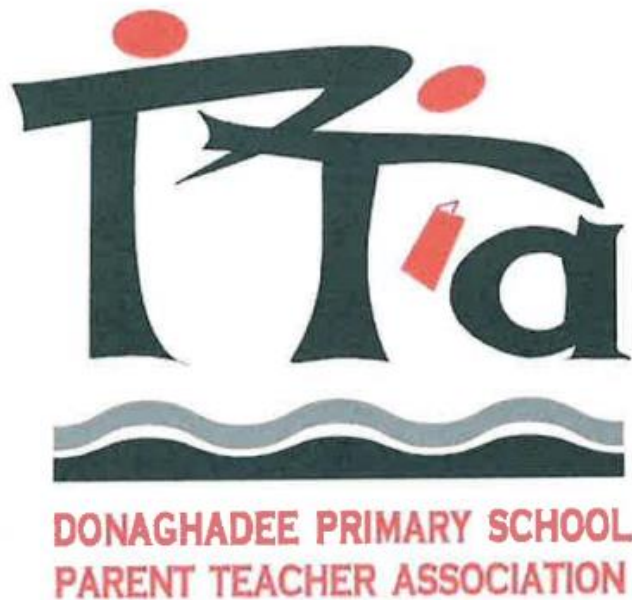


**DONAGHADEE PRIMARY SCHOOL
PARENT TEACHER ASSOCIATION**

CHARITY NUMBER – NIC 102089

**ANNUAL REPORT OF THE TRUSTEES
AND FINANCIAL STATEMENTS
FOR THE YEAR SEPTEMBER 2023-AUGUST 2024**



CONTENTS

Legal and Administrative Information	1
Trustees Annual Report	2-3
Signatures on behalf of the Trustees	4

Legal and Administrative Information

Donaghadee Primary School Parent Teacher Association is a registered charity which operates on behalf of parents and guardians of pupils enrolled at the state school known as Donaghadee Primary School, together with its' teachers and staff.

Governing Document:	Constitution
Charity Registration No:	NIC 102089
Administration Address:	Donaghadee Primary School
	Northfield Road
	Donaghadee
	County Down
	BT21 0BD

Trustees and Committee Members:	Evelyn Scott (Principal)
	Heather McNeely (Chair)
	Jayne Robinson (Treasurer)
	Sheena Summers (Secretary)
	Catherine Gout
	Hendra Morrow
	Orla Blewitt
	Colleen Bicker

Banker:	Danske Bank
	Bloomfield Shopping Centre
	Bangor
	BT19 7HB

Independent Examiner	Alistair Johnston
	(Retired Bank Manager)

TRUSTEES' ANNUAL REPORT – YEAR ENDED 30 JUNE 2024

The Trustees of the Donaghadee Primary School Parent Teacher Association (DPS PTA) present their report, together with the independently examined financial statements of the Charity for the year ended 30 June 2024.

STRUCTURE, GOVERNANCE AND MANAGEMENT:

Governing Document.

The charity's activities are governed by a Constitution Document approved by the Annual General Meeting.

Recruitment and appointment of new trustees.

Any parent or guardian of a pupil at the school is automatically a member of the PTA. Committee membership relies on parents volunteering their services; to date there has been no reason to refuse any offer of support. DPS PTA committee membership is promoted at parent information meetings, fundraising events and via the school 'Friday Note' newsletter. Committee posts are filled annually at the Annual General Meeting, and new parents are actively encouraged to stand for election.

Induction and training of new trustees.

New committee members are inducted into the workings of the charity and its relationship to the school. Initial meetings describe the work of the charity, the structure of the meetings, the responsibilities of trustees and members. Office bearers are provided with guidance and support from the previous incumbent.

Governance.

The Charity holds regular meetings, often monthly during the school year. Subcommittees may be formed by the committee to work on specific events/activities, and will report back to the committee. DPS PTA works closely with the school; the Principal plus two members of staff attend PTA committee meetings.

Risk Management.

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error. The trustees continue to review the principal areas of the charity's operations in order to identify risks that could affect the day to day operations of the charity. In the opinion of the trustees the charity has established resources and review systems which, under normal conditions, should allow these risks to be mitigated to an acceptable level, in its day to day operations.

OBJECTIVES AND ACTIVITIES:

Aims and Objectives.

The objective of the Charity is to advance the education of the pupils enrolled at the school.

In furtherance of this objective, the charity may:

- Develop more effective relationships between the staff, parents and others associated with the school.
- Engage in activities which support the school and advance the education of the pupils attending it.
- Provide and assist in the provision of such facilities or items for education at the school (not normally provided from statutory funds) as the committee shall from time to time decide.

The principal activity for achieving the objective is to hold fundraising events.

Statement on Public Benefit.

The trustees have complied with the duty in Section 17 of the Charities Act 2011 to have due regard to guidance published by the Charity Commission, including public benefit guidance.

ACHIEVEMENT AND PERFORMANCE:

This school year, the PTA held several successful events between September 2023 and June 2024

Charitable activities.

In 2023/2024 the charity generated £15,415.61 from fundraising activities as follows:

- Elf Raffle
- Penny Wars
- Discos
- Father's Day Shop
- Mother's Day Shop
- Fitness Freddie
- Bag Pack

Aside from the purely financial benefits, the various activities of the charity helped to build closer relationships between the parents, staff and children. Other events were run during the year to further build on those relationships and improve the school environment:

- Santa visit and selection box for each child
- Donaghadee Male Voice Choir Concert
- Year 7 Leaver Gifts

FINANCIAL REVIEW

Financial Results.

The financial results for the year are attached. The main source of income of the charity is from fundraising activities and donations.

Financial Reserves.

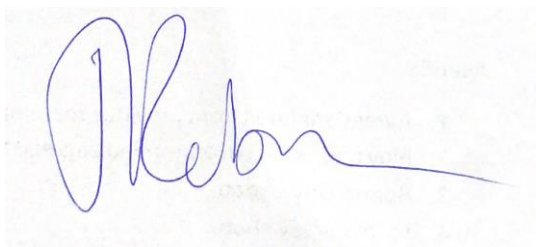
The Charity does not have a specific policy on reserves, but the Treasurer aims to maintain enough money in the bank account to fund all forthcoming expenses, such as floats and expenses for events and any commitments to the school.

Trustees Responsibilities.

Charity regulations require the Trustees to prepare accounts for each financial year which show the incoming resources and application of the resources of the Charity in the year.

The Trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the Charity and to enable them to ensure that the accounts comply with the Charities Act 2011. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

On behalf of the Trustees of Donaghadee Primary School Parent Teacher Association

A handwritten signature in blue ink, appearing to read 'Jayne Robinson', with a long horizontal flourish extending to the right.

Jayne Robinson (Treasurer)