

# **Trustees' Annual Report March 2024 for Cavehill Primary School**

**Charity Number: 106762**

**Cavehill Primary School  
Upper Castle Park  
Belfast  
BT15 5FG**

**This report relates to the Financial Year 1<sup>st</sup> September 2023 – 31<sup>st</sup> August 2024.**

**The main purpose of the charity is to advance the education of the pupils of Cavehill Primary School by:**

- i. Encouraging co-operation between teachers and parents for the benefit of the children attending the school**
- ii. Fostering an interest in education.**
- iii. Providing social activities for the entire school community.**
- iv. Assisting in raising money for the school funds.**

The Trustees corresponded electronically during October 2024 to review the work of the PTA during the 2023-24 academic year.

We were delighted to return to a normal mode of operation during the 2023-24 season following the disruption that resulted from several years due to COVID. The PTA committee and office bearers deserve much credit for the way in which they managed to motivate and enthuse volunteers.

They continued to raise funds through various initiatives; support the work of the school through money received from various grants awarded to the PTA; and ensured that there was a strong sense of community created throughout the school through various non-profit events for parents and pupils.

The period of September 2023 – June 2024 resulted in the PTA creatively designing events and activities that ensured their contribution to the life of the school community remained significant and supportive.

The AGM for Cavehill Primary School's Parent Teacher Association took place on 24<sup>th</sup> September 2024 at 7pm. It was held in the school and was well-attended by a mixture of parents and staff of the school. It was encouraging to note the attendance of new parents for the first time. Parents were elected to a number of posts in line with our constitution (see appendix 3).

An agenda, annual report, grant report and budget report was presented to those in attendance (Minutes of the AGM enclosed – see Appendix 1). The reports were communicated by those existing members who hold executive roles and provided a comprehensive overview of what has been achieved over the last year.

The Chair reported on how the past year had progressed in her Chair's Report (see appendix 2). The meeting discussed upcoming events and planned fundraising activities for this year were highlighted and the support needed in terms of adult assistance at events communicated.

The PTA met periodically throughout the year to plan and evaluate their events. Many events were arranged throughout this period and are detailed below in the Chair's AGM report.

The PTA has had regard to the public benefit requirement statutory guidance and endeavoured to be of help to the wider school community as far as possible through their events and overall contribution to society through its contacts with the children, parents and relatives. The PTA has been able to support the education of the pupils through creating a sense of belonging to the school community amongst both parents and pupils; providing resources for the pupils; developing the work of the garden etc. The pupils, staff and parents have benefitted as a direct result of the various initiatives undertaken, some examples include: the P1 welcome nights, Christmas events, Coffee Morning, Treat Fridays, Summer Discos, P7 Leavers' hoodies and Pancake Breakfast, the gardening programme for families etc.

The PTA's financial accounts are included in a separate, detailed financial monitoring report, they were audited and reflect the following:

**1 Sept 23 -31Aug 24**

Available funds 1<sup>st</sup> Sep 23 £15,735.02

Income £13,316.50

Expenditure £26,282.92

Balance at 31 Aug 23: £ 3,659.24 (cheques pending £960 and Petty Cash £69.36): **Total available unrestricted funds: £2,768.60**

There were no PTA debts, nor were there any funds that were materially in deficit at the end of the year.

Charity Trustees:

Mr S Orr (Cavehill Primary School Principal)

Ms M Hoyt (Chair)

Dr A Scott

The constitution of the PTA states the details of the charity's purposes, how it is governed and membership details and was formally adopted on 12<sup>th</sup> December 2017 (see appendix 3).

This is a true and accurate report to the best of our knowledge.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: 

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

## Appendix 1

## Appendix 2

### Cavehill Parent Teacher Association Annual Chairs Report 2023-24

The following report provides an overview of the Cavehill Primary School PTA and its activities in 2023-24 academic year.

## Committee Membership

The following officials have been in post for the past school year, with Jill Wharry as Chair, Kylee Murphy as Secretary and Laura McCart as Treasurer. The remainder of the Committee during the year was composed of:

**Parent representatives:** Meghan Hoyt, Jennifer Casey, Peter Connolly, Alison Moore, Aisling Pugsley, Laura Adair, Joanne Harris, Aimee Hayes, Kristina MacManus, Sian Fisher

**Teacher representatives:** Mr. Orr, Ms. Nicholl, Mr. Magee

Sub-committees were introduced a number of years ago to streamline main PTA meetings but also to ensure each area had sufficient time dedicated to it. Team leaders for the 2023-24 were as follows:

**PTA Gardening Team Lead:** Aisling Pugsley

**PTA Grant Team Lead:** Peter Connolly

**PTA Fundraising Team Lead:** Meghan Hoyt

Unfortunately, four members of the Committee, Meghan Hoyt, Joanne Harris, Jennifer Casey and Peter Connolly, left in June 2024 and we thank them for their valuable contributions during their time on the Committee.

## Key Activities and Events

Broadly speaking as per our Constitution, the aims of the PTA are threefold:

- foster links between parents and teachers;
- fundraise on behalf of the school; and
- contribute to creating a community atmosphere within the school.

To that end, here is what we have achieved during the year:

## FUNDRAISERS

We had an overarching aim to our fundraising in 2023-24 which was to co-fund the new multipurpose studio. Our target was to raise £10k towards the studio. To achieve this, we set about running various activities as follows:

### Halloween Costume Sale

The PTA sold sweet treats and preloved Halloween costumes at pickups in October 2023. Unfortunately, the preloved costumes were not popular and we would not run again.

### Quiz Night

We attempted to run a quiz night in November 2023 but unfortunately due to low demand (approx. 20 people) ended up cancelling the event.

### Christmas Events

For the 2023 Christmas season the PTA organised bespoke Christmas cards designed by the kids which saw good sales again this year of £850.

We also ran a Christmas Raffle with eight prize bundles selling tickets online and at nativities while serving tea and coffee. Again, always a popular fundraiser raising £1,235.

We held Christmas Parties over two nights for the various age groups. These were well attended and the Santa visit very popular with the younger kids. Perhaps think of slightly different entertainment for KS2 though.

### Coffee Morning

In January 2024 we relaunched our annual coffee morning with a difference. This was primarily a family engagement event to allow parents, grandparents to mingle over coffee then see a glimpse of school life by visiting the classrooms, accompanied by P7 tour guides. Donations were optional but we raised £785 in the process. Consider including as an annual event again.

### Crazy Hair Day

Held in March 2024 this was a simple, easy concept and bit of fun whereby kids came to school with crazy hair for £1 which raised £300.

### Treat Fridays

Themed treats sold afterschool at 2pm and 3pm pick up in the run up to a holiday or celebration of some kind. Usually sold for £1. This year we sold at Halloween, Christmas, Easter and not forgetting Ice Lolly Fridays! Children really love this one but it is weather dependent. Probably will pair back the number of these depending on volunteer interest. Total raised £560.

### Summer Disco

Given the success of last year's inaugural end of school disco we ran similar again this year. The summer disco includes a photobooth for the older kids which proves very popular. Total funds raised for both Christmas and summer discos including tuckshop is nearly £3,000. The discos are easy to setup and do not require much manpower etc so a firm event on the PTA calendar from here on in.

In light of the Meghan Hoyt leaving the school in June 2024, a new lead for the fundraising team is required or could consider following a slightly different model where each event type has different assigned person/s to lighten the load.

## COMMUNITY ACTIVITIES

### P1 Welcome night

The PTA ran two welcome evenings, one for each P1 class. Children and parents were invited back to the school in the evening for an informal meet up. P1 teachers were present. This event normally costs us up to £100-£200 depending on format.

### PTA Tea & Coffee

PTA supported the school at various event such as nativities, sports day, P1 open days and inductions. Parents are asked for donations rather than setting a price and we are always appreciative of people's generosity.

### Facebook Giveaways

The PTA felt it important to not only focus on fundraisers but to give back to the parents who continually support us so we did free prize giveaway on Valentines this year.

### P7 Leavers

The PTA continued to organise and partially fund Leavers Hoodies for the P7s (£300) as well assist in the organisation of a Leavers event where PTA and volunteers supplied breakfast. In addition to the pancake breakfast a number of PTA committee members volunteered their own free time each Friday afternoon in term 3 to run an entrepreneur project for the kids. Over the weeks the pupils learnt about business ideas, profit and costs of setting up a business as well as marketing and branding their business. This culminated in a P7 mini fair one Friday afternoon in June. The event was a roaring success raising £1,350 which helped the P7 part fund their own hoodies plus they were able to book a cinema trip, and bouncy castles on their very last day with the money they raised! Well done P7s!

### End of term treats

The PTA continue to provide all classes with end of term party refreshments at Christmas, Easter and June. The past two years we have also been asked to supply Halloween party food too. Total cost £1,176. This in a sense replaces the previous "teachers fund" scheme.

### Big Lunch / Car boot Sale

Held in June 2024 this was a low-key event where parents could bring a picnic and enjoy the grounds whilst seeing what was on offer in the car boot sale. Table hire was only £5 as this was more of a community style event. Very few cars came and probably not worth running car boot aspect again. However, those that came for a picnic had a pleasant afternoon in the sunshine.

## School Garden

We had the grand opening of the new Nature Nook in September 2023. The Mayor of Belfast and Deputy Mayor attended, and the event was very successful. Currently, it seems to be well used use it during the day. It appears to be a haven for birdlife as well as insects.

The volunteer garden group meet regularly (at least once a month) on Fridays to maintain the garden. The produce grown this year were apples, beans, radishes, squash and garlic, as well as many flowers. The cold composting area was repaired with new pallets and is up and running.

We had some Saturday family gardening days over the year. However, there has not been as many as we would like due to family, work and study commitments of our volunteers. We would like the family gardening days to take place more regularly so our school community can plan to come.

The gardening team contributed to the school obtaining its Eco School status by working with the Eco committee on tasks in the garden and explaining what takes place in the garden to contribute to biodiversity. We also contributed to the Eco School audit for the award.

In the summer term an after-school nature club was started. This entailed 8 places for children from KS2 to meet in the garden and complete activities which will enhance their connection to nature, learn about plant care and biodiversity. Some forest school activities are also included.

Last academic year we set a target of engaging with the teaching staff. One of our volunteers, Nicola has been keeping the staff up to date with a termly newsletter with everything that is growing in the garden. At present, we are awaiting feedback to see if this is constructive for the staff.

As always, we are seeking funding for a part time gardener, and any projects which may benefit the school, particularly around wellbeing or biodiversity. We also need to replace rotten benches and the wooden parts of the polytunnel frame and the plastic cover.

## Communications

### Newsletter

Unfortunately the newsletter has not operated the past two years. Something definitely worthwhile if we had a volunteer to create.

### Social Media

We keep our Facebook page updated on a regular basis but are aware not all parents are on social media so issue notices on the school's weekly Tuesday Note and any additional flyers/promotion are posted on the school app.

### Website

Created 2020 however never got up and running properly due to resources. Look to close down permanently as other communication channels seem ample.

## Finance

### Financial position as at 31.08.24

Account balance	£ 3,659.24
Restricted Funds (grants)	£0
Cheques pending	£960.00
PayPal Balance	£0.00
Petty Cash	£69.36

Total Available Unrestricted Funds **£2,768.60**

Independent Review – This was completed for the 2022/23 year by Amanda Millard and was submitted to the charities commission as requested. Amanda will be reviewing the 2023/24 accounts and will produce a similar report as required.

### Funds Allocated

As mentioned, we primarily concentrated our efforts on raising money for the new multipurpose studio. The target was to raise £10k however we ended up funding £12,000

towards the new studio which is now fully operational for the new 2024/25 school year. We hope the children will get plenty of use out of the new facility.

## Grant Funding

Unfortunately, due to other commitments the grants team did not meet up as often as hoped and consequently no new grants were sourced during 2023-24. With Peter Connolly stepping down it is important a new lead is appointed as soon as possible.

### Charity Commission

Cavehill Primary School PTA is a NI Registered Charity (NIC106762) since 18/12/17. Trustees of the PTA are Stephen Orr, Andrew Scott (Chairperson) and Meghan Hoyt (Secretary).

### NICVA Update

We are registered with the Northern Ireland Council for Voluntary Action (NICVA). Opportunities for training support include Trustee role sessions and grant application advice. Many of the sessions will benefit committee members in their own personal and professional capacity also. We have not utilised NICVA in the last Academic year as planned, many of the training and information sessions are during working hours however a fresh look at what is available is planned by the Grants Team.

## Thank you

As Chair of the PTA, I would like to take this opportunity to thank all of the staff, parents and other family members who have volunteered their time. Whether it's helping in the garden, volunteering at an event or donating to our fundraisers any time given or financial support enables the PTA to function and is of value.

A special thank you goes out to the Committee members, both parents and teacher reps alike, without your commitment the PTA would not exist. I am grateful for your support as without it we would not be able to operate.



Jill Wharry, September 2024

Cavehill Primary School

Parent Teacher Association

Constitution

#### 1. Name

- A. The name of the group shall be 'Cavehill Parent Teacher Association' (and in this document it is called 'the Association')

#### 2. Administration

- A. The Association and its property shall be administered and managed in accordance with this

constitution by the members of the Management Committee in an entirely non for profit and voluntary way.

- B. The Association shall be guided by the needs of the Principal and staff in all that it does. All events organised and decisions taken must be in keeping with the ethos of the school; to this end, the Principal will hold the final veto.

### 3. Objectives

- A. The objects of the Association are to advance the education of the pupils of Cavehill Primary School {hereinafter called 'the school'} by:
  - A. Encouraging co-operation between teachers and parents for the benefit of the children attending the school.
  - ii. Fostering an interest in education.
  - iii. Providing social activities for the entire school community.
  - iv. Assisting in raising money for the school funds.

### 4. Powers

The Association:

- A. Cannot become involved with the wider management of the school. Such issues are the remit of the Board of Governors.
- B. May provide, assist in providing or secure the provision of social services and educational facilities for the benefit of the general public.
- C. May promote and carry out, or assist in promoting and carrying out research, surveys and investigations and publish useful results which are related to the objectives of the Association.
- O. May obtain, collect and receive money by way of grants and donations providing that the Association shall not undertake any permanent trading activities and shall conform to any relevant requirements of the law relating to non for profit voluntary organisations.
- E. May train members with the appropriate skills to carry out the objectives of the Association.
- F. May further such other charitable purposes as the committee of the Association may from time to time decide, including the delivery of services for the benefit of the wider community and in partnering with other groups to enhance and broaden provision

## 5. Membership

- A. Membership is open to anyone regardless of sex, **age**, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.
- B. All present and future members will receive fair and equal treatment.
- C. Membership will consist of parents of each child currently attending the school, the Principal, the teaching and ancillary staff shall have automatic membership, the right to vote and participate fully in all the activities of the association.

## 6. Management Committee

- A. The Committee shall meet not less than 4 times a year and shall be represented and governed by a committee consisting of not less than 4 elected members.
- B. If a vacancy occurs in the course of a year, the committee will have the power to co-opt another member until the next Annual General Meeting.
- C. Elected members will serve for a period of 2 years (after which they will, along with all other parents, be available for re-election) or until they no longer have any children attending the school, whichever is shorter.
- D. Parents will be informed during the month of September, of the number of committee vacancies to be filled; each parent/ guardian will automatically be eligible for election unless they specifically request that their name be withdrawn. Members shall then be elected by postal ballot.
- E. Two parents from the same family cannot serve on the committee simultaneously
- F. The officers of the Association shall be Chair; Vice Chair, Secretary and Treasurer, elected annually by the committee at the Annual General Meeting.
- G. A quorum for a meeting of the committee shall be 3
- H. The secretary shall circulate the minutes of each meeting to the committee in advance of the next
- I. The Annual General Meeting shall be held in the first term of each school year
- J. The Association may appoint and may terminate the appointment of not less than 3 trustees.

## 7. Child Protection

- A. We at Cavehill PTA are committed to good practice which protects children and vulnerable persons from harm. Volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times.

## 8. Finance

- A. An account in the name of Cavehill Parent Teacher Association shall be opened and all monies lodged therein. Two signatures will be necessary for any withdraw, namely Secretary, Principal or Treasurer.
- B. All monies raised shall be applied to further the objectives of the Association and for no other purpose provided that nothing herein contained shall prevent the payment of legitimate out-of-pocket expenses of members of the Association.

- C. The Treasurer will keep accounts of the finances of the Association and a brief financial report of update will be presented at each committee meeting.
- D. A written report on the activities of the Association, including finances, will be submitted, on a termly basis, to the board of Governors.
- E. Two auditors (not committee members) will be appointed by the Principal, each year to audit the accounts of the Association, the report being presented to the committee
- F. The Treasurer shall be responsible for all the monies and will submit, at the Annual General Meeting, an audited and detailed statement of account, showing how the money was raised and what specific projects it went to fund. The Treasurer will ensure that all documentary evidence necessary for the auditors to carry out their function is retained.
- G. The financial year of the Association shall run from September 1<sup>st</sup> to August 3<sup>rd</sup>
- H. In the interests of personal safety and integrity it shall be the responsibility of the committee to ensure that for each fund raising activity appropriate controls are put in place, so that no individual can be held solely responsible to account for funds raised.

## 9. Alterations to the Constitution

- A. No amendment to this Constitution can take place except at the Annual General Meeting, and then only by two thirds majority of those voting. Any person proposing an amendment to the Constitution shall give at least 4 weeks' notice in writing to the Secretary, signed by not fewer than 10 members.
- B. No change to this constitution can be made that would make the organisation no longer a charity.
- C. An extraordinary General Meeting shall be called by the Secretary at the request of not fewer than 30 members, or a quorum of the committee. Notice of such meeting will be issued within 14 days of the request.

## 10. Dissolution

- A. If the Committee by a simple majority decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Association they shall call a meeting of all members of the Association who have the power to vote of which meeting not less than 21 days notice (stating the terms of the Resolution to be proposed thereat) shall be given.
- B. If such decisions shall be confirmed by a simple majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or in the name of the Association.
- C. Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to the school or other such charitable institution or institutions having objects similar to the objects of the Association as the Committee may decide. All charitable assets must only be used for charitable purposes.

## 11. Indemnity and Insurance

- A. The Association must insure to their full value against any foreseeable risk in respect of public liability, and any other insurance policies as required to protect the Association.

- B. The Association must insure to their full value against any foreseeable risk all the property of the Association (except those buildings that are required to be insured by a tenant). The Association must also insure suitably in respect of public liability and employer's liability and take out other insurance policies to protect the Association when required.
- C. The Association may purchase indemnity insurance for the Management Committee members against any liability that by virtue of any rule of law would otherwise attach to a Management Committee Member or other officer in respect of any negligence, default breach of duty or breach of trust of which he or she may be guilty in relation to the Association but excluding:
  - i) fines; ii) costs of unsuccessfully defending criminal prosecutions for offences arising out of the fraud, dishonesty or willful or reckless misconduct of the Management Committee Members or other officer;
  - III) liabilities to the Association that result from conduct that the Management Committee Members or other officer knew or must be assumed to have known was not in the best interests of the Association or about which the person concerned did not care whether it was in the best interests of the Association or not.

This Constitution was formerly adopted on 12<sup>th</sup> Dec 2017