusively by maintaining and developing the school and providing resources and teaching as recommended by the Curriculum Principles of Polish Ministry of National Education and the Polish Educational Society.



**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)**

Teaching of children with the curriculum focused on preparation for national GCSE and A-Level.

To nurture Polish culture, traditions and catholic values by organising school events and trips.

To maintain the Polish library.

Fundraising in order to provide the necessary facilities and resources for the above mentioned activities.

To provide information, organising meetings, seminars and trainings in Polish on issues affecting local Polish community, who otherwise would have a restricted access to this information because of language barrier.

**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.

The charity hires suitable premises and employs qualified staff and volunteers to provide good standard of teaching.

The trustees ensure the health and safety requirements are met for all students.

The school relies on support from volunteers and parents in its operation including administration, fundraising and school break playground duties.

**Section D Achievements and performance**

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

All school policies have been reviewed.

Apart from learning Polish language, history and culture pupils develop arts skills by participating in occasional plays, 11<sup>th</sup> November Polish Independence Day (they sing and recite). They also take part in competitions: declamatory, artistic contests and orthographic competition.

**Section E Financial review**

**Brief statement of the charity’s policy on reserves**

The charity’s reserve policy ensures that sufficient capital is available to cover the school operational costs for at least the next 12 month period.

**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 charity's principal funds are from school fees paid by parents and guardians of the children attending classes.  
Fundraising activities such as cake sales, school and social events raise additional funds which are used to finance additional curricular activities like students' competitions, school trips.  
The main expenditure of the charity is school staffs' wages costs, rental of school premises and purchase of school recourses.

Section F

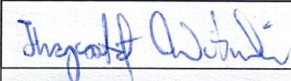
Other optional information

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)	Krzysztof Wisniewski	
Position (eg Secretary, Chair, etc)	Trustee	
Date	28.06.2025	



CHARITY COMMISSION  
FOR ENGLAND AND WALES

Wislawa Szymborska Polish Saturday School in Banbury No: 1176937

## Receipts and payments accounts

CC16a

For the period  
from

9/1/2023

To

8/31/2024

### 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 £
<b>A1 Receipts</b>					
Grants and Donations	10,988	-	-	10,988	-
School Fees	23,670	-	-	23,670	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b> (Gross income for AR)	34,658	-	-	34,658	-
<b>A2 Asset and investment sales, (see table).</b>					
	-	-	-	-	-
	-	-	-	-	-
<b>Sub total</b>	-	-	-	-	-
<b>Total receipts</b>	34,658	-	-	34,658	-
<b>A3 Payments</b>					
Premises rent	6,310	-	-	6,310	-
Salaries	19,237	-	-	19,237	-
Insurances	310	-	-	310	-
Traveling	-	-	-	-	-
Teaching resources	3,356	-	-	3,356	-
School books	-	-	-	-	-
Sundry Expenses	516	-	-	516	-
Depreciation	740	-	-	740	-
	-	-	-	-	-
<b>Sub total</b>	30,469	-	-	30,469	-
<b>A4 Asset and investment purchases, (see table)</b>					
IT equipment	7,403	-	-	7,403	-
	-	-	-	-	-
<b>Sub total</b>	7,403	-	-	7,403	-
<b>Total payments</b>	37,872	-	-	37,872	-
<b>Net of receipts/(payments)</b>	3,214	-	-	3,214	-
<b>A5 Transfers between funds</b>	-	-	-	-	-
<b>A6 Cash funds last year end</b>	-	-	-	-	-
<b>Cash funds this year end</b>	3,214	-	-	3,214	-

## 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>	Current Account	13,487	-	-
	Deposit Account	-	525	-
	(Petty) Cash	-		
	Debtors	-	-	-
	<b>Total cash funds</b>	<b>13,487</b>	<b>525</b>	<b>-</b>
	(agree balances with receipts and payments account(s))	Agreement Error	Agreement Error	OK
<b>B2 Other monetary assets</b>	Debtors	347	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
<b>B3 Investment assets</b>			-	-
			-	-
			-	-
			-	-
			-	-
<b>B4 Assets retained for the charity's own use</b>				
	Computer equipment - Laptop HP x 4		2,716	2,444
	Computer equipment - Laptop Samsung x 1		699	629
	Computer equipment - mouse		2,008	1,800
	View board		1,980	1,782
	Software for running a school		-	-
			-	-
			-	-
			-	-
			-	6,656
<b>B5 Liabilities</b>				
	Deposits paid	Parents deposit paid	525	
			-	
			-	
			-	
Signed by one or two trustees on behalf of all the trustees	Signature	Print Name	Date of approval	



Section A

Independent Examiner's Report

Report to the trustees/  
members of

Wislawa Szymborska Polish Saturday School in Banbury

On accounts for the year  
ended

31<sup>st</sup> August 2024

Charity no  
(if any)

1176937

Set out on pages

2

I report to the trustees on my examination of the accounts of the above charity ("the Trust") for the financial year started 01/09/2023 and ended 31/08/2024.

Responsibilities and  
basis of report

As the charity trustees, you are responsible for the preparation of the accounts in accordance with 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 all 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 in connection with the examination which gives me cause to believe that in, any material respect,:

- the accounting records were kept in accordance with section 130 of the Act; or
- the accounts do accord with the accounting records; or
- the accounts do comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination.

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

Signed:

*Adela Scigulinska*

Date:

27/06/2025

Name:

Adela Scigulinska

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

AAT

Address:

23 Lidsey Road

Banbury

OX16 0ND

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 details of any items that the examiner wishes to disclose.