



Trustees' Annual Report

From	Period start date			To	Period end date		
	01	September	2021		31	August	2022

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
Katarzyna Prochaska	1 st June 2022	Trustee, Treasurer
Magdalena Pilor	14 th July 2020	Trustee, Fundraiser
Marcin Calka	14 th July 2020	Trustee, Parent Governor
Marta Mikulewicz	14 th July 2020	Trustee
Magdalena Belicka	1 st September 2021	Trustee, Staff Governor

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

Trustee name	Date of 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
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 Governor
Marta Mikulewicz	14 th July 2020	Trustee, Treasurer
Magdalena Belicka	1 st September 2021	Trustee, Staff Governor

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 2021 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.

We work closely with the Polish Parish and other Polish, British and multicultural organisations, 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 2021	June 2022
Nursery	25	25
Reception	30	25
Year 1	30	28
Year 2	22	23
Year 3	25	17
Year 4	28	21
Year 5	12	12
Year 6	11	6
Year 7	9	10
Year 8	10	8
Year 9	2	2
Total:	204	177

The number of pupils in September is always greater than at the end of school year - this is a typical process. We removed for our lists many pupils in September because parents did not inform us that they had resigned, and pupils on the waiting lists had already signed up for other schools at that time. Some resigned within a year (they tried but unfortunately, they found that they would not be able to do it), some returned to Poland.

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 - %

<u>Grade/Level</u>	<u>Grade 1</u>	<u>Grade 2</u>	<u>Grade 3</u>	<u>Grade 4</u>	<u>Grade 5</u>	<u>Grade 6</u>	<u>Passed*</u>
%	0%	0%	11%	34%	42%	13%	%

History - %

<u>Grade/Level</u>	<u>Grade 1</u>	<u>Grade 2</u>	<u>Grade 3</u>	<u>Grade 4</u>	<u>Grade 5</u>	<u>Grade 6</u>	<u>Passed*</u>
%	0%	0%	0%	16%	68%	16%	%

Geography - %

<u>Grade/Level</u>	<u>Grade 1</u>	<u>Grade 2</u>	<u>Grade 3</u>	<u>Grade 4</u>	<u>Grade 5</u>	<u>Grade 6</u>	<u>Passed*</u>
%	0%	0%	8%	3%	76%	13%	%

S3 (Class 7-9)**Polish language and literature - %**

Grade/Level	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Passed*
%	0%	0%	10%	15%	45%	30%	%

History - %

Grade/Level	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Passed*
%	0%	0%	0%	40%	30%	30%	%

Geography %

Grade/Level	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Passed*
%	0%	0%	0%	36%	36%	28%	%

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	0	0	1	6

A Level Polish

Our two KS3 pupils successfully completed their A Level GCSE exam with the following grades:

Grade/Level	Grade C	Grade B	Grade A	Grade A*
Number of pupils	0	0	1	1

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:

- 27.11.2021 - II Conference of Polish Organizations in London – the school was represented by Mrs Edyta Ozarek, presenting the activities of our school.
- 12.03.2022 - "Polish Day" in The Atkinson - the representation of our school was presenting Polish culture, costumes, interesting facts about Poland.
- 16.04.2022 - III Edition of the Audition 'A Guest of Polish Romanticism' - our school was represented for the third time by the Headteacher, Mrs Edyta Ozarek
- 12.05.2022 – Polish Heritage Day – different projects and activities were carried out in individual classes.

ASSEMBLIES

- 02.10.2021 – Nursery Day – school assembly and welcoming party for all preschool pupils.
- 16.10.2021 – Official ceremony for Year 1 pupils – welcoming party and celebrating the National Education Day
- 13.11.2021 – Celebration of the Independence Day and the project 'School for the Anthem'
- 18.12.2021 – Nativity Play
- 12.05.2022 – Polish Heritage Day – class 3 prepared school assembly on the Constitution 3rd May. On that day, we had the honor of hosting Consul Włodzimierz Sulgostowski and Mrs Alina Matys, who is living in Liverpool since 1948.

WORKSHOPS

- 10.12.2021 – Science Day – we hosted scientists from the physics department of Lancaster University
- 05.03.2022 – Year 4-9 school trip to The Atkinson in Southport for the 'Courage and Devotion' exhibition, dedicated to Polish airmen stationed in the Liverpool area and taking part in air combat during World War II, workshops relating to the exhibition.
- 26.03.2022 – Nutrition for children and parents (Rainbow) with the co-operation with Merseyside Polonia
- 18.06.2022 – Workshop with writer Ms Renata Kaminska

OTHER ACTIVITIES

- June 2021 - „75 miles to the library”. 4 July, the Chair of the Governing Body – Mr Dominik Kosciolowski cycled 75 miles in the Liverpool – Chester Gran Fondo rally, raising money for the school library. The collected amount of £1,180 was spent entirely on the purchase of a subscription in Legimi, which gave our students access to eBooks and audiobooks in Polish.
- 6.11.2021 – Visit of the school representation at the Allerton Cemetery to light candles on the graves of Polish soldiers.
- 11.11.2021 – Official meeting at the Consulate of the Republic of Poland on the occasion of the National Independence Day
- 22.11.2022 – WOŚP – Crazy Headgear Day celebrated together with another Polish Schools
- 29.01.2022 – WOŚP – Circus Saturday – Bring the Fire Project in cooperation with Merseyside Polonia. During the day we collected 4,404.42zł.
- 29.01.2022 – Carnival party in Nursery and Year 0
- 19.03.2022 – Collection for refugees from Ukraine – the collected amount of £423.06 was transferred to Ms Ewelina, coordinator of the help points for refugees from Ukraine in the municipality of Zblewo.
- 02.04.2022 – Sport Day in Nursery
- 28.05.2022 – Children Day – we hosted, among others, Mr Bartłomiej Lisowski and Wisła Kraków UK Liverpool, who led games and sports competitions, as well as scouts 'Białe Orły' and 'Jodły' teams at the Polish Centre in Bury and cadets from 6DH Adama Mickiewicza in Manchester.
- 12.06.2022 – Open Day at the Lancaster University – pupils from Year 7 – 9 visited University.
- 10.07.2022 – Polish Fair in Liverpool organised by Polish Merseyside – the representation of our school was present
- 29.06.2022 - Community Champions Celebration in Liverpool Town Hall – representation of our school was present
- July 2022 – Conference for teachers, headteachers and management team – four Staff took part on it.

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

School Fund: Year End 31 August 2022

Total income for the Year: £49,093.27

Total Expenditure: £41,713.15

Surplus for the Year: **£7,380.12**

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.

Annual School Fees 2021/22

1 child at school - £262.50
 2 children at school - £420.00
 3 children at school - £525.00
 4 children at school - £561.00
 5 and more children at school - £699

During the Academic Year 2021/22, school received grant & donations from:

- Stowarzyszenie Wspólnota Polska - £3,246.32 related to Academic Year 2021/22
- Stowarzyszenie Wspólnota Polska - £5,952.76 related to Academic Year 2020/21
- Polish Consulate - £750.00
- Amazon Donation - £33.17
- Sponsorship - £270.00

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.

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)

Edyta Ozarek

Full name(s)

MRS EDYTA OZAREK

Position

HEADTEACHER

Date

01/03/2023



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

www.polskaszkolawliverpool.org.uk / www.facebook.com/polskasobotniaszkolawliverpool

ANNUAL STATEMENT OF INCOME & EXPENDITURE

01/09/2021 – 31/08/2022

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

School Fund: Year End 31 August 2021

Opening Balance: **£26,969.52**

Closing Balance: **£34,569.01**

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

Total Income

School Fees	£38,021.02
School Books	£185.00
Bank interest	£630.00
Grants/Donation:	
- Wspólnota Polska	£9,199.08 (which £5,952.76 related to year 2020/21)
- Polish Consulat	£750.00
- Library	£5.00

Other income

- Amazon	£33.17
- Sponsorship	£270.00

Total Income **£49,093.27**

Total Expenditure

Accountancy Fees	£524.55
Administration Manager cost	£3,500.00
Advertising & Marketing	£861.64
Books	£2,185.64
Caretaker & Cleaning	£200.66
Christmas presents	£1,094.38
Consulting	£542.12
DBS	£398.24
Entertainment	£2,471.71
Insurance	£0.00 (paid by PMC Protects)





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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IT Software	264.20
Licence	£446.08
Management Team costs	£0.00
Memberships	£1,069.00
Personnel Cost	£1,486.81
Pupil Expenses	£1,015.83
Postage	68.84
Rent and Rates	£8,775.00
Repairs & Maintenance	£151.27
Stationery	£958.234
Subscription	£204.42
Teacher costs	£11,451.77 (11 teachers)
Telephone & Internet	£20.00
Training	£299.16
Travel	£285.56
Volunteer costs	£3,438.03 (27 volunteers)
Total Expenditure	£41,713.15
Surplus	£7,380.12

COMPLETED BY:

Name (Print)

Signature

Date

APPROVED BY:

Name (Print)

Signature

Date



**Independent Examiner's Report on the accounts
John Paul II Polish Saturday School in Liverpool
for the period of 1st September 2021 to 31 August 2022**

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 2022.

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 to enable a proper understanding of the accounts to be reached.

International Accountancy Ltd
2 Riverside Grove
St Helens
WA9 3WW

Date: 21st June 2023