

Portstewart Primary School PTA

Charity Number NIC 104211

**Annual Report of the Trustees and Financial Statements
for the year
ended 31st August 2023**

Portstewart Primary School PTA

Legal and Administrative Information

Portstewart Primary School PTA is a registered Charity which operates, together with teachers and staff, on behalf of the Parents and Guardians of pupils enrolled at Portstewart Primary School.

Governing Document	Constitution
Charity Registration Number	NIC 104211
Administration Address	Portstewart Primary School, Central Avenue, Portstewart, County Londonderry, BT55 7BT
Trustees	Kathryn Taylor (Principal) Christine Acheson (Chair) Laurie Witherow (Treasurer) Dympna Linton (Secretary) Holly Hogg (Social Media Secretary)
Co-opted Members	Colin Tosh Joanna Martin Louise Cullen Stuart Cullen Erin Martin Marc Brown Lindsay Fisher Lauren McAfee Naomi McVeigh Glenn McMurray
Bankers	HSBC plc 20-22 Railway Road, Coleraine BT52 1PD
Independent Examiner	Dr R I Peters Gallagher OBE, Moore (N.I.) LLP

Portstewart Primary School PTA
Trustees Annual Report - Year Ended 31st August 2023

The Trustees of the Portstewart Primary School PTA present their report together with the independently examined financial statements of the Charity for the year ending 31st August 2023.

Structure, Governance and Management

The PTA, which is both a registered charity and member of PTA UK, is run by a board of 5 trustees, i.e. committee members who hold joint legal responsibility for the actions of the PTA, and include post holders in the positions of Chair, Treasurer, Secretary, Social Media Secretary and School Principal.

Additionally, there are ten co-opted committee members, who actively participate in PTA meetings and activities, but do not hold voting rights.

The Charity's activities are governed by the Constitutional Document approved at the Annual General Meeting.

Aims and objectives

The public benefits of this charity are:
Improved relationships between school and home
Advancing the education of pupils in the school

We are an active parent teacher association which organises and volunteers at social fundraising events for families and the children of Portstewart Primary School to fund items and services that will directly benefit the pupils and school. We also actively volunteer at and support school activities; such as helping at sports days, open days, summer/Christmas fairs, class field trips and parent information events like internet safety training and P1 parent welcome day. We work together with parents and school staff on any other events or matters to which we can support the school, parents, and pupils of Portstewart Primary School.

Achievement and Performance

We started this academic year with a global economic crisis which has affected each and every family within the school. The cost of living was increasing (and still continues to do so) so we as a committee decided that we would keep this to the forefront of our minds when making decisions regarding fundraising. Laurie will run through the details of the accounts after this so I'll not mention figures at this time.

With a large amount of the previous funds already ring fenced or solely fundraised specifically for the outdoor learning area and other commitments such as literacy and mathematics resources we started off the September term by offering each teacher £100 to spend as they wished on items to further enrich their classrooms. This was well received throughout the school and it's been rewarding to see items being used and enjoyed by the kids.

We ran a Cash for Clobber initiative for a month in Oct and there again in May, collecting over 700kg of unwanted clothes and textiles! Not only raising money for our school in a simple way but this also benefits third world countries and our Eco school status!

The PTA hosted a disco for the entire school at half term alongside generous help from Tesco who provided the bulk of snacks FOC.

We ran our annual Wine Tasting evening in October this year and although we were low on numbers we managed to have a successful and enjoyable event.

Moving on to Christmas, the PTA were kept busy with numerous activities before the main event itself - Santa's Snow Globe! The first fully indoor, unrestricted event since Covid was extremely well supported by not only the school community but local businesses who took stalls and contributed to our fundraising efforts.

We also had our second Elfridges event which is much loved by our pupils and well supported by our parents/carers and even an appearance by a North Pole elf!

We ran a small colouring competition with prizes donated from Lidl Portrush.

This year the Christmas cards were ordered online and delivered to the school in bundles. This greatly reduced the manpower required at our end and it was very simple to do from start to finish - especially as we managed to get our designs sent in with lots of time to spare.

In February we were honored to be given a space at Portstewart Golf Club quiz night where we had a brilliant turn out and the night was much enjoyed by all who attended. Again we were blessed by many local businesses who gifted us amazing raffle prizes!

In May applied for and were successfully awarded a grant from CCGBC to honour his Majesty's Coronation. We planted two beautiful white beam trees during the celebration in our outdoor area.

The NW200 was a brilliant day weather wise and we were delighted to raise a significant amount of money running our car parking facility again.

Portstewart Primary School celebrated its 85th birthday in May 2023 and we decided to celebrate in style. We as a PTA decided to host a birthday party for all the children with a range of inflatables, birthday cake and ice cream! The day went down a treat and it was lovely to see every child really enjoy themselves! We also have a lovely article in the Coleraine Chronicle which was put together by Naomi. We had reached out to numerous local businesses in the area for donations and we were pleased that McKenzies Menswear donated towards the event.

That covers the big ticket items this 2022/2023 academic year of fundraising. I will let Laurie go through the rest of the fundraising in her report. It has also been wonderful to see the outdoor classroom area really come to life this Spring. The PTA have also been volunteering and helping round the school as and when required from school trips to Sports day, graduation, P7 show... the list could go on but I know we all love what we do and wouldn't have it any other way.

It may not have been our biggest fundraising year however, with the existing economic climate and a shortage of volunteers we were quite restricted in what we could and could not do this academic year.

I'd like to take this opportunity to thank Mrs Taylor for always making time to attend committee meetings and supporting us in our fundraising endeavours no matter how big or small.

Secondly the committee as a whole needs a thank you for attending meetings, always bringing new ideas and volunteering when the pleas for helpers go out.

I'd like to thank the teaching staff for facilitating the competitions and other bits and pieces the PTA have needed throughout the year. A favourite saying in our home is teamwork makes the dream work! Last but not least I'd also like to thank Dr Peters Gallagher for taking all our outstanding accounts and completing the independent examinations, free of charge and so efficiently.

It's been a year! Well done!

Fundraising Activities

The PTA's principal income stream is from running social events for the children and parents throughout the year.

Further income is raised through voluntary donations, sales of personalized Christmas Cards and fundraising through third parties such as Stickins and Easy fundraising.

The PTA has no investments other than the money deposited in the bank. The funds raised are used to purchase items for the school to support the objectives outlined in the Schools Development Plan.

Financial Review

The receipts and payments account shows the gross income and expenditure for the year.

The PTA had a very successful year. The opening bank balance was £ £19,159.96.

Throughout the year we had several successful events which were well attended and resulted in total income raised of **£7,144.08**. Expenditure totalled **£19,240.30** to leave a closing bank balance of **£7,063.74**.

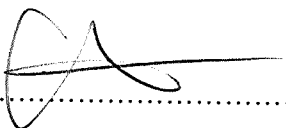
Trustees Responsibilities

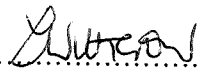
Charity regulations require the Trustees to prepare accounts for each financial year which show the income and expenditure of the Charity in the year.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy the financial position of the charity and to enable them to ensure that the accounts comply with the Charities Act (Northern Ireland) 2008. They are also responsible for safeguarding the assets of the Charity and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Portstewart Primary School PTA
Receipts and Payments Account
Year ended 31 August 2023

Opening Balance 01/09/2022	£ 19,159.96			
Event	Income	Expenditure	Surplus/(Deficit)	
Used Uniform Sale	£ 121.00	£ 12.25	£	108.75
Back to School Event	£ -	£ 31.55	-£	31.55
Wine/Gin/Vodka Tasting Event	£ 510.22	£ -	£	510.22
Christmas Fair - Santa's Snow Globe	£ 1,510.31	£ 279.27	£	1,231.04
Glow Disco	£ 208.52	£ -	£	208.52
Golf Club Quiz Night	£ 957.27	£ -	£	957.27
Coronation	£ 330.56	£ 292.00	£	38.56
School Birthday	£ 50.00	£ 657.50	-£	607.50
Additional Fundraising				
Amazon Smile	£ 113.49	£ -	£	113.49
Asda Green Tokens	£ 500.00	£ -	£	500.00
Cash for Clothes	£ 322.85	£ -	£	322.85
Class Fundraising (Cards)	£ 530.35	£ -	£	530.35
Donation	£ 25.00	£ -	£	25.00
Elfridges	£ 311.50	£ 18.25	£	293.25
Event Ice Cream Sales	£ 405.55	£ 287.23	£	118.32
North West 200 Parking	£ 983.29	£ -	£	983.29
Stikins	£ 2.85	£ -	£	2.85
Tesco Collection	£ 261.32	£ -	£	261.32
Additional Expenses				
AR Quiz Prizes	£ -	£ 100.00	-£	100.00
Bank Charges	£ -	£ 80.06	-£	80.06
Collins Reading Books	£ -	£ 1,742.55	-£	1,742.55
Maths Resources	£ -	£ 2,500.00	-£	2,500.00
P7 leavers lunch	£ -	£ 200.00	-£	200.00
Parent Kind	£ -	£ 140.00	-£	140.00
Parent Pay	£ -	£ 914.04	-£	914.04
PTA Meeting Supplies	£ -	£ 8.84	-£	8.84
Transport for Christmas Trips	£ -	£ 904.00	-£	904.00
PTA Projects				
Class 100 Project	£ -	£ 984.24	-£	984.24
Outdoor classroom	£ -	£ 10,088.52	-£	10,088.52
	£ 7,144.08	£ 19,240.30	-£	12,096.22
Closing Balance 31/08/2023	£ 7,063.74			

Signed 

Signed 

Chair CACHESON

Treasurer LAURE WITHERSON

Date 7/11/23

Date 07/11/2023