



**CHARITY COMMISSION  
FOR ENGLAND AND WALES**

## **Trustees' Annual Report for the period**

**From 1<sup>st</sup> September 2019 To 31<sup>st</sup> August 2020**

**Charity name: Nicolaus Copernicus Peterborough Polish School**

**Charity registration number: 1179402**

### **Objectives and Activities**

	SORP reference	
Summary of the purposes of the charity as set out in its governing document	Para 1.17	<p>To advance education (including social and physical training) of people under the age of 25 years in such ways as the charity trustees shall think fit.</p> <p>To provide learning opportunities for students attending PPS via both structured activities and after school clubs</p> <p>To work in partnership with other agencies and organisations with similar objectives</p>
Summary of the main activities in relation to those purposes for the public benefit, in particular, the activities, projects or services identified in the accounts.	Para 1.17 and 1.19	<p>During the course of this financial year the following activities took place to fulfil the Charity's objectives:</p> <p><b>1. Advancement of Education:</b></p> <p>This is satisfied by the offering of weekly classes, during term time, in the Polish language to children and young adults ranging from 3-18 years. Please see below for more details.</p> <p><b>2. Providing learning activities via structured activities and after school clubs</b></p> <p>This objective is satisfied in the following ways:</p> <p><b>(a) Weekly classes</b></p> <p>Children aged 3-11 primarily receive instruction in reading, writing and speaking Polish as well as music.</p> <p>Children aged from 11-18 receive instruction in reading, writing and speaking Polish and</p>



		<p>also receive instruction in Polish geography and history as well as religious education.</p> <p>The School regularly runs classes to prepare students for both GCSE and A' Level examinations in the Polish Language.</p> <p>There is also one class teaching Polish as a second language.</p> <p><b>(b) School assemblies</b></p> <p>All students are expected to attend school assemblies from time to time which take place at specific times of year such as Polish Independence Day and Christmas.</p> <p><b>(c) After School Clubs</b></p> <p>In addition to this several after school clubs are offered on a weekly basis which include:</p> <ul style="list-style-type: none"> <li>• Football club</li> <li>• Arts and crafts club</li> <li>• Folk dance club</li> <li>• Drama club</li> </ul> <p>These groups last for approximately one hour after normal lessons have finished</p> <p><b>(d) Extra-curricular Activities</b></p> <p>During the course of the School year additional activities are offered including but not limited to:</p> <ul style="list-style-type: none"> <li>• Christmas Bazaar</li> </ul> <p><b>(e) Children with special needs</b></p> <p>The School has several children with special educational needs and they receive one-on-one tuition where appropriate.</p> <p><b>3. Working in partnership with other agencies</b></p> <p>This objective is satisfied in the following ways:</p> <p><b>(a) Relationship with the Polish Educational Society ('PES')</b></p> <p>The PES is based in London and provides guidance and assistance on many areas of interest to the School. The School's employees take advice from the PES where appropriate and also attend training sessions organised by the PES from time to time</p>
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		<p><b>(b) Relationship with other Polish Saturday Schools</b></p> <p>Once a year, students and employees of the School attend a festival organised at Laxton Hall in Northamptonshire. This festival, which showcases Polish culture and tradition, brings together representatives of many Polish Saturday Schools and each school is encouraged to participate in various competitions.</p> <p>The School has been an active participant in this festival for many years albeit this was not possible this year due to Covid 19.</p>
Statement confirming whether the trustees have had regard to the guidance issued by the Charity Commission on public benefit	Para 1.18	The trustees have had regard to the guidance issued by the Charity Commission on public benefit

**Additional information (optional)**

You may choose to include further statements where relevant about:

	SORP reference	
Policy on grant making	Para 1.38	The Charity does not make grants to other bodies.
Policy on social investment including program related investment	Para 1.38	The Charity does not have a policy on social investment
Contribution made by volunteers	Para 1.38	<p>The Charity actively encourages contributions from volunteers and during this financial year a total of 13 volunteers contributed to the life of the School in the following capacities:</p> <ul style="list-style-type: none"> <li>• Office administration</li> <li>• Fundraising</li> <li>• Classroom assistance</li> <li>• Marketing</li> <li>• Website management</li> </ul>
Other		



## Achievements and Performance

	SORP reference	
Summary of the main achievements of the charity, identifying the difference the charity's work has made to the circumstances of its beneficiaries and any wider benefits to society as a whole.	Para 1.20	<p><b>1. Education</b></p> <p>During the School year, which ran from 7th September 2019 to 11<sup>th</sup> July 2020, a total of 491 children and young people received regular education on a Saturday morning during term time.</p> <p>The School was open for face to face teaching for a total of 22 Saturdays so that each child and young person was able to access a total of 88 hours of education.</p> <p>With the advent of Covid 19 in March 2020, face to face classes were suspended after 14<sup>th</sup> March 2020 until the end of the school year and were replaced by online learning via Zoom. This took place for a total of 8 Saturdays between 25<sup>th</sup> April and 11<sup>th</sup> July 2020 allowing pupils to access a total of 16 hours of education.</p> <p>Pupils ranged in age from 3-18 years and were taught in 24 classes by a total of 29 teachers supported by 15 teaching assistants.</p> <p>Pupils aged 3-11 were taught a curriculum based on speaking, reading and writing in Polish together with some additional music lessons.</p> <p>Pupils aged 11-18 were taught reading, writing and speaking in Polish as well as receiving lessons in Polish history and geography and religious education.</p> <p>9 students with special educational needs were taught by one teacher and three teaching assistants.</p> <p>One 'Polish as a second language' class was also taught.</p> <p>A total of 27 students were prepared for public examinations which unfortunately did not take place due to Covid 19 restrictions.</p>



		<p><b>2. Assemblies</b></p> <p>Prior to the 14<sup>th</sup> March 2020, a number of assemblies took place as follows:</p> <p><b>Angling Trust – Building Bridges</b></p> <p>This assembly was organised by the Angling Trust which aims to establish links with different communities in Peterborough and to educate them about sustainable angling.</p> <p><b>Cinderella – modern version</b></p> <p>This assembly involved a performance of the classic fairy tale with a modern twist which was performed in front of parents and other students.</p> <p><b>Christmas</b></p> <p>This assembly contained various activities ranging from folk dancing to a nativity play performed in front of parents and students</p> <p><b>3. Visiting author</b></p> <p>The school was visited on two separate occasions in November 2019 by Agnieszka Szczepanska the author of the well-known story 'Patka i Pepe'. During each visit students were asked to participate in a series of arts and crafts activities.</p> <p><b>4. Classroom based activities</b></p> <p><b>Mock trial – role play</b></p> <p>One of the classes engaged in a mock trial role play in respect of the story 'Klamczucha' by Malgorzata Musierowicz.</p> <p><b>The Hobbit</b></p> <p>Students in one of the classes were invited to dress up as their favourite character from 'The Hobbit' and to deliver a small presentation about that character.</p> <p><b>5. After School Clubs</b></p> <p>The School organised after school clubs on a regular basis when the school was open including the following:</p> <p><b>(a) Arts and crafts</b></p> <p>A total of 41 children participated in these activities for a total of 22 Saturdays which were directed by 5 members of staff.</p>
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		<p><b>(b) Football Club</b></p> <p>A total of 29 children participated in these activities for a total of 22 Saturdays which were directed by 2 volunteers.</p> <p><b>(c) Folk Dance Club</b></p> <p>A total of 5 children participated in the folk dance club for a total of 22 Saturdays. These activities were directed by one member of staff.</p> <p><b>(d) Drama Club</b></p> <p>A total of 8 children took part in drama club activities for a total of 22 Saturdays. The activities were directed by 1 member of staff.</p> <p><b>6. Extra-curricular activities</b></p> <p>The School organised a series of extra-curricular activities including:</p> <p><b>(a) Christmas Bazaar</b></p> <p>This annual event was very well attended.</p> <p><b>(b) Carnival Ball</b></p> <p>This was an annual event for the younger members of the School who were encouraged to dress up as their favourite character and participate in a disco organised by the School</p> <p><b>7. Training for staff</b></p> <p>Training took place in School on a regular basis either during regular staff meetings or in additional sessions. Topics included Safeguarding and Assessing students and measuring their progress.</p> <p>Several members of staff also attended training in London organised by the PES in respect of Polish GCSE and A Level examinations.</p> <p><b>8. Liaising with other organisations</b></p> <p>The School continued to maintain excellent links with the PES and also with other Polish Saturday Schools predominantly through participation in the annual Laxton Hall festival.</p>
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		<p>In November 2019, the School's Headteacher attended an event, organised by PES, which took place at the Polish embassy in London and involved a visit by Agata Kornhauser-Duda, the wife of the Polish President.</p> <p>The School participated in the annual WOSP fundraising event and raised more than £600.00 for this Polish charity.</p> <p>Three students participated in the Holocaust Memorial Day commemoration events organised by Peterborough City Council.</p> <p><b>9. Parent Community Café</b></p> <p>The Parent Community Café began to operate with effect from September 2019 and was opened for a total of 22 Saturdays until March 2020 when it closed due to Covid 19.</p> <p>During that time an average of 40 parents attended each week and the following organised events took place:</p> <ul style="list-style-type: none"> <li>• Official opening with a representative from Peterborough City Council</li> <li>• Settled Status Applications drop-in on three Saturdays with the participation of two local organisations</li> <li>• Visit from Peterborough City Council Adoption Services</li> </ul> <p>At the end of the year a survey was sent out to parents and 128 people responded of whom 88.2% were very satisfied with the overall operation of the café.</p> <p><b>10. Covid 19</b></p> <p>The School translated Covid 19 related resources on behalf of Peterborough City Council and published these messages on our website and via social media.</p> <p>The School also received a grant in the sum of £5,000 from the Cambridgeshire Community Coronavirus Fund to provide practical support to Polish families affected by Covid 19. The project ran from 1<sup>st</sup> July to 31<sup>st</sup> October 2020. No monies were spent in this financial year and therefore £5,000 was carried over and spent in the next financial year.</p>
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		<b>11. Children's University</b>  The School continued to participate in this programme during this financial year.

**Additional information (optional)**

You may choose to include further statements where relevant about:

Achievements against objectives set	Para 1.41	
Performance of fundraising activities against objectives set	Para 1.41	
Investment performance against objectives	Para 1.41	



Other		
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## Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	<p>At the start of the financial year the charity received a transfer of £72,197.00 from the Nicolas Copernicus Polish Saturday School Parents Association in Peterborough (reg. 1162636) (PSS). PSS was subsequently wound up as a charity. The transfer is shown in row A5 of form cc16a.</p> <p>During this financial year there was a loss of £693.00 in terms of income v expenditure which was largely due to the impact of Covid 19. This shortfall was met from existing reserved funds.</p>
Statement explaining the policy for holding reserves stating why they are held	Para 1.22	The Charity had a formal reserves policy in place during this financial year on the basis of a figure equivalent to three months' expenditure.
Amount of reserves held	Para 1.22	At the end of this financial year the Charity had unrestricted reserved funds in the sum of £50,000.00.
Reasons for holding zero reserves	Para 1.22	N/A
Details of fund materially in deficit	Para 1.24	N/A
Explanation of any uncertainties about the charity continuing as a going concern	Para 1.23	

### Additional information (optional)

You may choose to include further statements where relevant about:

The charity's principal sources of funds (including any fundraising)	Para 1.47	<p>The Charity's principal source of funding comes from the monthly fees paid by parents. In the financial year funding was obtained from the following sources:</p> <p>'Wspolnota Polska' organisation which operates under the auspices of the Polish Foreign Ministry - £3,792.00 (all spent in this financial year)</p> <p>Cambridgeshire Coronavirus Community Fund - £5,000 (not spent in this financial year)</p> <p>The monies raised in this way have been used to further the key objectives of the Charity by:</p>
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		<ul style="list-style-type: none"> <li>• hiring suitable premises</li> <li>• providing a parent community café</li> <li>• employing staff</li> <li>• purchasing teaching materials and textbooks</li> </ul>
Investment policy and objectives including any social investment policy adopted	Para 1.46	N/A
A description of the principal risks facing the charity	Para 1.46	<p>There are five main issues that we have identified and our approach to addressing them is set out below:</p> <p><b>(i) Compliance Issues</b></p> <p>As with any comparable organisation we have certain requirements in terms of putting policies and procedures in place. The most important of these are in respect of:</p> <ul style="list-style-type: none"> <li>• Safeguarding</li> <li>• Data protection</li> <li>• Equal opportunities</li> </ul> <p>These policies are reviewed on a regular basis and update training is delivered to staff at regular intervals.</p> <p>We also have a series of policies in place relating to employment matters.</p> <p><b>(ii) Communication Issues</b></p> <p>Given that we have in excess of 450 students, who are taught via 24 classes, it is imperative that we communicate clearly with parents. This is done primarily using the Parentmail communication tool and via our school website and facebook page.</p> <p><b>(iii) Financial Issues</b></p> <p>In terms of finances, we have put in place a reserves policy and have reserved funds to cover unexpected expenses or shortfalls in income.</p> <p>Parents pay a monthly fee to the school and this is collected via the School Money payment platform which allows us to manage this aspect of our finances more effectively.</p>



		<p><b>(iv) Legal Issues</b></p> <p>In terms of employment considerations, each role has a detailed job description and employees benefit from a contract of employment that provides the usual protections. With the exception of our supply teachers, we do not use zero hours contracts.</p> <p>We also have an annual contract for hire in place with the school on whose premises we operate.</p> <p><b>(v) Governance Issues</b></p> <p>The school employs a Headteacher and Deputy Headteacher on a part time basis and they are responsible for day-to-day management issues. The trustees meet formally with the HT and DHT not less than six times a year and are regular visitors to the school on Saturday mornings. Each trustee also has certain specific responsibilities depending on their role.</p>
Other		



## Structure, Governance and Management

Description of charity's trusts:		
Type of governing document	Para 1.25	Constitution, approved at an AGM on 9 <sup>th</sup> June 2018.
How is the charity constituted?	Para 1.25	CIO
Trustee selection methods including details of any constitutional provisions e.g. election to post or name of any person or body entitled to appoint one or more trustees	Para 1.25	<p>Elected by members at the AGM for a period of two years</p> <p>Appointed by trustees on a co-opted basis – maximum term two years</p>

### Additional information (optional)

You may choose to include further statements where relevant about:

Policies and procedures adopted for the induction and training of trustees	Para 1.51	
The charity's organisational structure and any wider network with which the charity works	Para 1.51	<p>The Charity runs a Polish Saturday School (the School') which provides education in Polish language, traditions, history, geography and culture for four hours on a Saturday morning during term time. The School began in 1951 and was recognised as a charity by HMRC on 15<sup>th</sup> July 2015 and converted to CIO status with effect from 1<sup>st</sup> September 2019. Teaching takes place on the premises of the St. John Fisher School secondary school and the St. Thomas More primary school in Peterborough which are hired for these purposes.</p> <p>The total number of students for the financial year 19/20 was 491 making the School the largest Polish Saturday School in the United Kingdom outside of London. Students attending the School are almost entirely of Polish heritage and are resident in the greater Peterborough area although some students do come from further afield.</p> <p>Day to day management of the Charity is delegated by the Trustees to the School's Management Team which consists of a part time Head Teacher, and Deputy Head Teacher. The Trustees meet with the School Management Team not less than six times a year to ensure that the School is being run in accordance with the objects set out in the</p>



		<p>Charity's constitution. The Trustees also regularly visit the School during its hours of operation to liaise with the School Management Team and other members of staff as appropriate.</p> <p>The Trustees, together with the School Management Team, have put in place appropriate policies in those areas of greatest risk for the Charity, namely Safeguarding, Health and Safety and Data Protection. Training in respect of these areas is also provided on a regular basis. During the course of the year, the trustees also implemented the following policies:</p> <p>Disciplinary Policy Grievance Policy Equal Opportunities Policy</p>
Relationship with any related parties	Para 1.51	The School is also associated with the Polish Educational Society ('PES') which is based in London. The PES provides guidance and runs training sessions on a variety of relevant topics including educational and administrative issues.
Other		

## Reference and Administrative details

Charity name	Nicolaus Copernicus Peterborough Polish School
Other name the charity uses	Peterborough Polish School
Registered charity number	1179402
Charity's principal address	c/o St. John Fisher Catholic High School Park Lane Peterborough PE1 5JN



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	Magdalena Kaliszkowska-Kolek	Chair		AGM / Other trustees via co-option
2	Katarzyna Hanulak	Treasurer		AGM / Other trustees via co-option
3	Keith Markham	Secretary		AGM / Other trustees via co-option

Corporate trustees – names of the directors at the date the report was approved

Director name		

Name of trustees holding title to property belonging to the charity

Trustee name	Dates acted if not for whole year	



## Funds held as custodian trustees on behalf of others

Description of the assets held in this capacity	N/A
Name and objects of the charity on whose behalf the assets are held and how this falls within the custodian charity's objects	
Details of arrangements for safe custody and segregation of such assets from the charity's own assets	

### Additional information (optional)

#### Names and addresses of advisers (Optional information)

Type of adviser	Name	Address

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

Magdalena Sobkowicz - Headteacher

## Exemptions from disclosure

Reason for non-disclosure of key personnel details

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### Other optional information

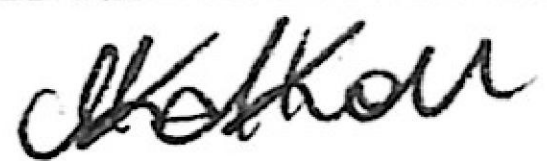

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## Declarations

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

Signed on behalf of the charity's trustees

Signature(s)		
Full name(s)	Magdalena Kaliszkowska-Kolek	Keith Markham
Position (eg Secretary, Chair, etc)	Chair	Secretary

Date	29/06/21
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Section A

Independent Examiner's Report

Report to the trustees/  
members of

Nicolas Copernicus Polish Saturday School Parents' Association in  
Peterborough

On accounts for the year  
ended

31/08/2020

Charity no  
(if any)

1162636

Set out on pages

Attached CC16a

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's trustees, 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 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 not kept in accordance with section 130  
of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did not 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:

Date:

30/06/2021

Name:

Joanna Fox ACMA

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

Chartered Institute of Management Accountants

Address:

Unit B Greenhill House, Thorpe Road

Peterborough PE3 6RU



**Section B****Disclosure**

Only complete if the examiner needs to highlight material 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.

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