

Greenisland Primary School Parent Teacher Association

Trustee Report for the Year Ending 31st August 2024

Charity Name: Greenisland Primary School PTA

Charity Number: 102543

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

Trustees: Laura Snowden, Glenda O’Hanlon, Jenni McKeown, Mrs Tracy Falls, Teacher Representatives – Mrs Annis Stocker and Mr Noel Lovell.

A new committee was elected at the Annual General Meeting on Tuesday 17th October 2023. Clare Wasson (Chair & Secretary) and Brian Jackson (Treasurer) stood down and a new committee was elected comprising:

Laura Snowden (Chair)
Glenda O’Hanlon (Secretary)
Jenni McKeown (Treasurer)
Kirsty Morgan (Communications Officer)

Helen Garry & Jude Hanvey (Event & Volunteers Co-ordinators) and Debbie Lavery (Volunteer Officer) were also co-opted into their roles.

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 2023/24, the charity generated £10,789 from fundraising activities as follows:

- Non-Uniform Days
- Pre-Loved Uniform Sales
- Christmas Tree Sale
- Raffles
- Summer Fair

- Easyfundraising Contributions
- Quiz Night
- In School Events (No Homework/Break-the-rules Day)
- PayPal Donations

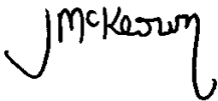
The money raised was used for the benefits of the pupils of the school as follows:

- 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 £12,850.11 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 charities' 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 Trustee's Report was approved on the 20th January 2025 and is signed on their behalf by:



Jenni McKeown

Treasurer