

Ballyclare High School Parents Teachers And Friends Association

**Report of the Trustees
Year ended 31 May 2024**

Charity Registration Number: NIC 107946

**BALLYCLARE HIGH SCHOOL
PARENTS TEACHERS AND FRIENDS ASSOCIATION**

FINANCIAL STATEMENTS

FOR THE YEAR ENDED

31 May 2024

Ballyclare High School Parents Teachers And Friends Association

Report of the Trustees Year ended 31 May 2024

Ballyclare High School Parents Teachers And Friends Association
31 Rashee Road, Ballyclare, Co Antrim, BT39 9HJ
Charity Registration Number: NIC 107946
Date Registered: 1st December 2020

Annual Report 1 June 2023 to 31 May 2024

Trustees of the Association during the Reporting Year:

Mrs Jessica Wallace (Chairperson)
Mrs Karen Gunning (Secretary)
Mrs Deborah Walker
Mrs Michelle Adair (Treasurer)
DR Michelle Rainey
DR Adrian Witherow (Interim Chair)

Constitution

The Ballyclare High School Parents Teachers And Friends Association is governed in accordance with its Constitution which was last approved at the AGM of the Association. Trustees/Office Bearers are selected by persons in attendance at Annual General Meetings in accordance with rules as set out in the Constitution.

Purpose

Purpose 1

To advance education of pupils in the school. in particular by: Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Purpose 2

Developing effective relationships between the staff, parents and others associated with the school. The benefit which flows from this purpose includes funding for additional resources for the school by establishing and maintaining links with the local community. This is demonstrated through having a proactive Association which collaborates with the Ballyclare High Schools' Senior Leadership Team (SLT) and promotes parental engagement. This purpose does not lead to harm. The benefit is for all the pupils of Ballyclare High School. Charity trustees (PTAFA committee members) are invariably 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.

Purpose 3

Advancing the education of pupils within the school. The benefit which flows from this purpose includes increased educational progress and attainment of pupils in the school and links built with the local community. This is demonstrated through pupils having access to resources, events, activities and links with the local community which are not available through direct school funding. This purpose does not lead to harm. The benefit is for pupils at Ballyclare High School. Charity trustees (PTAFA committee members) are usually also parents at the school which their children attend and hence gain benefit in

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the same way as all other beneficiaries. This benefit is incidental and necessary to ensure the benefit is provided to all beneficiaries.

Main Achievements during the academic year to 31 May 2024

This year we had 10-15 regular members attend our meetings, with a good number of new Year 8 parents joining us which was very encouraging.

Our focus this year was threefold (in no particular order):

- A. parent liaison / sounding board with school leadership
- B. fundraising
- C. support key school events

Below is a synopsis of the progress made in each of the three areas.

A. Parent liaison / sounding board with school leadership

Dr Rainey and Dr Witherow consulted with the PTAFAs Committee concerning School Fund and associated communication with parents. The Committee provided very useful input for the school on this, which fed into the parental survey conducted in December 2023 in advance of the creation of the new School Development Plan (2024-27).

B. Fundraising

PTAFA submitted a successful grant application to the Braidwater Group in mid-October 2023 to help fund a biodiversity and sustainability project which brought in £250 for the Eco Club.

A number of key fundraising events were held this year:

- Refreshments for the School musical generated a turnover of approx. £263.
- The Year 8 Christmas Party organised in school on 14th December 2023 generated a profit in the region of £800. The tuck shop remains a firm favourite of the pupils and we are very grateful to Mrs Lee who led us in some dancing. We are also appreciative to Mr Shaw who led games at this event.
- The Table Quiz held on 1st March 2024 raised approx. £577. It is hoped that this event can feature annually in the PTAFAs calendar in the future.
- The Easter 'Guess the Number of Eggs in the Jar' competition raised approx. £241.

This academic year a total of £4,000 was transferred to the school (£1000 in June 23 for pupil seating; and £3000 in May 24 for the refurbishment of toilets). The committee also funded the purchase of reusable branded cloth bags for Year 8 receiving their stationery in June which proved to be a very successful enterprise not only for our new pupils, but also for the environment.

C. Supporting key school events

As well as running the activities noted above, the committee actively supported key school events by selling or serving refreshments such as the musical in October and the Year 10 Certificate day on 27th June as well as at a number of parent consultations throughout the year.

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Plans for future periods

It is intended that the Association will continue its regular planning and activity programmes in the new financial reporting period 2024/2025.

Adherence to Charities Commission NI Statutory Guidance

In the conduct of all its activities, the Association has regard for the public benefit requirements as set out in the Charities Commission Statutory Guidance.

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Annual Accounts and Financial Review

The Association has chosen to present annual accounts in Receipts and Payment Format as permitted by Charities Commission NI regulations.

A draft set of accounts were presented to the committee before being submitted to a professional accountant for independent review.

The Accounts demonstrate the funds of the Association to be sufficiently in surplus to allow for the activities of the Association to continue without disruption.

At the end of the financial year, the total assets less liabilities of the Association stood at £1032, a decrease from £2189 in the previous year.

Reserves Policy

The PTFAs Constitution, Clause 3.7 states, 'This clause enables the committee to allocate funds for particular purposes, or as reserves....the association maintains reserves to cover planned expenditure and to meet the kind of expenditure which may be required at short notice. However, reserves should not be built'. The modest balance at the end of year having been carried forward to 24/25 reflects this position.

Signed

J. Wallace

Michelle Adair

Jessica Wallace
Chair and Trustee

Date 26.3.25

Michelle Adair
Treasurer and Trustee

Date 26.3.25

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Please see below a summary of income and expenditure for the PTAFAs covering the period 1 June 2023 to 31 May 2024

Income	Income £	Expenditure £
Transfer to BHS seating		1000.00
Year 8 party, tickets, tuck & quiz sheet sales	928.44	34.50
Purchase of Tuck (for sale at events)		231.55
Concert tuck sales	263.47	
Hockey club tuck purchase	45.00	
Table Quiz	671.70	105.27
Consultation catering	31.00	
Easter egg Quiz	241.00	
Braidwater Ltd donation	250.00	
Parentkind membership fee		163.00
Fees (bank)		68.77
Transfer to BHS toilet refurb		3000.00
Total	2430.61	4603.09
Profit/loss for year		2172.48
Opening balance brought forward from 22/23	3204.41	
Total opening balance FY 24/25 cash at bank (as per bank statement at 31/5/24)	1031.93	

Statement of assets and liabilities at the end of the period:

Total Unrestricted Cash Funds available to the PTAFAs on 31 May 2024 are £1031.93
There are no liabilities to report.