

Charity Registration Number: NIC107662

**Sullivan Upper Prep Parents Association
Trustees Report and Financial Statements
30 September 2022**

Sullivan Upper Prep Parents Association (SUPPA)

Trustee's Annual Report

Year Ended 30 September 2022

The trustees present their report and financial statements of the charity for the year ended 30 September 2022

Reference and Administrative Details

Registered Charity Name: Sullivan Upper Prep Parents Association

Charity Registration Number: NIC107662

Principal Office

The Trustees

Julia Kelly
Giulia Kelly
Eleanor Markey
Alice McClure
Jill Sizer

Independent Examiner: Christina Byrnes FCA
c/o Sullivan Upper School
Belfast Road
Holywood
BT18 9EP

Structure, governance and management

The Sullivan Upper Prep Parents Association is a registered charity with the Charity Commission for Northern Ireland, number 107662

The principal address of the charity is Sullivan Upper Preparatory Department, Dromkeen House, 1 Alexandra Park, Holywood, Co. Down, Northern Ireland, BT18 9ET.

The charity's governing document is the Constitution dated 1 September 2018

The charity is managed by its trustees. Trustees meet regularly throughout the year.

Objectives and Activities

Public Benefits

The trustees present their Trustee's report in accordance with and having regard to the guidance issued by the Commission under section 4(b)' of the Charities Act (the public benefit requirement statutory guidance).

The purpose of the Sullivan Upper Prep Parents Association is to advance the education of the pupils of the school with a focus on:

(i) Improved relationships between home and school

The direct benefits that flow from this objective include bridging the gap between teachers and parents. Through a combination of organised events and meetings at school there is an organic opportunity for parents and teachers to interact. An opportunity to exchange views, work together and to develop essential mutual trust and confidence. Each of these opportunities represents a benefit to the children of Sullivan Prep. In addition, the events organised not only raise vital funds to provide much needed equipment that enhance and improve the children's learning experience, but they allow parents, teachers and children, as well as the wider community to attend events in a relaxed environment.

This purpose does not lead to any harm and there is no private benefit. The benefit is for all the children at Sullivan Upper Preparatory Department.

Charity Trustees (members of the Sullivan Upper Prep Parents Association) are also parents at the school which their children attend and hence gain benefit in the same way as all other beneficiaries. This benefit is incidental and necessary to ensure the benefit is provided to all beneficiaries.

(ii) Advancing the education of the pupils in the school

The direct benefits that flow from this objective include using the funds for multiple purposes. These cover but are not limited to:

Providing travel in furtherance of pupil education.

Visits to live theatre performance to enhance literary knowledge.

The purchase of vital equipment and additional resources to advance and further the education both in the classroom and through sporting activities.

The development of the school's outdoor garden as a classroom facility to encourage the children to learn focus, patience, cooperation, teamwork, social skills and an appreciation for the world around us. Conducting activities in the garden increases environmental awareness and time spent outdoors reduces levels of stress and anxiety among the children.

Projects funded by the Association such as the NeurHeadway project focuses on helping the children and training the teachers in mental wellbeing, social behaviour, how the mind works and how to look after it.

This purpose does not lead to any harm and there is no private benefit. The benefit is for all the children at Sullivan Upper Preparatory Department.

Charity Trustees (members of the Sullivan Upper Prep Parents Association) are also parents at the school which their children attend and hence gain benefit in the same way as all other beneficiaries. This benefit is incidental and necessary to ensure the benefit is provided to all beneficiaries.

(iii) Provide opportunities for parents to be informed of matters of school policy

The direct benefits that flow from the purpose include the sharing of school policies put in place to guide the day-to-day functioning of the school as well as to make it a safe and effective place for learning. The policies are concerned with key processes within schools and relate to interactions between the school, pupils, parents and community. These allow parents to know of any problems arising and how the school is tackling them. It helps provide the parents with an understanding of all the school is doing to improve and to secure the best education for each child attending.

This purpose does not lead to any harm and there is no private benefit. The benefit is for all the children at Sullivan Upper Preparatory Department.

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(iv) Engage in charitable activities to further social responsibility with the pupils

The direct benefits that flow from the purpose include the children, teachers, parents and wider community working together in enjoyable and inspiring ways to raise funds for a number of charities.

This purpose does not lead to any harm and there is no private benefit. The benefit is for all the children at Sullivan Upper Preparatory Department.

Charity Trustees (members of the Sullivan Upper Prep Parents Association) are also parents at the school which their children attend and hence gain benefit in the same way as all other beneficiaries. This benefit is incidental and necessary to ensure the benefit is provided to all beneficiaries.

Report on Activities and Performance throughout the Year

The Sullivan Upper Prep Parents Association supported the above purposes through events and activities throughout the year. Whilst Covid-19 was no longer at its height restrictions from the EA and then consequently from the school meant that for a

second year running SUPPA had to rethink their usual close contact fundraising activities and to concentrate on different ways of achieving their charitable purposes.

Uniform sales took place throughout the year in our entitled "Twice as Nice" Sales. This was managed by the SUPPA Secretary Eleanor Markey who managed to continue providing this service a Covid compliant way throughout the school year. Parents continue to express their appreciation of this scheme which provides a new home for unwanted uniform and sports kit where profits benefit all the children in the school. The total raised was £641.75

Parent voluntary subscriptions totaled £402.00. This was a marked decrease on the previous year which we put down to the lack of close contact fundraising activities which meant SUPPA did not have the same visibility as before and the financial pressures in a continuing recession post Covid- 19.

SUPPA made a calendar which featured all of the school children and centered around the theme of showcasing the different school classes and extra-curricular groups. Annually this project is very well received by children, parents and the wider community and this year. However, without having face to face events to sell the calendar profits were less than previous years. The total raised by the calendar was £894.62

SUPPA also provided children the opportunity to design their own Christmas cards/tea towels/ mugs/ wrapping paper etc. Parents and people in the wider school community were able to order these to have or as gifts. The total raised was £968.74

SUPPA also raised £169.14 through Easyfundraising which provides a charitable donation for SUPPA by money spent by parents on certain online sites.

SUPPA made several donations to the school throughout the year in the furtherance of its objectives and achieving its charitable purpose. One of the main spends by SUPPA this year was to provide for a refresh of the school laptops. This refresh of the school laptops cost £7,320.00

SUPPA also paid for all the children to attend the Lyric Theatre this year and the accompanying transport at a cost of £2,840.00

Due to ongoing Covid restrictions we were prevented from having Spooky Fun Night and the usual Christmas party in the Upper School and summer BBQ. However, the fun was no less for the children with fun days being provided in school and gifts and entertainment such as discos and Ice Cream vans being funded by SUPPA. These events really boosted the wellbeing of the children and the staff coming out of what has been a difficult and unprecedented couple of years with the pandemic restrictions.

A big success story for the children and the entire school community was the SUPPA Ball this year. It was extremely well attended and supported by the entire school parent body and a great night was had by all. With special thanks to the support of the Beanchorr Group and Lunns the Jewellers the Ball made a profit of £9,348.00.

The Ball was to raise funds for the outdoor classroom which the Prep had asked for assistance in raising funds for. I am informed by the school that after much planning and hard work by Mrs Ballard, Mr Graham in the senior school and the Outdoor Classroom Committee that this hopes to be erected over the summer and we look forward to seeing the children start to benefit from it.

Thanks are due to the SUPPA Trustees and to all members of the Committee who gave up their time to support the school. Thanks is also due to the teachers and especially Mrs Ballard, Mrs Ronan and Mrs Wilson who assisted SUPPA this year.

Financial Review

The charity records a total income of £17,517.11 and had an expenditure of £20,505.90 in the year, giving a net deficit of £2,988.79. This left a closing balance of £19,066.62 as at 30 September 2022.

Signature and Declaration

I declare that in my capacity of charity trustee, I am authorised to sign this report on behalf of the Trustees.

Signature

A handwritten signature in black ink, appearing to read 'Alice', written in a cursive style.

Alice McClure

Trustee

27 June 2023