

**Financial Year**

September 2022 to June 2023

**TRUSTEES REPORT:  
Donacloney Primary School Parent Teachers Association  
(Donacloney PSPTA)**

NIC 106944

**Principle Address:**

Donacloney Primary School  
Baird Avenue  
Donaghcloney  
Craigavon  
Co. Armagh  
BT66 7LP

**Purposes of Charity, in summary:**

Donacloney PSPTA exists to further enrich the school life of the pupils at the school, aid in providing facilities within year groups and helping build morale throughout the school in general.

Through the employment of fundraising strategies, careful management/distribution of funds and arranging events the PTA achieve their objectives during the course of the school year.

Supplementing the educational provision positively adds to the educational experience for both staff and pupils.

**The charity trustees (4) listed at the time of this report:**

Caroline Ogle, Elinor Hamill, Lynsey Strange, Laura Bond.

**Details of how the charity is constituted and it's governing document**

Donacloney Primary School Parent Teachers' Association is constituted of three committee members. Currently they are:

Chair:	Lynsey Strange
Secretary:	Laura Bond
Treasurer:	Larissa Orr

A copy of our governing document is attached as appendix 1.

The appointment of any other trustee takes place automatically from within the members of the committee when a trustee has left the PTA. The addition of any further trustees would be voted on by standard committee meeting practice.

**Summary of PTA's Actions**

During the school year 2022/23 we raised funds both alongside the school and independently within the school.

Endeavours alongside the school include providing tea/coffee at the schools Harvest and Christmas services, tuck shop provision at the production of the school pantomime.

Tea and coffee facilities brought in £241.13 after costs of £18.26 for cups/spoons/milk etc.

The tuck shop and raffle provisions at the pantomime took place over two nights and we raised £519.46 after costs of £240.69.

Fundraising independently to the school took the form of two events plus two smaller fundraisers:

An anagram quiz sheet brought in £143 after costs and a Lego challenge raised £149.50.

We held an in-school Christmas Party, with snacks and DJ, bringing in £245.27 and our annual Family Fun Night in June raised £919.89 after costs of £649.60.

In total our fundraising (after costs) resulted in £2218.25 during the school year or 2022/23.

As mentioned previously, we exist to add to and enrich the school and we were only too happy to donate within the school.

Our donations during the year included:

Paying a portion of the P7 leavers hoodies, paying for the lighting associated with the school-run pantomime, providing snacks for the students during the pantomime and Dominos pizza for the wrap party.

Ice-cream van arrived on sports day and each child got an ice-cream courtesy of the PTA. Also, each teacher had a fund from which they could purchase items for their class instead of dipping into their own pocket. This supplied end-of-term class parties or class decor etc.

Our local community held an event to celebrate the Coronation in the village and the PTA had a stand to help us advertise and market ourselves. Local children could make crowns and decorate biscuits.

£219.81	Teachers Fund
£225.00	P7 leavers hoodies
£065.96	Coronation Day
£240.00	Sports Day Ice Cream
£600.00	Panto Lighting
£107.75	Wrap party

Our total donations, that we paid out, came to £1458.52

We also have to take into consideration a £7 theft from a pupil within the school.

Funds in total:	2218.25
Funds out total:	<u>1465.52</u>
Funds balance:	£752.73

Maintaining a presence at school events, holding our own events and attending locally arranged events keeps the PTA in the public's eye. This results in people seeing we are active and working to help give back in positive ways.

The highlight of the school year is the fun night in June that culminates a year's worth of effort from student, staff, parent and PTA member alike. We also find the smaller activities are now 'expected' by parents, such as the provision of tea/coffee at larger school assembly, yearly fireside quiz or the icecream on sports day.

### **Trustee's Statement with Regard to the Commission's Public Benefit Requirement Statutory Guidance:**

The PTA has attained positive partnerships with the school and wider community and continues to engage parental support (beneficiaries are their children within the school). Possible collaborations with other official bodies within the Donaghcloney community would consolidate relationships and resources beyond the parental.

Parents readily support our fundraising endeavours but active participation in the PTA or at the events would be appreciated by the current members.

Resources and activities which are not available through direct school funding, provided directly with funds raised by the PTA are in use by the children and staff of the primary school

### **End of Year Financial Position Review**

The figures in this report are consistent with those in the accounts document:

Starting balance Sept 2022:	413.30
Funds balance during school year:	<u>752.73</u>
Finishing balance June 2023:	£1166.03

We are thankful that we no funds in deficit but that they are actually in surplus in readiness for supporting our school next year.

Signed:



Laura Bond  
Secretary

Date: 27 June 2024

## MODEL CONSTITUTION

### NOTES

Please read these notes before using this model constitution

- Guidance notes are available throughout this document to help explain certain points
- A glossary of terms is contained under clause 13. All terms referenced in the glossary are highlighted in bold
- Please complete sections 11 and 12 on page 2 using BLOCK CAPITALS. Once you have completed this form, sign and date it on page 8
- The register for charities in Northern Ireland opened in December 2013 and the Charity Commission for Northern Ireland (CCNI) is initially inviting charities to register. Once invited, your charity will need to complete an online application form [www.charitycommissionni.org.uk](http://www.charitycommissionni.org.uk) and submit digitally the necessary supporting documentation including a copy of this constitution once adopted. PTA UK is available to support you through this process
- Your association will require an online account with CCNI to apply for registration. Once set up, an application can be worked on over a period of time, saved and amended before being submitted to make this easier
- The PTA UK model constitution can only be used for charity registration without amendment. If you wish to use your own form of governing document, independent legal advice may be required to achieve registration
- CCNI states that charity registration can take anything up to three months once an application is submitted. However, using a model constitution is likely to mean charitable status is easier and quicker to achieve
- The charity created by this constitution is an unincorporated association and as such the Committee, who are trustees of the charity, are personally liable for the acts and defaults of the charity
- While it might be unusual, if a PTA is taking on loans, building works or other liabilities, employing staff or giving advice to the public, PTA UK recommends establishing the charity as a company limited by guarantee in order to obtain the protection of limited liability for the Committee. Please see the model memorandum and articles of association for charity companies (GDI) available from [www.charitycommissionni.org.uk](http://www.charitycommissionni.org.uk)

### DECEMBER 2016

#### Model constitution for Parent Teacher Associations Northern Ireland (NI)

This Model constitution is a benefit of PTA UK membership and is for use by Parent Teacher Associations (PTAs) and other home-school groups that are members of PTA UK, based in Northern Ireland

Please insert your PTA UK membership number which will be verified as part of the charity registration process:

PTA UK membership number:

4	1	2	2	7
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The PTA UK model constitution is the copyright of Parent Teacher Associations UK (PTA UK) and is only available for use by PTA UK member associations. If your association is not a member of PTA UK, you are not entitled to use this constitution for charity registration.

A model constitution for PTA UK members in England and Wales is available from the PTA UK Member Advice Line (0300 123 5460) or at:

[www.pta.org.uk](http://www.pta.org.uk)

This Model constitution must be adopted by the association at a General Meeting by a two-thirds majority before it can be used. See the PTA UK Information sheet – Model constitution – Northern Ireland for further guidance, available at:

[www.pta.org.uk](http://www.pta.org.uk)

The declaration on the last page of this document must be signed by the Chair of the General Meeting at which it is adopted and witnessed by a member of the association who is present at the General Meeting.

### Charity registration

To register as a charity, adopt the PTA UK model constitution and wait to register online with the Charity Commission Northern Ireland at:

[www.charitycommissionni.org.uk](http://www.charitycommissionni.org.uk)

Tel: 028 3832 0220

Email: [admin@charitycommissionni.org.uk](mailto:admin@charitycommissionni.org.uk)

PTA UK provides information on charity registration for its members including a step-by-step guide to the online application process:

[www.pta.org.uk/PTAs/Charity-Registration](http://www.pta.org.uk/PTAs/Charity-Registration)



## 1. ASSOCIATION DETAILS

### 1.1 Type of association

The type of association depends on its Membership. Please see the guidance under clause 4 for further information.

### 1.2 Name

We suggest A School PTA or The PTA of X School

If the suggested name of your association is too similar to another charity already listed on the CCR Register of Charities and might cause confusion, CCR may ask for it to be changed. Check the Register of Charities before choosing a name, available at [www.charitycommission.gov.uk](http://www.charitycommission.gov.uk). It may also be necessary to refer to the list of charities recognised by HM Revenue and Customs (HMRC).

School

Please complete the full name and address of the school

### 1.3 The Committee

It is normal for the size of the Committee to vary. It is usual to have a named Chair, Treasurer and Secretary and then a number of other or ordinary committee members. The minimum number with which it is possible to continue operating is three. There is no restriction on the maximum number of committee members. However, be careful that this does not become too large. In our experience the average PTA Committee has between 5 and 10 committee members. An AGM is only quorate if the number of Members present is at least two times the number of committee members in office at the start of the meeting (clause 5.3).

Once the Committee has been elected you can then calculate the maximum number of co-opted committee members; up to 50% of the total number of elected committee members (clause 6.5). For example, a Committee with eight elected committee members would be able to co-opt four further committee members (clause 5.3).

## 2. PURPOSES

The Purposes of the association must be exclusively charitable as established in the Charities Act (Northern Ireland) 2008 or it will not be a charity and registration will be refused by the CCR. The Purposes included in this Model constitution have been verified as exclusively charitable. However, your Association should make sure that they reflect the true Purposes of the Association.

## 3. POWERS

The Powers are the legal means by which the Purposes (Clause 2) can be achieved. All powers and procedures must be in compliance with charity and other applicable law. The powers must only be for charitable Purposes. Your association must be careful that any use of its funds or other resources is reasonable, cost efficient and the best use of the assets available.

3.4 The Committee should understand any legal restrictions on the fundraising activities the charity wants to undertake. Substantial permanent trading for the purpose of raising funds is not allowed. HMRC can advise on the limits for small scale trading. Where an association will be relying on trading to raise funds it is recommended that a separate, non-charitable trading company should be used for the purpose and specialist legal or accountancy advice sought.

3.7 This Clause enables the Committee to allocate funds for particular purposes, or as reserves. It is suggested that an association maintain reserves to cover planned

## 1. ASSOCIATION DETAILS

The following variables specific to the association shall be incorporated into the model constitution.

### 1.1 Type of association: (please tick the appropriate box)

- Friends of the School: ☐
- Home-School Association: ☐
- Parent/Staff Association: ☐
- Parent Support Group: ☐
- Parent Teacher Association: ☒
- Parents' Association: ☐
- Other: ☐

### 1.2 Association name in full:

DONACLONEY PRIMARY SCHOOL PARENTS' TEACHER ASSOCIATION

### School name in full:

DONACLONEY PRIMARY SCHOOL

### School address:

Building name and / or number Donacloney Primary School.  
Street BAIRD AVENUE  
Town/city DONACLONEY  
County CO. ARMAGH  
Postcode BT66 7LP  
Country NORTHERN IRELAND.

### 1.3 The committee

The minimum number of committee members: 3

## 2. PURPOSES

The purpose of the association (the Purposes) is to advance the education of pupils in the school in particular by:

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

## 3. POWERS

The committee members have the following powers, which may be exercised only in promoting the Purposes:

- 3.1 To provide advice
- 3.2 To publish or distribute information
- 3.3 To co-operate with other bodies
- 3.4 To raise funds (but not by means of permanent trading)
- 3.5 To acquire or hire property of any kind
- 3.6 To make grants or loans of money and to give guarantees
- 3.7 To set aside funds for special purposes or as reserves against future expenditure
- 3.8 To deposit or invest funds in any lawful manner (but to invest only after obtaining advice from a financial expert and having regard to the suitability of investments and the need for diversification)

**ADOPTED AT A MEETING HELD**

At (Place)

Donaghney Primary School

On (Date)

4/4/17

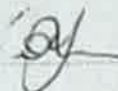
NAME

Caroline Ogle

OCCUPATION

Full time Mother

SIGNATURE



(Name and signature of Chair of meeting)

WITNESS NAME

ELINOR HAMILL

ADDRESS 78 INN RD  
DOLLINGSTOWN  
CRAIGAVON BT66 7JW

OCCUPATION

TEACHER

SIGNATURE



(Name, address, occupation and signature of witness)

- General Meeting(s): means any General Meeting of the Association either annual (AGM) or extraordinary (EGM)
  - Independent person: has the meaning prescribed by section 65 of Charities Act (Northern Ireland) 2008
  - Member and Membership: refer to Members of the Association as set out in clause 4. Members can be committee members (as set in clause 6) but being a Member of the Association and a committee member is not the same thing
  - months: means calendar months
  - permanent trading: means carrying on a trade or business continuing basis for the principal purpose of raising funds and the purpose of actually carrying out the Purposes
  - Principal: means the Principal of the school
  - the Purposes: means the charitable Purposes of the Association set out in clause 2
  - written or in writing: refers to a legible document on paper incl a fax message or an electronic communication (email or text); the Member or committee member has agreed to receipt of an electronic means
  - year: means calendar year.
- 13.2 References to an Act of Parliament are references to the Act as amended or re-enacted from time to time and to any subordinate legislation made under it.

## PTA Accounts September 2022- August 2023

Petty Cash Starting Balance £413.30

20th Oct 22: - £3.78 Harvest Milk  
21st Oct 22: - £4.98 Harvest Milk and coffee  
21st Oct 22: + £105.63 Harvest tea and coffee donations  
Oct balance = £510.17

Nov balance = £510.17

8th Dec 22: - £9.50 cups and spoons  
8th Dec 22: - £44.73 Christmas party juice  
12th Dec 22: - £80 DJ Oggie christmas party  
12th Dec 22: + £370 Christmas party donation  
16th Dec 22: + £153.76 Christmas assembly tea and coffee donations.  
Dec. balance = £899.70

27th Jan 23: + £149.50 Lego Challenge  
Jan balance = £1049.20

Feb balance = £1049.20

1st March 23: - £3.46 Mrs Hamill teacher fund  
1st March 23: - £13.79 Mrs Wright teacher fund  
2nd March 23: - £13.50 Mrs Paul teacher fund  
3rd March 23: + £163 Anagram Quiz  
3rd March 23: - £20 Amazon voucher anagram quiz winner  
6th March 23: - £163 panto lighting donation  
15th March 23: - £225 Donation towards P7 leavers hoodies  
15th March 23: - £10.30 Mrs McCorry Teacher fund  
23rd March 23: - £108.36 panto tuckshop  
27th March 23: - £18.50 panto tuckshop  
28th March 23: - £14.10 panto interval cookies and juice  
28th March 23: - £93.65 Dominoes pizza panto  
29th March 23: - £15.36 teacher fund P2/3  
29th March 23: + £191 panto raffle  
29th March 23: + £151.85 panto tuckshop  
30th March 23: - £10 teacher fund Mrs McCorry  
30th March 23: - £6.83 panto cups for interval  
30th March 23: - £7 theft from school  
30th March 23: - £8.45 teacher fund Mrs Hamill  
30th March 23: - £107 panto juice and raffle prizes

30th March 23: + £191.30 Panto tuckshop

30th March 23: + £226 panto raffle

March balance = £1134.05

19th April 23: - £21.68 Mr Orr teacher fund

April Balance = £1112.37

May balance = £1112.37

5th Jun 23: - £39.97	Mrs McCorry Teacher Fund
19th Jun 23: - £55.17	Fun night glitter tattoos/facepaints
22nd Jun 23: - £52.00	Fun night onions/sauce/juice
22nd Jun 23: - £189.00	Fun night, inflatables, lisburn hot tub/bounce fun
22nd Jun 23: - £50	Fun night - donkey hire
22nd Jun 23: - £90	Fun night- zorb football
22nd Jun 23: - £65.96	coronation day - biscuits/crowns
22nd Jun 23: - £31.24	Fun night- cups/napkins/tablecloths
23rd Jun 23: - £170	Fun night - BBQ meat etc.
23rd Jun 23: + £1519.49	Fun night BBQ and stalls
28th Jun 23: - £29.80	Mrs McCorry teacher fund
28th Jun 23: - £437	panto lighting donation
28th Jun 23: - £34.25	Mrs Vaughan Teacher fund
28th Jun 23: - £19.25	Mrs Cousins Teacher fund
29th Jun 23: - £240	ice cream sports day
29th Jun 23: + £30	Fun night ice cream van donation
29th Jun 23: + £20	donation for juice (Lynsey Strange)
June balance = £1178.22	

1st July 23: - £12.19 Makin Bacon thank you gift

July balance = £1166.03

August balance = £1166.03

September Balance = £1166.03



Independent examiner's report to:

**Charity trustees of  
Donacloney Primary School  
Parent Teachers' Association**

I report on the accounts of the PTA for the year ended 30 June 2023, which are set out within the accounts document.

**Respective responsibilities of charity trustees and examiner**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the Charities Act (Northern Ireland) 2008.

It is my responsibility to:

- Examine the accounts under section 65 of the Charities Act
- Follow the procedures laid down in the general Directions given by the Commission under section 65(9)(b) of the Charities Act
- State whether particular matters have come to my attention.

**Basis of independent examiner's report**

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general Directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as charity trustees concerning any such matters.

My role is to state whether any material matters have come to my attention giving me cause to believe:

- That accounting records were not kept in accordance with section 63 of the Charities Act
- That the accounts do not accord with those accounting records
- That the accounts do not comply with the accounting requirements of the Charities Act
- That there is further information needed for a proper understanding of the accounts to be reached.

### Independent examiner's statement

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the Directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.

Name: Susan Laird

Relevant professional qualification or body: School Secretary

Address: Baird Avenue, Donaghoney, BT66 7LP

Date: 26-6-24