

**St James's Primary School & Nursery Unit Parent Teachers Association
(NIC 102545)**

Governed by Constitution adopted on 12 February 2015

PTA Annual Report 2017/2018

(Financial Period: 1 September 2017 – 31 August 2018)

Statement of purposes:

The purpose of the Association (the Purposes) is to advance the education of pupils in the school in particular 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 the pupils.

The Trustees have had regard to the public benefit statutory guidance issued by CCNI.

ANNUAL GENERAL MEETING

The PTA AGM was held on 21 September 2017.

The meeting noted the circulation of the Chair's report on activities of the past year, and received a report from the Treasurer on the PTA finances.

On the retirement of 2016/17 Committee members, the following 2017/18 Committee members were elected:

- Julie Hinds (Chair)
- Rajeev Mathew (Treasurer)
- Danielle McMillan
- Donal Sayers
- Pamela Wallace
- Cathy McGovern
- Fiona Magill

Mr Paul Nicholson was appointed to undertake an examination of the PTA's accounts for the forthcoming year (*Constitution, clause 5.8.4*).

EVENTS

Hallowe'en Disco

This was a successful social event (with, for the first time, a 'balloon drop'), and a good fundraiser – in part, it seems, because of a change to the pricing of the event this year: entry

was £2 for both adults and children. There was some surprise at this change expressed by parents and guardians, underscoring the importance of communicating such a change in advance.

Funds were raised by way of: entry fee / caricature drawing / tuck shop / 'Trick or Treat' / coffee & traybakes.

Movie Night

A Movie Night (Trolls / Sing / Despicable Me 3 / Home Alone 2 / The Lego Batman Movie) was held on 30 November 2017. This is a reliable (although limited) form of fundraiser.

Christmas DVDs

The production and provision of some Christmas concert DVDs was unfortunately delayed this year, and if this fundraiser is repeated it is clear that arrangements will require to be put in place to ensure that those who have paid for DVDs are not disappointed.

Tesco bag pack

On Saturday 9 June 2018, the PTA held a charity bag-packing collection at Tesco Newtownabbey, from 10am – 6pm. This event was extremely well supported, and was a significant fundraiser.

OTHER MATTERS

Charity Commission NI: policies in relation to working with vulnerable beneficiaries

By email dated 12 February 2018, the Charity Commission NI reminded charity trustees of the requirement to have appropriate policies in place for working with vulnerable beneficiaries, and robust controls to ensure these policies are effective.

The PTA adopts school policy in respect of safeguarding vulnerable beneficiaries.

All PTA Committee members are to be AccessNI approved.

Charity Commission NI: Annual Monitoring

A change of financial period end date (to 31 August 2017) was sought, and was granted by the Charity Commission NI. (This brought the financial period into line with accounts submitted previously.)

As a result of this change an annual monitoring return required to be (and was) completed by 30 June 2018.

The PTA was very grateful to Mr Paul Nicholson, who provided an Independent Examiner's Report for the purpose of annual monitoring submission.

Parentkind

PTA-UK is now known as Parentkind. The PTA retains membership (which provides relevant insurance).

Parentkind Welcome Packs were obtained and distributed to Year 1 parents and guardians in June 2018.

Santander

The PTA continued to experience some difficulty with its Santander bank account, and the changing of signatories. This was in fact such that Santander made a (further) goodwill payment to the PTA in recognition of the situation.

It is understood that the difficulty has now been resolved.

EXPENDITURE

Christmas presents (for Nursery, and for St James's PS & NU staff) were paid for by the PTA.

This year the PTA Committee committed to provide the school with funding in respect of:

- a handwriting scheme to be used throughout the school, to provide a consistent approach and improve levels of presentation;
- a scheme to help promote listening and concentration skills, as recommended by the Education Training Inspectorate;
- *Numicon* numeracy resources, including for the Nursery Unit, to build on the success of these fabulous resources in other parts of the school;
- badly-needed toys for the Key Stage 1 play area; and
- further funding for the valuable *Accelerated Reader* literacy programme.

In total, these things represented a PTA spending commitment of approximately **£3,900**.

CONCLUSION

This was a lower-key PTA year than many recent years. It may be that some respite from PTA requests will have been appreciated by parents and guardians.

It is however very much to be hoped that the PTA will take a more prominent, and more effective, role this year, at a time of particular financial difficulty when fundraising efforts are likely to be greatly appreciated.

The PTA is as always very grateful to the parents and guardians, teachers, and all those who have contributed, for their support throughout the year.

St James's PTA
Chair


Financial position at end of Financial Period: Total Cash Funds £7,948.

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Newtownabbey
County Antrim
BT37 0AS

Trustees at date of approval: Julie Hinds, Donal Sayers, Danielle McMillan, Paula Donaghy, Nicola Curry, Pamela Wallace, Siveen Clarke.

(See AGM details above for other individuals who served as trustees during the year.)

Approved: Danielle McMillan

Signed on behalf of Trustees: 

Dated this 9th day of 9th April 20 19.