

Registered charity number NIC104261

St Michael's Primary School PTA

Report and Accounts

31 August 2023

**Trustees' Annual Report for the Period 1st September 2022 to 31st August 2023
St Michael's Primary School PTA, 514 Ravenhill Road BT6 0BW**

1) Purpose of the Charity:

The purpose of the Association is to enhance the experience of all children at St Michael's, by developing positive relationships between staff, pupils and parents.

2) Governance:

As a Parent Teacher Association (PTA) we work closely with both the pupil's families and the Teaching & Support staff of St Michael's Primary School (address as above). This both supports and compliments the work of our committee and volunteers and ensures that the views, requirements and concerns of all members can be fully realised. We regularly review processes to ensure best practise is forefront in all aspects of what we do.

The charity is constituted under the Model Constitution for Parent Teacher Associations In Northern Ireland (NI) (2014 version) provided by PTA-UK.

C/o St Michael's Primary School, 514 Ravenhill Road BT6 0BW Charity Number NIC104261

3) Trustees during this Reporting Period:

Co-Chairs: Alison Hollywood & Judith Moore

Treasurer: Katherine Corthorn

Secretary: Miriam Quinn

Joelle Black, Aoife Eignheer, Deirdre Roche, Brigid Collins, Bryan Mills, Scott Brooks, Fiona Pellisier, Mathieu Lundy, Orla Lonergan, Fionnuala Boylan, Siobhan Curran

Nominations for election to the committee as a trustee may be made by any member of the association and seconded by another. Nominations should be made in writing to the Chair at any time until the election process has been completed. If no nominations or an insufficient number are received before the AGM, any members present may nominate a person, with their consent, and that person may be appointed by a majority vote of those present.

4) What the charity has done during the year to carry out its purposes (our activities):

The PTA committee have endeavoured to have fun activities for the children. In September we kicked off the fundraising for the year with a school marathon relay. All pupils took part and received sponsorship from their family and wider school community. This was a resounding success and we raised over £8000 for the school. This was an incredible achievement and the children had a ball.

The committee sourced and arranged school sports kits for the girls' sports teams – cross country, camogie and Gaelic. This was kindly sponsored by McGoveran's Centra.

We funded ice cream and sweets for the children at the Halloween disco. Thank you to Tesco community fund that provided prizes for the pumpkin decorating/carving competition.

The school Christmas cards proved once again very successful and each child got a chance to design their own Christmas card. This year the whole process was undertaken via online ordering and delivered to the school. This made for simpler and easier processing for the PTA.

The committee members created Christmas themed Quizzes specific to each year group. The children did the quizzes in their classes and they all really enjoyed the event. One family very

generously donated selection boxes for each child, which was a real treat for the children and an extremely thoughtful donation.

In Jan 2023, there was a request from the school that they required new blinds for the classrooms. This was a large expense for the school and there were some classrooms that required these sooner than others. We used the "Penny Wars" (collecting loose change from home and bringing it in to school) fundraiser for the month of Feb to collect for new blinds. This raised over £2200 and the blinds were ordered and installed for some of the classrooms in the new academic year (Sept 2023).

Again, in conjunction with the School Eco Council we ran our second hand uniform sales four times during the academic year, this was a fabulous way of allowing parents to donate their unused/small uniforms and the unclaimed lost property from the school. These were very well attended events and we continue to do the sales on a termly basis.

We held 2 successful coffee mornings for local charities – Macmillan Cancer and Tiny Life.

We sent almost 500 pieces of unused St Michael's uniform to Madagascar as part of the Adsum Foundation work.

We provided the opportunity for all of our P7 children to order leavers hoodies with the names of all the P7 children on it, as a memento of their time in St Michael's.

We were able to provide tea and coffee to the parents and family members of the P4 Holy Communicants and the P7 leavers after their celebration events. We gratefully received help from the P3 and the P6 parents in a pay it forward manner.

We rounded the year off with our Summer Social as a community event and a farewell to Mrs Finn on her retirement. We had food and treats to purchase from Belfast Coffee Van, Pizzavantastica and Collie's Ice Cream and lots of fantastic entertainment from the amazing school music groups, choirs and the newly named "Trad Dad's". Thank you to MR Sports for helping to entertain the children during the summer social.

We would like to thank all those parents, grandparents, childminders and friends who supported the PTA over this past year.

Profits from the main events were:

- £15,420 (income)
 - £12,782 (expenses)
- See attached accounts for further details and breakdown.

5) How we made a difference

We funded 2x interactive whiteboards and 5 C-pen readers for dyslexic pupils.

The P4 children all received a goodie bag after their Holy Communion.

We funded the annual P7 leaver's event – a pizza party. Each child also received a leaver's pen and a fun emoji keyring as a memento of their time in St Michael's.

Ice cream and treats at the Halloween disco (Oct 2022) and ice cream at the school sports days (June 2023).

We also helped fund the annual school fun day in June 2023 with a £1000 financial contribution

6) How the charity has mitigated any harm flowing from its purposes:

We work closely with the school SMT to undertake risk assessments on all activities and ensure that our activities follow the ethos of the wider school environment.

7) How the charity has ensured that any private benefit has been incidental to the public benefit:

We confirm the trustees have had regard to the Charity Commission's guidance on public benefit.

8) Statement of compliance with the duty to have regard to the Commission's guidance:

In setting our objectives and planning our activities for the year the trustees have given careful consideration to the Charity Commission for Northern Ireland's guidance on public benefit to ensure that the activities have helped to achieve the charity's purposes and provide a benefit to the beneficiaries.

9) Financial overview & statement of the charity's policy on reserves:

As of the end of our 2022/23 period other than the bank accounts (current & reserve) the PTA does not have any other assets or liabilities. A full statement of account accompanies this report. We work with the school to ensure that all monies raised can be quickly and effectively put to use to achieve the objectives of the association. As such we only carry small reserves from year to year. This policy could be re-evaluated if there was a larger target that required multi- year fundraising.

The Reserves Policy is based on the need for cash in September to cover insurance payment and this year we also had money (over £2200 ring fenced) to pay for the installation of new blinds during the new academic year 2023/2024

10) Statement of thanks to the many volunteers and supporters throughout the 2022/23 year:

Thanks to the all the committee who help run all the events. A word of thanks to Donagh McGoveran from the school community and Centra shops who covered the cost of the girls' new sports kits We appreciate not everyone has the time to give up for the monthly meetings and events, we are very grateful for the many parents that help out from time to time as their schedules allow.

Signed on behalf of St Michael's Primary School PTA:

Judith Moore and Alison Hollywood Co-Chairs
St Michael's Primary School PTA 2022/23

April 2024

Charity Name		Charity No.	
St Michael's P.T.A.		NIC104261	
Receipts and payments accounts			
For the period from	01/09/2022	To	31/08/2023

Section A Receipts and payments

	Unrestricted funds to the nearest £	Restricted funds to the nearest £	Endowment funds to the nearest £	Total funds to the nearest £	Last year to the nearest £
A1 Receipts					
Gross takings	13,210	2,210	-	15,420	-
Donations	-	-	-	-	-
Sponsorship	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
A1 Sub total (Gross income for the Annual Return)	13,210	2,210	-	15,420	-
A2 Asset and investment sales (see tables 1 and 2 in section 7 of the guidance).					
	-	-	-	-	-
	-	-	-	-	-
A2 Sub total	-	-	-	-	-
Total receipts	13,210	2,210	-	15,420	-
A3 Payments					
Grants to school	11,136	-	-	11,136	-
Advertising	-	-	-	-	-
Fundraising costs	1,517	-	-	1,517	-
Administration costs	128	-	-	128	-
	-	-	-	-	-
	-	-	-	-	-
	-	-	-	-	-
A3 Sub total	12,782	-	-	12,782	-
A4 Asset and investment purchases (see tables 1 and 2 in section 7 of the guidance)					
	-	-	-	-	-
	-	-	-	-	-
A4 Sub total	-	-	-	-	-
Total payments	12,782	-	-	12,782	-
Net of receipts/(payments)	428	2,210	-	2,638	-
A5 Transfers between funds	-	-	-	-	-
A6 Cash funds last year end	1,341	-	-	1,341	1,341
Cash funds this year end	1,770	2,210	-	3,980	1,341

Section B Statement of assets and liabilities at the end of the period

Categories	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
B1 Cash funds	Bank balance	1,770	2,210	-	3,980	1,327
	Petty cash	-	-	-	-	14
		-	-	-	-	-
	Total cash funds	1,770	2,210	-	3,980	1,341
	(agree balances with receipts and payments account(s))	OK	OK	OK	OK	OK

	Details	Unrestricted funds to nearest £	Restricted funds to nearest £	Endowment funds to nearest £	Total funds to nearest £	Last year to nearest £
B2 Other monetary assets		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
		-	-	-	-	-
				Total	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	Last year
B3 Investment assets			-	-	-
			-	-	-
			-	-	-
			-	-	-
		Total	-	-	-

	Details	Fund to which asset belongs	Cost (optional)	Current value (optional)	Last year
B4 Assets retained for the charity's own use			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			-	-	-
			Total	-	-

	Details	Fund to which liability relates	When due (optional)	Amount due (optional)	Last year
B5 Liabilities				-	-
				-	-
				-	-
				-	-
		Total		-	-

Signed by one or two trustees on behalf of all the trustees

Signature

Print Name

Date of approval
