

Greenisland Primary School Parent Teacher Association

Trustee Report for the Year Ending 31st August 2023

Charity Name: Greenisland Primary School PTA

Charity Number: 102543

Registered Address: Greenisland Primary School, 8 Upper Station Road, Greenisland, BT38 8RA

Trustees: Clare Wasson, Brian Jackson, Mrs Tracy Falls, Teacher Representatives – Mrs Annis Stocker and Mrs Megan Ferris.

During the year Jo Hendrix resigned as Chairperson and Mr. Liam McGuckin was seconded to another post. Jo was not replaced as a Trustee, Mr. McGuckin was replaced by Mrs Tracy Falls (Acting Principal).

Bank: Ulster Bank Limited, 37 High Street, Carrickfergus, BT38 7AN

Independent Examiner: J.B. Morgan Chartered Accountant Taxation Services, 19 DeCourcy Avenue, Carrickfergus, BT38 7LJ

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 Greenisland Primary School is automatically a member of the PTA. Committee membership relies on parents volunteering their services. Greenisland PS PTA membership is promoted at parent information meetings, fundraising events and through School newsletters and notes. Committee posts are filled every three years 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. Office bearers are provided with guidance and support from the previous incumbent.

Governance

The charity holds regular meetings throughout the year. Greenisland PS PTA works closely with the school; the Principal plus two members of staff generally attend PTA committee meetings.

Risk Management

The Trustees have a duty to identify and review risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The Trustees continue to review the principal areas of the charity's operations to identify risks that could affect the day to day operations of the charity. In the opinion of the Trustees, the charity had established resources and review systems which, under normal conditions, should allow these risks to be mitigated to an acceptable level, in its day to day operations.

Objectives and activities

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

- Developing effective relationships 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 pupils.

The principal activity for achieving the objective is to hold fundraising events.

Statement of Public Benefit

The Trustees have had regard to the Charity Commission's Public benefit requirement statutory guidance.

Achievement and Performance

Charitable Activities

In 2022/23, the charity generated £6,950 from fundraising activities as follows:

- Christmas Jumper Day
- Funky Hair Friday
- Night at the Races
- Summer Fair
- Easy Fund Raising
- Pre Loved Uniform Sales
- Quiz Night
- Non Uniform Days
- Colour Run
- Bake Off

The money raised was used for the benefits of the pupils of the School as follows:

- Contribution to school resources
- Aside from the purely financial benefits the various activities of the charity helped to build closer relationships between parents, staff and children
- At the end of the year the charity held £6,950.81 in resources.

Trustee Responsibilities

Charity regulations require the Trustees to prepare accounts for each financial year which show the incoming resources and application of the resources of the charity in the year. The Trustees are responsible for keeping proper accounting records which disclose with accuracy at any time the financial position of the charity and to enable them to ensure that the accounts comply with charity's legislation and guidance from the Charity Commission. They are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities. The Trustees Report was approved on the 17th October 2023 and is signed on their behalf by:

Brian Jackson
Treasurer