

Killowen Primary School



Parent Teacher Association

Charity Number:- NIC103127

8th TRUSTEE ANNUAL REPORT - APRIL 2025

Relates to the year: 1st April 2023 - 31st March 2024

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Legal and Administrative Information

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

Registered as a charity in the name of:
KILLOWEN PRIMARY SCHOOL

Address: Killowen Primary School
Shuttle Hill
Coleraine
Co. Londonderry
BT51 3BZ

Phone Number: 02870342483

Email Address: amoon380@c2kni.net

Recognised Charity Number: NIC103127

Trustee Names	On 31 st March 2024	Served during 2023/24
Arlene Moon (Chair)	Yes	Yes
Cheryl Neill	No	Yes
Andrea McFarlane	Yes	Yes
Wayne Daverage	No	Yes
Nicola Neill	Yes	Yes
Lynne Caskey (Treasurer)	Yes	No
Robbie Moon (Secretary)	Yes	No

Bankers: - Bank of Ireland
The Diamond
Coleraine

Independent Examiner:- Education Authority

Trustees Annual Report

The Trustees of Killowen Primary School Parent Teacher Association present their report, together with their independently examined financial statements of the Charity for the year ended March 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 support. Killowen Primary School Parent Teacher Association committee membership is promoted at parent information meetings, fundraising events, Seesaw and via the school 'Monday note'. Committee posts are filled annually and new parents are encouraged to actively stand for election.

Induction and training of new trustees

New committee members are introduced 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 the trustees and members. Office bearers are provided with guidance and support from the previous committee members.

Governance

The charity holds regular meetings during the school year. Subcommittees may be formed to by the committee to work on specific events/ activities and will report back to the committee. Killowen Primary School Parent Teacher Association works closely with the school Principal and also one teaching member of staff, who attends PTA 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 principle 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 objection of the charity is to enhance the education of the pupils attending Killowen Primary School.

In furtherance to this objective, the charity may:

- Promote close co-operation and communication between parents, teachers and other staff;
- Engage in activities which enhance or provide facilities or items for education at Killowen Primary School.

The principle 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

Charitable Activities

In 2023/24 the charity generated abundant funds, through fundraising activities, these included a Halloween Disco and a School Fete in May. This charity has no assets and liabilities.

Financial Review

Financial Results

The main source of income for 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.