



Trustees' Annual Report for the period

	Period start date				Period end date		
From	1	9	2016	To	31	8	2017

Section A Reference and administration details

Charity name Nicolaus Copernicus Polish Saturday School in Birmingham

Other names charity is known by PSS

Registered charity number (if any) 1158308

Charity's principal address 12 Coldstream Rd.
Sutton Coldfield
Postcode B76 1NW

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	Elzbieta Chlopik	Chair of Trustees		General Meeting
2	Joanna Bartosik	Treasurer		General Meeting
3	Adam Sliski	Trustee		General Meeting
4	Edyta Omar-Knap	Trustee		General Meeting
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Names of the trustees for the charity, if any, (for example, any custodian trustees)

Name	Dates acted if not for whole year

Names and addresses of advisers (Optional information)

Type of adviser	Name	Address
MAAT Accountant	Kate Brunsden	52 Milner Road, Selly Park, Birmingham, B29 7RQ

Name of chief executive or names of senior staff members (Optional information)

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Section B Structure, governance and management

Description of the charity's trusts

Type of governing document (eg. trust deed, constitution)	Constitution adopted on the 31 st of May 2014
How the charity is constituted (eg. trust, association, company)	CIO
Trustee selection methods (eg. appointed by, elected by)	Trustees appointed and reappointed annually by General Meeting of Members

Additional governance issues (Optional information)

<p>You may choose to include additional information, where relevant, about:</p> <ul style="list-style-type: none"> • policies and procedures adopted for the induction and training of trustees; • the charity's organisational structure and any wider network with which the charity works; • relationship with any related parties; • trustees' consideration of major risks and the system and procedures to manage them. 	<ul style="list-style-type: none"> - The Trustees reviewed the school's current child Safeguarding Policy and shared it among all the members of the organisation. - The Trustees made sure that all school activities that took place in and out of school carried out risk assessments. - PSS was an active partner of wider Polish community in Birmingham and along with Polish Club jointly undertook various activities involving children and senior members of Polish community. We celebrated especially Polish traditional and religious festivals fulfilling our school's educational and cultural mission.
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Section C Objectives and activities

Summary of the objects of the charity set out in its governing document

The object of the CIO is acting for the benefit of children with Polish background and their families living in Birmingham and its neighbourhood providing educational courses in their mother tongue as well as maintain and upholding Polish culture, traditions and Catholic values.

Summary of the main activities undertaken for the public benefit in relation to these objects (include within this section the statutory declaration that trustees have had regard to the guidance issued by the Charity Commission on public benefit)

The academic year 2016-2017 has provided us with lots of opportunities to prepare all our pupils for undertaking exams: GCSE Polish and A-level Polish. Our students achieved high grades in those tests, which we believe improved their self-esteem and increased their academic and career opportunities. They often came back to our school as volunteers to help our younger pupils with their journey through the academic year.

Our school was partaking in many fundraising activities organised by the local mainstream schools to support their efforts and increase teaching and learning standards.

Additional details of objectives and activities (Optional information)

You **may choose** to include further statements, where relevant, about:

- policy on grantmaking;
- policy programme related investment;
- contribution made by volunteers.

We have continued to provide our community with opportunity to learn in all age groups from Early Years to A-level.

Our after-school activities, such as drama, art, music and speech and language exercises have been very popular. This year we could also see great benefits of the sessions, as the children, who took part in them over last year became more confident, open to other children and staff, their communication skills vastly increased as well as their academic achievements.

We have been consulting our students' abilities with their mainstream schools to ensure that we can provide the best help in preparation for their GCSEs and A-levels. Our school has also been the first choice for those secondary schools, who are entering their students for GCSE Polish exams and would not be able provide a Polish examiner for the speaking component. Our students achieved brilliant results in their final exams and those results are included in their mainstream schools published results.

Being a part of the Polish Education Society in England, we are providing opportunities for our students to take part in various linguistical competitions, such as The Annual Recitation Competition organised in London. Our families were invited to celebrate the Annual Children Day in Laxton Hall.

Again during the academic year 2016-17 we welcomed many Catholic

families, whose children were not attending our classes, to gain an opportunity to be prepared to their sacrament of the First Holy Communion in their home language. The classes were conducted by Polish Parish Priest from St. Michael Church in Birmingham.

Thanks to good will and dedication of the school staff and parents we raised ended the academic year with a big celebration of our students' achievements holding our school's *Families Picnic*, where our students, their families as well all school volunteers met together and took part in lots of fun and relaxing activities.

Section D

Achievements and performance

Summary of the main achievements of the charity during the year

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Section E

Financial review

Brief statement of the charity's policy on reserves

- Our aim is to hold a reserve of no less than £7000 to cover any unforeseen expenses, that may occur during academic year.

Details of any funds materially in deficit

Not applicable

Further financial review details (Optional information)

You **may choose** to include additional information, where relevant about:

- the charity's principal sources of funds (including any fundraising);
- how expenditure has supported the key objectives of the charity;
- investment policy and objectives including any ethical investment policy adopted.

Our organisation is mainly funded by school fees paid by parents and guardians of the children attending classes at PSS.

This year we received from Polish government organisation £7,274.46 to cover some of our school's expenses.

The majority of our income is spent on teachers and volunteers' expenses, rent and teaching resources.

Section F

Other optional information


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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)	Elzbieta Chlopik	
Position (eg Secretary, Chair, etc)	Chair of the Trustees	
Date	21.5.18	

Bank Accounts

Opening Balance 01/09/2016	£22,258.62
Closing Balance 31/08/2017	£24,896.88
Cafe - opening balance 01/09/2016	£6,553.76
Cafe - closing balance 31/08/2017	£5,967.06

Income for the year

School fees - cash and online	£43,411.50
Event Fundraising and donations	£1,556.50
SWP Funds from Poland	£7,274.46
total	£52,242.46

Café profit for the year

£1,500.00

Accounts audited by Kate Brunnsden MAAT
Accountant
15-Dec-17

Expenditure

Books, teaching resources, awards, stationery	£7,190.01
Computer & other equipment	£400.88
Polish School Society Membership	£320.00
Insurance	£466.43
Premises rent	£9,360.00
Teachers' expenses	£24,400.00
Teachers' bonus funded by SWP	£1,800.00
Photocopying	£336.00
Exam entrance fees	£259.25
Travel expenses (incl. minibus)	£1,420.30
Teacher Training	£118.70
Fundraising & event expenses	£2,871.48
Accountancy & Returns	£50.00
School website	£31.15
Teacher gifts	580
total	£49,604.20

School profit for the year

£2,638.26