



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st September 2020 To 31st August 2021

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>1. Advancement of Education:</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>2. Providing learning activities via structured activities and after school clubs</p> <p>This objective is satisfied in the following ways:</p> <p>(a) Weekly classes</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) School assemblies</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>(c) After School Clubs</p> <p>These clubs did not take place during this school year due to Covid 19 restrictions.</p> <p>(d) Children with special needs</p> <p>The School has several children with special educational needs and they receive one-on-one tuition where appropriate.</p> <p>3. Working in partnership with other agencies</p> <p>This objective is satisfied in the following ways:</p> <p>(a) Relationship with the Polish Educational Society ('PES')</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> <p>(b) Relationship with other Polish Saturday Schools</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>
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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
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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 10 volunteers contributed to the life of the School in the following capacities:</p> <ul style="list-style-type: none"> • Office administration • Fundraising • Classroom assistance • Marketing • Website management • Operation of Parent Community Café
Other		

Achievements and Performance

	SORP reference	
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<p>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.</p>	<p>Para 1.20</p>	<p>1. Education</p> <p>During the School year, which ran from 12th September 2020 to 26th June 2021, a total of 451 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 return of Covid restrictions in January 2021, face to face classes were suspended for a total of 8 Saturdays from 9th January 2021 until 6th March 2021 (inclusive). Online learning via Zoom took place for a total of two hours on each Saturday allowing pupils to access a total of 16 hours of education.</p> <p>Face to face teaching re-commenced on Saturday 13th March 2021 and continued to the end of the school year.</p> <p>Pupils ranged in age from 3-18 years and were taught in 24 classes by a total of 26 teachers supported by 16 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 four teaching assistants.</p> <p>One 'Polish as a second language' class was also taught.</p> <p>A total of 21 students were prepared for public examinations which unfortunately did not take place due to Covid 19 restrictions.</p>
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		<p>2. Assemblies</p> <p>No assemblies took place due to Covid 19 restrictions.</p> <p>3. Classroom based activities</p> <p>The Adventures of Tom Sawyer</p> <p>Two classes took part in activities based on the well-known novel.</p> <p>4. After School Clubs</p> <p>The School was unable to run After School Clubs due to Covid 19 Restrictions.</p> <p>5. Extra-curricular activities</p> <p>The School was unable to organise any extra-curricular activities due to Covid 19 restrictions.</p> <p>6. Liaising with other organisations</p> <p>The School participated in the annual WOSP fundraising event.</p> <p>7. Parent Community Café</p> <p>The Parent Community Café was closed to parents during the school year due to Covid restrictions. However, it did operate to provide refreshments to members of staff who were able to order via text message and their order was then delivered to their classroom.</p> <p>The Café Manager was also heavily involved in the Covid 19 Project referred to below.</p> <p>8. Covid 19</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 was involved in a project providing practical support to 16 Polish families affected by Covid 19. This was funded by a grant received in the previous financial year from Cambridgeshire Community Coronavirus Fund. The school also received a further £2,000 from Peterborough City Council which was spent during this financial year.</p>
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		9. Children's University 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	During this financial year expenditure exceeded income in the sum of £5,216.00. This was largely due to the impact of Covid 19 described earlier in this report and was covered by the charity's reserved funds.
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 £35,000.00.
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 - £3,100.00 (all spent in this financial year)</p> <p>Cambridgeshire Community Fund - £3,499 (not spent in this financial year). These monies were designated for staff costs and the purchase of equipment in respect of our special educational needs provision.</p> <p>The monies raised in this way have been used to further the key objectives of the Charity by:</p> <ul style="list-style-type: none"> • hiring suitable premises • providing a parent community café • employing staff • purchasing teaching materials and textbooks
Investment policy and		N/A

objectives including any social investment policy adopted	Para 1.46	
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>(i) Compliance Issues</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"> • Safeguarding • Data protection • Equal opportunities <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>(ii) Communication Issues</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>(iii) Financial Issues</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>(iv) Legal Issues</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</p>

		<p>operate.</p> <p>(v) Governance Issues</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 th 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 15th July 2015 and converted to CIO status with effect from 1st 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 20/21 was 451 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.</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	010920 - 070421	AGM / Other trustees via co-option
3	Keith Markham	Secretary		AGM / Other trustees via co-option
4	Wojciech Kuszyk	Trustee	230121 – 310821	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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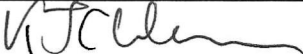
Other optional information

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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	21/5/22
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CHARITY COMMISSION
FOR ENGLAND AND WALES

Nicolaus Copernicus Peterborough Polish School

No 1179402

Receipts and payments accounts

CC16a

For the period
from

Period start date
01/09/2020

To

Period end date
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					
School Fees	108,418	-	-	108,418	102,144
Grant Wspolnota Polska		3,100	-	3,100	3,792
JSR Payments		11,447	-	11,447	
Fundraising	325	-	-	325	744
Bank Interest ,Advertising	971	-	-	971	657
SEN Cambs Community Foundation		3,499	-	3,499	-
Peterborough City Council		2,000	-	2,000	5,000
Sub total (Gross income for AR)	109,714	20,046	-	129,760	112,337
A2 Asset and investment sales, (see table).					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	109,714	20,046	-	129,760	112,337
A3 Payments					
Wges	81,779	15,051	-	96,830	85,913
Rent	16,590	1,000	-	17,590	18,328
Office & Administration costs	2,160	-	-	2,160	-
Fee & Licences	2,312	-	-	2,312	-
Insurance	1,109	-	-	1,109	740
Books	4,647	256	-	4,903	399
Peterborough City Council & Cambridgeshire Community Funds		7,118	-	7,118	2,664
Teaching materials	1,264	-	-	1,264	1,215
Other	1,690	-	-	1,690	3,773
Sub total	111,551	23,425	-	134,976	113,032
A4 Asset and investment purchases, (see table)					
	-	-	-	-	
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	111,551	23,425	-	134,976	113,032
Net of receipts/(payments)	- 1,837	- 3,379	-	- 5,216	- 695
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	53,318	9,960	-	63,278	-
Cash funds this year end	51,481	6,581	-	58,062	695

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		51,481	6,581	-
		-	-	-
		-	-	-
	Total cash funds	51,481	6,581	-
	(agree balances with receipts and payments account(s))			
		OK	OK	OK
		Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
B3 Investment assets				
B4 Assets retained for the charity's own use				
B5 Liabilities				

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

Signature	Print Name	Date of approval
	MAGDALENA KACISZEWSKA-KOLACZ	21/5/22
	KEITH MARKHAM	21/5/22