

Annual Trustees' Report

Downshire Primary School Parent Teacher Association

for the period 1 September 2018 to 31 July 2019

Downshire Primary School, 7 Ballynahinch Road, Hillsborough, Co Down, BT26 6AR, Northern Ireland
Northern Ireland Charity No.: 106318

Constitution & Governance

Downshire Primary School Parent Teacher Association ("the PTA") is a charity registered in Northern Ireland under charity number 106318 and governed by a constitution adopted by members at an Extraordinary General Meeting on 24 January 2017.

The period under review is 1 September 2018 to 31 July 2019. The period is only eleven months because it was decided at the Annual General Meeting on 10 September 2018 to move each subsequent year end to 31 July. This will not have a material effect on the report for the current period as very few, if any, transactions take place in August. It will however, give more adequate time to proper financial reporting before the Annual General Meeting in September and it will allow the odd transaction at the end of August to be properly grouped with the academic year to which it belongs.

The membership of the PTA consists of the parents, guardians or carers of any pupil currently attending Downshire Primary School, together with teaching and non-teaching staff employed by the school.

Purposes

The purpose of the PTA is to advance the education of pupils in Downshire Primary School by:

- Developing effective relationships between the staff, parents, and others associated with the school; and
- Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Activities & Achievements

In the year under review the PTA ran the following events in the school and wider community to raise funds for the school:

- Downshire Primary's very successful first Christmas Fair, attracting parents, teachers, children and the general village community in Hillsborough and beyond
- A May Fair, attracting a similar range of people
- A barbecue and treasure hunt.

These activities not only raised money for the school, but provided invaluable opportunities to develop effective relationships between parents, with the staff and with the community at large – generating significant support for the school in the village.

The PTA also ran the following activities and competitions for the school children:

- Five disco evenings
- A colouring competition
- Christmas activities and competitions
- Designing of Christmas cards for professional printing
- An "Odd One Out" competition in shop windows in Hillsborough (allowing Hillsborough traders to contribute to the school while having increased footfall from the school community across their doors)
- A class competition for collecting copper coins.

Again, these activities provided opportunities and amusement for the children, while raising money for the school and developing relationships in the community.

In January 2019 the PTA donated **£9,000** to the school for use at its discretion. All of these funds came from the previous year. However, through the above fund-raising activities, the PTA raised a further **£10,500**, ready for payment early in the 2019-20 financial year.

The PTA also investigated raising funds through commission on shopping sites. Although only £17 was raised in commission in the year under review, there are plans to expand this, using a site called School Angel, which is a charity

which will pay funds raised directly to the school for specified projects. It will be the job of the PTA to raise awareness and encourage the use of the site.

In addition to the money raised for the school, the PTA helped the school by providing the following:

- Free refreshments for the December Open Morning
- Free refreshments for P1 Induction days and the P7 Leavers' assembly
- Free selection boxes (or other appropriate gift) delivered by Santa before Christmas
- A contribution to the P7 Leavers' party.

During the year the PTA also moved on to the Classlist phone app and succeeded in bringing between 60 and 70 per cent of parents on to the app. The aim of this is to improve communication between parents (particularly parents whose children share a class) and to allow the PTA to communicate more effectively with parents and encourage volunteering with the PTA.

Financial Position

At the beginning of the financial year, the PTA had cash funds of **£10,949**. Of that, **£9,000** was donated to the school in January 2019.

Through the fund-raising activities mentioned above, the PTA raised a further **£16,415** at a fund-raising cost of **£5,469**. After the deduction of bank charges and smaller general costs, this left **£11,859** in cash funds on 31 July 2019. Of this, **£10,500** was designated for payment to the school early in the 2018-19 period and the remaining **£1,359** kept back to start off the new year of fund-raising.

For further detail, the full Receipts and Payments Accounts, together with Statement of Assets and Liabilities, are submitted along with this report.

Trustees

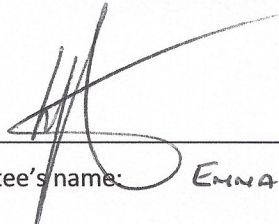
During the course of the year, the following trustees held office:

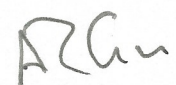
- Adrian Grieve (chair)
- Kate Anderson (treasurer until February 2019)
- Rebekah Steele (secretary)
- Stuart Finney
- Emma Wilson
- John Knaggs
- Michael Poots

The trustees at the time of signature of this report are:

- Emma Wilson (chair)
- Claire Liddle (secretary)
- Adrian Grieve (treasurer)
- Emer Reid
- John Knaggs
- Michael Poots

Signed on behalf of all the trustees:


Trustee's name: EMMA WILSON


Trustee's name: ADRIAN GRIEVE

Date: 21/01/2020

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