



Trustees' Annual Report

Period start date				Period end date			
From	01	September	2019	To	31	August	2020

Section A Reference and administration details

Charity name JOHN PAUL II POLISH SATURDAY SCHOOL IN LIVERPOOL

Registered charity number 1183518

Charity's principal address

Holy Trinity Catholic Primary School	
Banks Road	
Liverpool	
Postcode	L19 8JY

Names of the charity trustees who manage the charity now

Trustee name	Dates appointed	Position
Dominik Kosciolowski	14 th July 2020	Trustee, Chair
Edyta Ozarek	24 th November 2020	Trustee, Headteacher
Tomasz Bednarski	14 th July 2020	Trustee, Clerk
Marta Mikulewicz	14 th July 2020	Trustee, Treasurer
Joanna Dutkiewicz	14 th July 2020	Trustee, Deputy Headteacher
Magdalena Pilor	14 th July 2020	Trustee, Fundraiser
Olga Smolen	14 th July 2020	Trustee, Project Co-ordinator
Marcin Calka	14 th July 2020	Trustee, Parent Governors

Names of the charity trustees who manage the charity during the reported period

Trustee name	Date of resignation	Position
Alexandra Mrozik	26 th October 2020	Trustee, Headteacher
Joanna Barton	24 th June 2020	Trustee, Project Co-ordinator
Katarzyna Kosciolowska	24 th June 2020	Trustee, Admin Officer
Katarzyna Prochaska	24 th June 2020	Trustee
Edyta Ozarek	24 th June 2020	Trustee, Deputy Headteacher

Section B Structure, governance and management

Description of the charity's trusts

Type of governing document	Constitution
How the charity is constituted?	Charitable Incorporated Organisation CIO

Trustee
selection
methods

Appointed by Executive Committee

Additional governance issues

The Governors of John Paul II Polish Saturday School in Liverpool present their annual report for the year ended 31 August 2020 and confirm they comply with the requirements of the Charities Act 2011, the trust deed and the Charities SORP (FRS 102).

We at John Paul II Polish Saturday School in Liverpool believe that children/young people have the right to be treated equally and to learn in a safe and friendly environment.

The governing body has a responsibility to ensure that all the school's volunteers who have contact with children are DBS checked and undertake appropriate training to equip them to carry out their responsibilities for child protection effectively.

Our safeguarding objective is to contribute to the personal safety of all children/young people attending by promoting child protection awareness, good practice and sound procedures.

Section C Objectives and activities

Summary of the objects

1. To advance education in the Polish language, history, geography and Polish affairs for the public benefit.
2. To promote Polish culture to broader public by participating in and organising cultural and social events aimed at integrating wider communities in Liverpool.
3. To support existing and newly arrived Polish and bilingual children and their parents by providing them with the advice about British Education System, the Curriculum as well as other aspect of life in Britain.

Summary of the main activities

The main activities of the organisation are to develop the cultural education of language, where children meet to learn, play and discover Polish language, geography, history and traditions. We also currently offer Polish as a second language classes for adults.

Pupils express themselves through art, drama, music and dance and build community cohesive projects, raising the standards of education, behaviour and ethos in the neighbourhood. Over the years they have performed at numerous cultural events and festivals across Merseyside as well as school assemblies which celebrate the Polish traditions, history and festivals.

Additional details

Our Mission is to help raise young adults proud of their Polish Heritage, able to assert their role in the social and professional life in UK and who fully appreciate the richness and diversity of the cultures they are growing up in. Children are achieving the school objectives and progress from nursery through Junior and onto the Senior School.

They learn together and make an excellent progress which is reflected in their grades as well as an outstanding success at Polish GCSE and A level examination. This is all achieved through the work of professional, competent and experienced teachers who provide children with knowledge and inspiration.

We work closely with the Polish Parish and other Polish, British and multicultural organizations, organising events, running workshops and courses and participating in festivals and projects.

Pupil numbers

Our educational activities are carried out through our Nursery, Junior and Senior.

	September 18	September 19	September 20
Nursery 3 years old	15	11	10
Nursery 4 years old	25	25	24
Class 0	30	30	30
Class 1	30	30	30
Class 2	30	30	30
Class 3	30	30	29
Class 4	21	24	27
Class 5	20	21	21
Class 6	15	19	19
Class 7	13	15	15
Class 8	9	11	8
	238	246	243

Section D Achievements and performance

Review of activities and achievements

Early Years (Nursery and Reception)

Children from Nursery to Reception are assessed within achieving specific academic and personal goals. Their achievements are not graded like in KS2 and KS3.

KS2 (Class 4-6)

Polish language and literature - %

Grade/Level	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Passed*
%	0%	0%	0%	13%	39%	24%	24%

History - %

Grade/Level	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Passed*
%	0%	0%	0%	10.5%	60%	16.5	13%

Geography - %

Grade/Level	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Passed*
%	0%	0%	0%	14%	47%	17%	22%

KS3 (Class 7-8)

Polish language and literature - %

Grade/Level	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Passed*
%	0%	3%	0%	14%	64%	14%	5%

History - %

Grade/Level	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Passed*
%	0%	0%	0%	19%	79%	2%	0%

Geography %

Grade/Level	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Passed*
%	2%	0%	2%	4%	58%	34%	0%

Grade (level) 1/2 – below

Grade (level) 3/4 - target

Grade (level) 5/6 - above target

GCSE Polish

Our seven KS3 pupils successfully completed their Polish GCSE exams with the following grades:

Grade/Level	Grade 6	Grade 7	Grade 8	Grade 9
Number of pupils	1	2	1	3

Passed* - Due to the unexpected situation caused by the pandemic and the necessity of a sudden transition to online learning in the second semester, it was not possible in all cases to evaluate the student for the entire school year due to the lack of materials sent. As teachers could only base pupils on their grades for the first semester, Senior Leadership Team decided to "pass" the entire year to such students without grading.

Co-curricular activities:

- Our Dance, Art & Design activities thrived this year. 20 pupils attended **Dance Club** and 25 pupils attended **Art and Design Club**.
- John Paul II Polish Saturday School joined on 5th October 2019 on **International Day of Languages** which took place at Broadgreen International School. A few of our pupils represented our school by dressing in Polish folk costumes, sang Polish folk songs, poems were presented, and several parents baked a cake as a snack.

Workshops:

- *26th of October 2019* - Intergenerational "**Space adventure**" workshops for students in Class 2 and 3 and their parents or grandparents, led by Agnieszka Szczepańska (author of the popular series of books PATKA I PEPE).
- *30th November 2019* - **visit of Alan Landrum from Merseyside Police** (LP Community Engagement Unit) - looked into each class telling what they do, what the work of a Merseyside Police officer looks like, showing different parts of their uniforms and explaining what they are for. All children received gifts.
- *7th of March 2020* - **British Science Day** – All pupils took place.

Assemblies:

- *19th October 2019* – Official Pupils Registration in Grade 1
- *15th November 2019* - **Polish Independents Day** (Assembly prepared by classes 7 and 8)
- *7th December 2019* - **Nativity Play** (prepared for classes 0 and 1). All classes were visited by St. Santa and handed out small gifts.
- *3rd May 2020* - **Polish Heritage Day** - we celebrated this day online. Our school organised an art competition "What Polishness mean to me?" The aim of the competition was to promote Polish culture, history and heritage. Our pupil played on the piano Frederic Chopin's Nocturne op.9 no.2 in E flat major. Our teacher prepared a presentation: Have a look at the Polish declension!
More on PHD in English: <https://www.gov.pl/web/unitedkingdom/polish-heritage-days2>

The management of the school fund is an important responsibility of the Governing Body and Headteacher. The fund is held in the HSBC Bank and the accounts name is John Paul II Polish Saturday School in Liverpool.

School Fund: Year End 31 August 2020

Total income for the Year: £40,479

Total Expenditure: £35,027

Surplus for the Year: **£5,452**

The main charity principal sources of funds of the charity in the reporting were School Fees paid by the Parents. People have been charged a reasonable amount to cover the cost to attend planned classes, some of the events or activities.

The Annual School Fees for the Academic Year 2019/20 are:

- 1 child at school - £230.00,
- 2 children at school - £330.00,
- 3 children at school - £380.00,
- 4 or more children at school - £430.00.

During the Academic Year 2019/20, school received grant & donations from:

- Stowarzyszenie Wspólnota Polska - £2,072
- BSA - £300
- LCVS - £300
- DNV GL Ltd - £1,500

Other Income:

- Art Club - £147
- Dance Club - £105
- School Newsletter - £58

Governors have managed financial affairs in accordance with high standards of Public Sector administration, based on a distinct set of values, the fundamental principles of which are:

Openness – open approach to all interested parties in the disclosure of information that lends itself to necessary scrutiny.

Integrity – this is best described as both straightforward dealing and completeness.

Accountability – the process whereby individuals are responsible for their actions and decisions.

Governors are responsible for ensuring financial arrangements are operated in accordance with procedures specified by Financial Regulation for School.

The Governing Body aims to achieve best value for money from all its purchases.

Section F

Other optional information

School Policies:



1. Child Protection Policy
2. Health and Safety Policy
3. Equal Opportunities Policy
4. Safeguarding Policy Statement
5. Whistleblowing Policy
6. Offsite Visit Procedures
7. Finance Policy
8. GDPR Policy
9. Behaviour and Reward Policy
10. E-Safety-policy

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)	Dominik Kocurkowski	EDYTA OZAREK
Position	Chair of governors	Head Teacher
Date	08/05/2021	



John Paul II Polish Saturday School in Liverpool

Registered Charity no. 1183518 (CIO) in England And Wales

Address: Banks Road, L19 8JY, Liverpool

Headteacher: Edyta Ozarek, Tel.: 0731 2422260, dyrektor@polskaszkolawliverpool.org.uk

Admin: Tel.: 0739 4068572, admin@polskaszkolawliverpool.org.uk

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ANNUAL STATEMENT OF INCOME & EXPENDITURE

01/09/2019 – 31/08/2020

The management of the school fund us an important responsibility of the Governing Body and Headteacher. The fund is held in the HSBC Bank and the accounts name is John Paul II Polish Saturday School in Liverpool.

School Fund: Year End 31 August 2020

Opening Balance: £12,664

Closing Balance: £14,338

The principal funding source of the charity in the reporting period were School Fees paid by Parents.

Total Income

School Fees	£34,047
School Books	£1,658
School Clubs	£383
Bank interest	£18
Newsletter	£58
Projects:	
- LCVS	£300
- BSA	£300
Grants/Donation:	
- Wspólnota Polska	£2,072
- DNV GL Ltd	£1,500
Other income	£143
Total Income	£40,479

Total Expenditure

Rent and Rates	£3,300
Photocopying	£175
Caretaker	£1,632
Insurance	£350
Books	£4,155
Volunteer costs	£3,963
Teacher costs	£9,060
Admin cost - contractor	£4,320





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Accountancy Fees	£3,000
Stationary	£1,653
Projects	£409
Postage	£74
DBS	£224
Training	£964
Christmas presents	£267
Memberships	£502
Depreciation charge	£90
Travel	£205
Refreshment	£84
Entertainment	£600
Total Expenditure	£35,027

Surplus **£5,452**

Opening Balance: £12,664.57

Closing Balance: £14,338.68

COMPLETED BY:

Name (Print) E. OZAREK
Signature E. Ozarek
Date 08/05/2021

APPROVED BY:

Name (Print) D. Kosciglowski
Signature D. Kosciglowski
Date 08/05/2021



**Independent Examiner's Report on the accounts
John Paul II Polish Saturday School in Liverpool
for the period of 1st September 2019 to 31 August 2020**

Registered Charity Number 1183518 (CIO)

I report to the trustees on my examination of the accounts for John Paul II Polish Saturday School in Liverpool ('the charity') for the year ended 31 August 2020.

Respective responsibilities of trustee and examiner

Responsibilities and basis of report

The Charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charity Act 2011. I report in respect of my examination of the Trust's account 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 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 2011 Act;
- The accounts do not accord with the accounting records; or
- The accounts do 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 '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.

Mgr Edyta Ozarek BA (Hons), MAAT
International Accountancy Ltd
2 Riverside Grove
St Helens
WA9 3WW

Date: 8 May 2021