

Trustees' Report by Chairperson

Queen Elizabeth I Primary School Parent Teacher Association
Trustees Annual Report (Period: 1st July 2023 – 30th June 2024)
NIC: 101720

Registered Address

Queen Elizabeth II Primary School Parent Teacher Association
3 Edendoit Road
Pomeroy
Co. Tyrone
BT70 2RW

Trustees

The following served as charity trustees during the year of this report

Mrs Amanda Rainey (Treasurer)

Mrs Lesley Robinson (Chairperson)

Mrs Victoria Black

Mrs Valerie McKeown (Teacher Representative)

Mrs Shirley Robinson (Principal)

Mr Wayne Johnston

Mr Denver Willis

Mrs Jennifer Irwin

Mrs Emma Wilkinson

Mrs Rebecca Hyde

Independent Examiner: Mrs Hazel Kennedy

The Trustees of Queen Elizabeth II Primary School Parent Teacher Association present their report together with independently examined financial statements of the charity for the year ended 30th June 2024.

Structure, Governance and Management:

Governing Document

The charity's activities are governed by a Constitution Document approved and adopted.

Recruitment and appointment of new trustees.

Any parent or guardian of a pupil at Queen Elizabeth II Primary School is automatically a member of the PTA. Committee membership relies on parents volunteering their services and to date there has been no reason to refuse any offer of support. QE II PS PTA membership is promoted at fundraising events and inviting parents/guardians at the AGM to stand on the committee. Committee posts are filled annually at the Annual General Meeting, and new parents are actively encouraged to stand for election.

Induction and training of new trustees

New committee members are inducted into the workings of the charity and its relationships to the school. At the first meeting after the AGM a meeting takes place to describe the work of the charity, the structure of the meetings, the responsibilities of trustees and members. Office bearers are provided with guidance and support from the previous incumbent.

Governance

The charity holds regular meetings. QE II PTA works closely with the school – the Principal plus one other member of staff attends PTA committee meetings.

Objectives and Activities:

The aim of the charity is to advance the education of the pupils enrolled at the school by:

Developing effective relationship between the staff, parents and others associated with the school.

Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

The principal activity for achieving the objective is to hold fundraising events and apply for grant assistance.

Statement of Public Benefit

The trustees have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to the Commission's Public benefit requirement.

Achievement and Performance

We meet at least 1 evening per month and we are always grateful for any new members to join us to help out and bring fresh ideas to the PTA. If any parent or guardian of a pupil at the school would like to join the PTA, please let us know at the end of this meeting or speak to myself or any member of the staff/PTA for more information.

The pupils also have a very important role through the newly appointed Pupil Voice, where members of the PTA meet with members of the Pupil Voice committee to discuss their fundraising ideas and their requests for school improvements/needs and we look forward to hearing their views in the new year.

During the school year 2023/2024, the PTA were delighted to report another busy year of fundraising activities.

In total, the PTA donated **over £8000** to Queen Elizabeth II Primary School. These funds were spent on a range of activities and resources to enhance the pupil learning experience:

- KS2 Internet Safety Workshop
- KS2 World Around us class visit
- KS2 Splash outing
- Bus hire and entry to Balmoral show
- P1 to P4 World Around us class visit
- Healthy Kidz PE coaching weekly sessions (whole school)
- Bus hire for a pantomime visit
- P1 to P5 bus journey & entry to cinema
- 6 new ipads & covers
- Donation to purchase requested resources for the school

These activities show the essential contribution the P.T.A. makes to Queen Elizabeth II Primary School.

Some of the fund raising activities for the year ending 30th June 2024 included:

- Non uniform day
- Sports night
- Fireside quiz
- Christmas raffle
- Summer raffle
- Pizza night at school
- Donations
- Christmas concert door collection

The Santa Run and Christmas Craft Fayre has always been a key event for the P.T.A. and we recognise the valuable community role of this event, alongside raising funds for the school and we thank you all for your continued support; and our newest (hopefully to be) annual event, is the table quiz night, is also proving to be a very popular fund raiser.

A Grants team was set up to identify and process grant applications. This team consisted of Mrs Vicky Black, Mr Denver Willis and Mrs Shirley Robinson.

Successful Grant applications were received from:

- Community Foundation (Cregganconroe Community Benefit Fund)
- The community Foundation (Inishative Community Benefit Fund)
- Mid Ulster District Council Festival Grant.

The work of the PTA has been made more visible to the local community, by circulating a newsletter outlining the activities carried out by the PTA among the school community and

on social media. And all the financial information can be found on the charity commission website.

As current Chair, I would like to take this opportunity to thank all the PTA members who have given so much of their time over the past year, and for all their hard work and dedication to the running of the P.T.A.

On behalf of the members, I would like to thank all the parents/ family members/friends and the local community for their support and help with all our fundraising efforts, to the Rev Lindsey and the church for the use of the church hall on various occasions, and of course to Mrs Robinson and all the staff of Queen Elizabeth II Primary School for all they do day to day and behind the scenes for our children, and not forgetting the most important people – the pupils of Queen Elizabeth II Primary School, who are all only too happy to take part in and help with all fundraising with so much energy and enthusiasm.

Trustees Responsibilities

Charity regulations require the trustees to prepare accounts for each financial year which shows the incoming resources and application of the resources for the charity in the year. The trustees are responsible for keeping accounting records which disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approved by the Trustees on 12th December 2024 and signed on their behalf by

Lesley Robinson

Chairperson

Jim

Secretary

A Rainey

Treasurer