



Trustees' Annual Report

Period start date		Period end date	
From	To	From	To
01	September 2022	31	August 2023

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
Marta Mikulewicz	14 th July 2020	Trustee, Fundraiser
Marcin Calka	14 th July 2020	Trustee, Parent Governor
Magdalena Belicka	1st September 2021	Trustee, Staff Governor

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

Trustee name	Date of re-appointment	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	14 th July 2020	Trustee, Treasurer
Magdalena Belicka	1st September 2021	Trustee, Staff Governor
Magdalena Pilor	14 th July 2020	Trustee, Fundraiser
Marta Mikulewicz	14 th July 2020	Trustee, Fundraiser
Marcin Calka	14 th July 2020	Trustee, Parent 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 2023 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 personnel 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 objectives

1. To advance education in the Polish language, history, geography, and Polish affairs to 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 learning 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 2022	July 2023
Nursery	26	26
Reception	30	27
Year 1	29	29
Year 2	27	22
Year 3	21	21
Year 3/4	11	10
Year 4	12	9
Year 5	15	11
Year 6	10	10
Year 7	6	5
Year 8	10	11
A-Level	4	7
Total:	201	188

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
%	0%	0%	3%	30%	43%	23%

History - %

Grade/Level	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
%	0%	0%	0%	10%	57%	33%

Geography - %

Grade/Level	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
%	0%	0%	0%	10%	37%	53%

KS3 (Class 7-9)**Polish language and literature - %**

Grade/Level	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
%	0%	0%	0%	27%	17%	10%

History - %

Grade/Level	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
%	0%	0%	3%	20%	20%	10%

Geography - %

Grade/Level	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6
%	0%	0%	0%	7%	23%	23%

Grade (level) 1/2 – below

Grade (level) 3/4 – target

Grade (level) 5/6 – above target

GCSE Polish

6 pupils – grade 9

1 pupil – grade 8

A-Level Polish

1 pupil – grade A

2 pupils – grade C

Co-curricular activities:

October 2022 – Methodology conference in Warsaw (ORPEG)

February 2023 – PMS Conference in Manchester

May 2023 – 9th International Teachers Conference (East, West – Poland connects us) in Torun organised by „Wspólnota Polska”.

ASSEMBLIES

October 2022 – First year school nominations for Nursery and Reception pupils

October 2022 – National Education Day celebration

November 2022 – Project presentation: „The great Poles of the 20th century”

November 2022 – Ministry of Education event: “School sings national anthem”

December 2022 – Christmas carols

June 2023 – Assembly in celebration of awarding school's official flag. Award of golden decoration badges by PMS for senior staff members.

WORKSHOPS

10.09.2022 – Inset day – trainings for staff

February 2023 – Visit of the Lancaster University Physics Faculty – Astronomy

May 2023 – Communication and writing – meeting with journalist, writer and traveller – Magdalena Pilor for Classes 4-8.

CONTESTS AND COMPETITIONS

November 2022 – Gloria Rembisz won 2nd place in the 7-10 age group of the competition organized by Polska Macierz Szkolna, titled "Wojtek the Bear. The Extraordinary Soldier of Anders' Army."

Section D

Achievements and performance

March 2023 – School recitation competition under the theme "Sounds Enchanted in Words: Musical Inspirations in Polish Poetry" (qualifications for the Wierszowisko competition in Manchester).

March 2023 – The results of the art and literature competition "The Magical World of Fables and Fairy Tales," organized by Polska Macierz Szkolna, were announced. We were extremely proud and joyful to learn that our students' works were recognized: in the 4-6 age category, Maria Smoleń received an honorable mention, and in the 11-14 age category, Gloria Rembisz took 1st place.

March 2023 – Our school's 2nd-grade student, Maria Piekarek, received an honorable mention in the Polska Macierz Szkolna competition in the UK titled "Through the Eyes of a Volunteer."

March 2023 – School competition for the best Easter card.

March 2023 – School stage of the spelling competition (selection of representatives for the final in Manchester).

April 2023 – Spelling final in Manchester – 8th-grade student Lena Trzaskała took 2nd place in the older group.

May 2023 – 1st edition of the "Wierszowisko" recitation competition in Manchester.

OTHER ACTIVITIES

September 2022 – Formation of the cub scout group "Ruby Albatrosses"

October 2022 – "Reading Break" – III International edition of the VII Nationwide action to break the reading record during recess

November 2022 – "Great Poles of the 20th Century" exhibition with a visit to The Atkinson in Southport

December 2022 – "Great Poles of the 20th Century" exhibition with a visit to the Polish School in Lancaster

December 2022 – Cub scouts on a mini camp

January 2023 – School participation in fundraising during the 31st Finale of the Great Orchestra of Christmas Charity (WOSP)

February 2023 – Carnival in preschool

March 2023 – Our students' participation in the Polish version of the Superlambanana project

April 2023 – Polish accents at the Smithy Heritage Centre (St Helens)

May 2023 – Town Hall – official opening of the "Liverpool European Festival"

May 2023 – Polish Merseyside festival

June 2023 – "Great Poles of the 20th Century" exhibition with a visit to the Museum of Liverpool

June 2023 – PHD, grades 4-6 field trip to the Maritime Museum (outdoor lesson) under the theme "Did mathematicians win the Second World War? – How breaking the Enigma code helped win the war"

June 2023 – "Great Poles of the 20th Century" exhibition with a visit to the Polish School in Lincoln

June 2023 – Interested students visit the open day at Lancaster University

June 2023 – Sports day in preschool

June 2023 – Visit of firefighters and police officers to our school

June 2023 – Army Day at The Atkinson – cub scout group parade and a Polish corner

June 2023 – Grade 8 bowling trip (farewell to school)

Section E

Financial review

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 2023

Total income for the Year: **£51,594.54**

Total Expenditure: **£55,808.28**

Deficit for the Year: **£4,213.74**

The main principal sources of funds of the charity in the reporting were School Fees paid by the Parents (£46,773.36). People have been charged a reasonable amount to cover the cost to attend planned classes, some of the events or activities. School also created the income based on the school workbooks £1,234.00.

Annual school fees 2022/23:

1 child at school - £280.00 per day,
2 children at school - £450.00 per child per day,
3 children at school - £570.00 per child per day,
4 and more children at school - £750.00 per child per day.

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

- Polish Consulate - £525 (PHD 2023)
- DNV UK Ltd - £1,500
- Amazon - £67.31
- Project "The Greatest Poles" - £1,494.87

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:

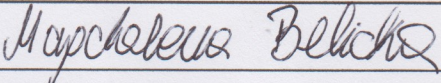
1. Child Protection Policy
2. Health and Safety Policy
3. Equal Opportunities Policy
4. Safeguarding Policy Statement
5. Whistleblowing Policy
6. Offsite Visit Procedures
7. Finance Policy
8. GDPR Policy
9. Behaviour and Reward Policy
10. E-Safety-policy

Section G

Declaration

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

Signed on behalf of the charity's trustees

Signature(s)	Kosciolowski , Dominik	Digitally signed by Kosciolowski, Dominik Date: 2024.10.21 14:33:54 +01'00'	
Full name(s)	Dominik Kosciolowski	Magdalena Belicka	
Position	Chair of Governors	Governor, Trustee	
Date	13/09/2024		



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

01/09/2022 – 31/08/2023

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 2023

Opening Balance: £34,569.01

Closing Balance: £30,355.27

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

Total Income

School Fees	£46,773.36
School Books	£1,234.00
Bank interest	£0
Grants/Donation:	
- Polish Consulate	£525 (PHD 2023)
- DNV	£1,500
Other income	
- Amazon	£67.31
- Project "The Greatest Poles"	£1,494.87
Total Income	£51,594.54
- WOŚP	£15,703.99
	£67,298.53

Total Expenditure

Accountancy Fees	£300.60
Admin Manager	£4,810.00
Books	£2,623.52
Christmas presents	£660.21
DBS	£457.52
Entertainment	£748.70
Event – Great Poles	£2,039.65



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Events – other	£1,592.97
Insurance	£0.00 (paid by PMC Protects)
IT Software	£0.00
Licence	£0.00
Management Team (Headteacher)	£0.00
Memberships	£1,113.00
Personnel Cost	£2,577.46
Polish Heritage Day	£689.37
Printing	£123.16
Pupil Expenses	£190.32
Postage	£40.33
Refreshment	£195.93
Rent and Rates	£9,501.20
Repairs & Maintenance	£0.00
Stationery	£1,819.97
Subscription	£452.70
Teacher costs	£ 18,237.40
Telephone & Internet	£25.00
Training	£932.04
Travel	£710.04
Volunteer costs	£4,743.02
School banner	£1,224.17
Total Expenditure	£55,808.28
WOŚP	£15,703.99
	£71,512.27

Deficit **£4,213.74**

COMPLETED BY:

Name (Print) *Edyta Ozarek*
Signature
Date

APPROVED BY:

Name (Print)
Signature
Date

Independent examiner's report to the trustees of John Paul II Polish Saturday School in Liverpool

I report to the charity trustees on my examination of the accounts of the CIO for the year ended 31 August 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 have examined your charity's accounts as required under section 145 of the 2011 Act and in carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. that accounting records were not kept as required by section 130 of the Act; or
2. that the accounts do not accord with those records; or
3. that the accounts do not comply with the accounting requirements of the Act; or
4. that there is further information needed for a proper understanding of the account

Independent examiner's statement- *matter of concern identified*

I have completed my examination and I have identified a matter of concern regarding a missing grant of £2,031.10 from 'Wspólnota Polska'. This grant was included in the charity's Annual Statement of Income and Expenditure but could not be traced to the charity's bank statements. Upon requesting clarification from the Trustees, it was determined that the grant did not belong to the 2022/2023 accounts, which cover the period from 1 September 2022 to 31 August 2023.

The grant was paid in two instalments: the first on 6 June 2022, and the second on 6 October 2023. As both payment dates fall outside the reporting period in question, it was confirmed that the first instalment had already been reflected in the previous year's accounts, while the second instalment will be appropriately included in the accounts for the next financial year.

In response, the Trustees promptly reviewed the charity's accounting records and amended the 2022/2023 accounts to remove the incorrectly included grant. They also ensured that all other transactions were accurately categorised. Crucially, these changes did not impact the final financial results or the previously calculated and reported loss for the year ending 31 August 2023.

To enhance accuracy and prevent discrepancies in future financial reporting, the Trustees have decided to consider engaging a professional accountant to prepare and review the charity's accounts going forward.

In respect of any of matters (1), (3) and (4) listed above and in following the Directions of the Charity Commission I have found no other matters that require drawing to your attention.

Name: Wioleta Skorek

Easy Balance Ltd

Relevant professional qualification if any: AAT

Address: 1 Leeming Grove , Liverpool L19 8LZ

Date: 14 October 2024