



CHARITY COMMISSION
FOR ENGLAND AND WALES

Trustees' Annual Report for the period

From 1st September 2022 To 31st August 2023

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</p>

Polish and also receive instruction in Polish geography and history as well as religious education.

The School regularly runs classes to prepare students for both GCSE and A' Level examinations in the Polish Language.

There is also one class teaching Polish as a second language.

(b) School assemblies

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.

(c) After School Clubs

During the school year the following after school clubs took place:

- (i) Arts and crafts 71 children
- (ii) Drama club 8

These sessions take place each Saturday for one hour after the end of the normal school day and are well attended by students.

(d) Children with special educational needs

During the school year a total of 18 children with special educational needs received assistance.

Of these, four children were assisted on a full-time basis by members of staff with one working entirely outside of the classroom. Seven children participated regularly in 1:1 learning on a part time basis. A further seven children were monitored by the teacher in charge of SEN – many of these children were previously receiving 1:1 teaching but were subsequently able to be incorporated into the classroom on a full-time basis.

The school received a grant in the sum of £6,998.00 from the Cambridgeshire Community Foundation in August 2022 which was designated for use in special educational needs teaching. This was spent in the financial year 2022-23.

Part of the grant was used to purchase essential educational items to create a

		<p>more welcoming environment for the children.</p> <p>3. Working in partnership with other agencies</p> <p>This objective is satisfied in the following ways:</p> <p>(a) 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>
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 15 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		
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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>1. Education</p> <p>During the School year, which ran from 03rd September 2022 to 1st July 2023, a total of 503 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 30 Saturdays so that each child and young person was able to access a total of 120 hours of education.</p> <p>Pupils ranged in age from 3-18 years and were taught in 26 classes by a total of 29 teachers supported by 17 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>18 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 31 students were prepared for public examinations with the following results:</p> <p>GCSE – 24 students – grades ranged from 7-9</p> <p>A level – 7 students – grades ranged from B to A*</p> <p>2. Assemblies</p> <p>The following assemblies took place during the course of the year:</p> <ul style="list-style-type: none"> ● End of Year Assembly

3. Classroom based activities

Geography presentation

GCSE students produced displays demonstrating different aspects of Polish life.

The Adventures of Tom Sawyer

Two classes took part in activities based on the well-known novel. – December 2022

International Theatre Day

Four classes took part in activities relating to the theme 'Be the best you can' – 27th March 2022

4. After School Clubs

During the school year the following after school clubs took place:

- Arts and crafts 71
- Dance group 8

These sessions take place each Saturday for one hour after the end of the normal school day and are well attended by students.

5. Extra-curricular activities

The following activities took place:

- 11th December – Christmas fete
- 12th June Sports Day / Open Day

6. Liaising with other organisations

The School participated in the annual WOSP fundraising event in January 2023 £687.23

Parents, students and staff participated in the annual fun day held at Laxton Hall referred to above.

7. Parent Community Café

The Parent Community Café operated throughout the school year. The café continued to serve both parents and staff a

		<p>selection of food and beverages free of charge.</p> <p>During the course of the year the school received a grant in the sum of £2,500 towards the café's running costs from the Cambridgeshire Community Foundation and the private donation £1000</p> <p>8. Children's University</p> <p>The School continued to participate in this programme during this financial year.</p>

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	

Financial Review

Review of the charity's financial position at the end of the period	Para 1.21	During this financial year income exceeded expenditure in the sum of £9479
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 - £13193</p> <p>Cambridgeshire Community Fund - £2,500 (spent in this financial year). These monies were designated to support the work of the Parent Community Café.</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 objectives including any social investment policy adopted	Para 1.46	N/A

A description of the principal risks facing the charity

Para 1.46

There are five main issues that we have identified and our approach to addressing them is set out below:

(i) Compliance Issues

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:

- Safeguarding
- Data protection
- Equal opportunities

These policies are reviewed on a regular basis and update training is delivered to staff at regular intervals.

We also have a series of policies in place relating to employment matters.

(ii) Communication Issues

Given that we have nearly 500 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.

(iii) Financial Issues

In terms of finances, we have put in place a reserves policy and have reserved funds to cover unexpected expenses or shortfalls in income.

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.

(iv) Legal Issues

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.

We also have an annual contract for hire in place with the school on whose premises we operate.

		<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 18th June 2024.
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	Elected by members at the AGM for a period of two years Appointed by trustees on a co-opted basis – maximum term two years

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 in Peterborough which are hired for these purposes.</p> <p>The total number of students for the financial year 22/23 was 503 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</p>

		<p>set out in the 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	
Other		

Reference and Administrative details

Charity name	Nicolaus Copemicus 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 Kaliszewska -Kolek	Chair	010622-310823	AGM / Other trustees via co-option
	2	Magdalena Kaminska	Secretary	070622 -310823	AGM / Other trustees via co-option
	3	Wojciech Kuszyk	Trustee	010922-04032023	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

Other optional information

Declarations

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

Signed on behalf of the charity's trustees

Signature(s) Natasza Zastawna Magdalena Kaminska

Full name(s) Natasza Zastawna Magdalena Kaminska

Position (eg Secretary, Chair, etc) Chair Secretary

Date 20062024



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

Nicolaus Copernicus Peterborough Polish School

On accounts for the year
ended

31/08/2023

Charity no
(if any)

1179402

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 **31/08/2023**.

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:

13/06/2024

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.



CHARITY COMMISSION
FOR ENGLAND AND WALES

Nicolaus Copernicus Peterborough Polish School

No 119402

Receipts and payments accounts

CC16a

For the period from	Period start date 01/09/2022	To	Period end date 31/08/2023
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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	138,026	-	-	138,026	125,101
After School Clubs	4,480	-	-	4,480	5,450
Grant Wspolnota Polska, Cafe, KM	-	13,193	-	13,193	13,838
Cambridge Special Education	-	13,996	-	13,996	2,500
Books Exams	9,063	-	-	9,063	7,323
Fundraising	4,147	-	-	4,147	2,056
Advertising	3,052	-	-	3,052	2,016
Bank Interests	100	-	-	100	100
Sub total (Gross income for AR)	158,867	27,189	-	186,056	158,384
A2 Asset and investment sales, (see table).					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total receipts	158,867	27,189	-	186,056	158,384
A3 Payments					
Wages	103,788	3,433	-	107,221	99,248
Wages SEN	-	3,499	-	3,499	2,449
Rent	16,839	10,072	-	26,911	22,105
Office & Admin costs/ teaching material	13,303	-	-	13,303	8,192
Training & development/exams	1,390	-	-	1,390	3,236
Insurance/ fee licences/DBS	6,184	-	-	6,184	5,962
Awards/ after school clubs	2,444	-	-	2,444	2,252
Grant Wspolnota Polska/SEN	-	9,267	-	9,267	3,095
Cost of Events/ cafe	1,194	2,028	-	3,222	3,720
Sub total	145,143	28,298	-	173,440	150,259
A4 Asset and investment purchases. (see table)					
	-	-	-	-	-
Sub total	-	-	-	-	-
Total payments	145,143	28,298	-	173,440	150,259
Net of receipts/(payments)	13,725	- 1,109	-	12,616	8,125
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	55,600	10,588	-	66,188	-
Cash funds this year end	69,325	9,479	-	78,804	8,125

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		69,325	9,479	-
		-	-	-
		-	-	-
	Total cash funds	69,325	9,479	-

(agree balances with receipts and payments account(s))

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £
B2 Other monetary assets		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-
		-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)
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 liability relates	Amount due (optional)	When due (optional)
B5 Liabilities			-	
			-	
			-	
			-	
			-	

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

Signature	Print Name	Date of approval