

Polish Saturday School at St Mary's College

Trustees Annual Report

Period start date: 01/09/2023

Period end date: 31/08/2024

SECTION A**Reference and****Administration details**

Charity Name: Polish Saturday School at St Mary's College

Registered charity number: 1199666

Charity's principal address: St Mary's College, The Storey Centre, Cranbrook Avenue Hull HU67TN

Names of the charity trustees who manage the charity:

Mary Keogh – Chair

Chirs Cuthill - Trustee

Monika Ricketts - Trustee

Kevin Lister - Trustee

SECTION B**Structure, Governance and Management**

Type of governing document: Constitution, approved on the 28th of May 2022.

How the charity is constituted: Charitable Incorporated Organisation CIO.

Trustee selection method: every trustee must be appointed by a resolution passed at a properly convened meeting of the charity trustees. In selecting individuals for appointment as charity trustees, the charity trustees must have regard to the skills, knowledge and experience needed for the effective administration of the CIO.

Day to day management of the Charity is delegated by the Trustees to the School's Management Team which consists of Head Teacher and Deputy Head Teacher. The trustees meet with the School Management Team not less than four times a year to ensure that the school is being run in accordance with the objects 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.

The Trustees, together with the School Management Team, have put in place appropriate policies and procedures in those areas of greatest risk of the Charity, namely Safeguarding, Health and Safety, Data Protection and Equal opportunities. Training in respect of these areas is also provided on a regular basis; all the school's teachers, administration staff and volunteers are DBS checked and undertake appropriate safeguarding trainings to equip them to carry out their responsibilities for the child protection effectively.

The 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.

The Trustees of the Polish Saturday School at St Mary's College present their annual report for the year ended 31 August 2024 and confirm they comply with the requirement of the Charities Act 2011, the trust deed and the Charities SORP (FRS 102).

SECTION C**Objectives and Activities****Summary of the main objectives:**

The charity was established to benefit the public to advance education, culture, and heritage and to promote racial harmony, by:

- Establishing, maintaining, and developing the Polish Saturday School at St Mary's College in Hull and by providing resources and the teaching necessary to support the education and development of its pupils/the children
- Assisting pupils/children who attend the school (and their families) to integrate into the local cultural environment and British society
- Helping children who attend the school to sustain their own cultural identity and by ensuring Polish cultural heritage is handed down for the benefit of future generations and for posterity; and by
- Nurturing Polish culture, traditions, and values

Summary of the main activities:

This period was the 16th operational year of the Polish Saturday School at St Mary's College and 2nd year as registered charity.

School:

The main service provided is the Polish Saturday School. Classes take place on Saturdays between the hours of 9.30 and 12.30. These classes are held during term time in classrooms rented from St Mary's College. This school year there was an average of 170 pupils aged between 3 and 16 at the school. This year Polish school has expanded its educational offering with a new class 'Polish for beginners' for children aged 8 - 13 years for whom Polish is a foreign language.

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 105 hours of education. Pupils ranged in age from 3-16 years were taught in 10 classes by 13 teachers, supported by 15 teaching assistants/volunteers. Teaching was based on the Core Curriculum for Polish Supplementary Schools designed by ORPEG (Centre of the Development of Polish Education Abroad). The teaching program includes Polish Language, history, geography, Polish culture and contemporary knowledge of Poland.

Active and inspiring teaching remain at the heart of the school's objectives. Carefully prepared sessions encourage pupil engagement and assists them with their development of Polish language and culture. The school is constantly investing in quality materials to stimulate the children's imagination and learning.

Another objective of the school is to keep Polish traditions and annual celebrations alive. This year the school received grants from the Polish government to organise following cultural events aimed at both the Polish and local communities interested in Polish culture:

On the 28 October 2023, a Literary Workshop was held in the school library, during which participants were introduced to Polish literature and participated in artistic craft workshops. The event brought together nearly 200 people, both school pupils and the local community members.

The Polish independence Ball for children took place on 12 November and gathered nearly 200 people from Hull and the surrounding area. During the ball there were many games and

competitions for children and adults alike. The event gave the opportunity to learn more about the history of Poland and its long journey to independence.

On December 16th, a Nativity play took place in the school's theatre hall, followed by a traditional Christmas Eve Vigil Festival. The event was attended by special guests from the local community who are involved in the life of the Polish school. A priest delivered a prayer and Christmas blessing, and attendees had the opportunity to taste traditional Polish dishes, share the *opłatek* (Christmas wafer), and sing carols. The event was an excellent opportunity to showcase Polish traditions related to Christmas and to spend time together.

The Polish Family Picnic took place on July 6, 2024, and attracted 700 participants interested in Polish culture. The special guest of the event was the Polish folk group 'Polonez' from Manchester. The picnic offered many attractions for both children and adults. Several food stalls featured traditional Polish dishes. There were numerous sports and agility games. During the picnic, representatives of the Hull Culture & Leisure Ltd collected video materials, took photos, and conducted interviews for an upcoming exhibition at the Transport Museum dedicated to Poles living in Hull and the surrounding area.

Senior Club:

The Senior Club has experienced a slight decline in attendance this year, but it still enjoys considerable popularity among the older Polish residents of Hull. This year, the school did not receive funding from the Polish government for the club's activities, limiting the purchase of resources and the opportunity for consultations with specialists, which reduced the attractiveness of the meetings. However, 30 members of the Senior Club actively participate in school life. Under the supervision of a designated volunteer with a DBS certificate, they assist in organizing school events, prepare stage decorations for school assemblies, created holiday decorations, played board games, and enjoyed their time together.

Library:

The library continued its activities and expanded its collection thanks to book donations from members of the local community. As a result of literacy workshops organized in October, interest in reading increased among individuals not directly associated with the school. The library continues to operate on the school premises, and is open during Polish school hours, staffed by two trained volunteers.

Psychological counselling centre:

To meet the needs of young people and their families, on the 5th of March 2024 the psychological counselling centre was established on the school premises, offering free consultations to students and their families. Expansion of the educational offering to include free of charge, face-to-face consultations with a psychologist enabling the resolution of students' emotional problems, supports their development and progress in learning. The centre operates every other Saturday, and parents can book appointments via email. The psychologist has the relevant education and many years of experience working with the Polish community, as well as a DBS certificate. From March 2024 to July 2024 28 people benefited from the counselling services.

Community events:

During the 2023/2024 school year, Polish Saturday School organised and celebrated following events:

- 28/10/2023 - Literary workshops in the school library – event funded by Fundacja Wolność i Demokracja
- 01/11/2023 - All Saints' Day - visiting graves of Polish soldiers in Driffild and Leconfield
- 12/11/2023 - Polish Independence Ball for kids – Event funded by Stowarzyszenie Wspólnota Polska
- 16/12/2023 - Nativity Play performed by Year 3 pupils, followed by the Christmas Eve Vigil Festival – event founded by Pomoc Polakom na Wschodzie
- 21/01/2024 - Grandparent's Day - assembly prepared by the youngest group for the oldest members of the community
- 03/02/2024 - Carnival Ball for Children
- 24/02/2024 - Poetry Competition for the children
- 05/03/2024 - Opening of a school psychological counselling centre
- 09/03/2024 - World Book Day
- 23/03/2024 - First Aid Training for the kids delivered by Yorkshire Ambulance Service NHS Trust
- 13/04/2024 - First Aid Training for the parents delivered by Yorkshire Ambulance Service NHS Trust
- 02/05/2024 - The Polish National Flag Day and Constitution of May 3
- 25/05/2024 - Mother's Day
- 06/07/2024 - Polish Family Picnic

SECTION D**Achievements**

- On the 5th of December 2023 a representative of the school received a recognition award in an art competition inspired by the Polish writer Grzegorz Kasdepke, organised by the Polish Educational Society in London.
- On the 17th of March 2024 two school representatives received recognition awards in the Polish Language Olympiad organised by the Polish Educational Society in London.
- On the 12th of May 2024, the 12th final of the Polish Poetry Competition "Wierszowisko" in Manchester took place. The school representative won first place and a special award in the 10-13 age category. Competition was organised by the Polish Educational Society in London.

Financial review**SECTION E**

During the period income received from attendance at the school, donations, and grants was £34,322.06 and expenditure £32,676.78. This created surplus of £1,645.28. At the end of the financial year the Charity had unrestricted reserved funds in the sum of £22,123.19

The main sources of funds of the charity in the reporting period were school fees and donations paid by the parents and other individuals.

During the period, school received grants from:

- Fundacja Wolnosc i Demokracja:
 - 23/10/2023 - £1888.57 to organise Literary workshops in the school library
- Stowarzyszenie Wspólnota Polska :
 - 25/10/2023 – £1513.39 to organise The Polish Independence Ball for Kids
 - 20/05/2024 - £5777.36 to support the running costs of the school
- Fundacja Pomoc Polakom na Wschodzie :
 - 13/12/2023 - £960.38 to organise Nativity Play and Christmas Eve Vigil Festival
- Polish Consulate
 - 16/07/2024 - £200.00 to support organising Polish Family Picnic

The charity aims to be able to adopt a policy to maintain reserves at a level to enable continued operation for a period of 1 year.

The trustees and the School Management Team have managed financial affairs in accordance with high standards of Public Sector administration, based on 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.

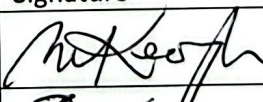

Accountability – the process whereby individuals are responsible for their actions and decisions.

Governors are responsible for ensuring financial arrangements are operated in accordance with procedures by financial regulation for School.

Declaration**SECTION F**

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

Signed on behalf of the charity's trustees:

Name	Position	Signature	Date
MARY KEOGH	Chair		19-10-24
Kevin Lister	Trustee		19-10-24
CHRIS CATHILL	Trustee		19-10-24
MONIKA RICKETS	Trustee		19/10/24

ANNUAL STATEMENT OF INCOME & EXPENDITURE

01/09/2023 – 31/08/2024

The management of the school fund is an important responsibility of the Trustees and The School Management Team. The fund is held in the NatWest Bank and the accounts name is Polish Saturday School Hull.

School Fund: Year End 31 August 2024

Opening Balance on the 01/09/2023: £20,477.91

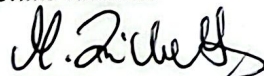
Closing Balance on the 31/08/2024: £22,123.19

Polish Saturday School at St Mary's College 01/09/2023-31/08/2024

Balance b/f	£20,477.91
Receipts:	
School fees	£23,982.36
Grants	£10,339.70
Total receipts	£34,322.06
Payments:	
Teacher Wages	£22,184.00
Classroom facilities hire	£2,400.00
DBS checks	£400.00
Annual Fee PMS	£500.00
Internet domain	£142.00
Staff training	£197.00
Classroom resources	£2,793.29
Insurance	£679.68
Licences SMC	£480.00
Expenses	£1,885.81
Hall hire	£375.00
Music equipment hire	£190.00
Folk ensemble Polonez	£450.00
Total Payments	£32,676.78
Balance	£1,645.28
B/c forward	£20,477.91
balance on 31/08/24 as per bank statement	£22,123.19

COMPLETED BY:

Name: Monika Ricketts

Signature: 

Date: 19/10/2024

APPROVED BY:

Name: Mary Keogh

Signature: 

Date: 19/10/2024

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
THE POLISH SATURDAY SCHOOL AT ST MARY'S COLLEGE**

I report to the charity trustees on my examination of the accounts of the Polish Saturday School at St Mary's College (the Trust) for the period 1st September 2023 to 31st August 2024.

Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

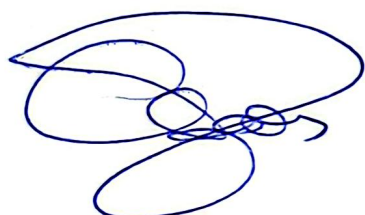
I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

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 giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. 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 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.



Antony Rookes FCCA
Southgates
Chartered Certified Accountants
Hedon

22nd June 2025