

# The Friends of St Robert Southwell RC Primary School

## AGM MEETING NOTES

<b>Project</b>	Friends' Association
<b>Description</b>	Annual General Meeting (AGM)
<b>Date</b>	4 <sup>th</sup> November 2021
<b>Time</b>	7:00pm
<b>Location</b>	Main Hall at St Robert Southwell

<b>Present</b>				
Honor Beck	Head (Officio / President)			
Nicola Proudfoot	Chair			
Helena Donovan	Vice-Chair			
Tara Randall	Secretary			
Joanne Montgomery	Vice- Secretary			
Charlotte Wrenn	Treasurer			
Paola Barbero	Vice-Treasurer			
Steph Terry				
Siobhan Flaherty				
Elaine O'Donnell				
Susie Haran				
Adriana Barry				
Siobhan Scully				
Michelle Rattigan	Governor			
Teodora Ciobica				
Mary Kelly				
Louise Butler				
Sinead Connaughton				
Margaret Griffiths				
Janet Emmerson	Governor			
Chris McClenaghan				
Mary Coriano				
Cristina Hirceaga				
Peter Manning	Governor			
Rosanna Cagana				
Amir Amiri				

<b>Item</b>		Action	Date
<b>1.0</b>	<b>Welcome Prayer &amp; Thanks</b> The meeting was opened with a prayer lead by Miss Beck. Thanks were given by Miss Beck and the Chair to all the committee members, school staff, School		

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Governors, parents, families and other supporters of the school for their support and contribution during 2020-21.																
<b>2.0 Apologies for absence</b> Apologies from Niamh Murphy, Caroline Murphy, Helena Bravo, Vanessa Hunter, Fiona Feeley and Michelle Devine.																
<b>3.0 Approve previous AGM Minutes</b> The minutes of the previous AGM meeting were approved; <ul style="list-style-type: none"> <li>- All agreed to go ahead with the purchase of a ULEZ compliant school minibus, and to sell the old minibus. Suggestion to sell/buy outside of London for better prices.</li> </ul> (A) Research prices for new & old minibus.	Honor Beck & Nicola Proudfoot															
<b>4.0 Matters Arising</b> ParentKind (including PLI) subscription; <ul style="list-style-type: none"> <li>- Subscription needs to be renewed.</li> </ul> (A) check details with ParentKind and update where required.		Tara Randall														
<b>5.0 AGM Report</b> 5.1 Review of Constitution: The Committee Policy & Constitution was reiterated; <ul style="list-style-type: none"> <li>- Noted that banking / spending is run well and sensibly. More help is needed with events / planning.</li> </ul> (A) Name of the insurance provider in section 10. Needs checking / validating.	Tara Randall															
<b>6.0 Adoption of Accounts</b> Accounts approved by all.																
<b>7.0 Election of Independent Examiner</b> Caroline McEvoy has agreed to continue as the independent auditor.																
<b>8.0 Committee Elections</b> 8.1 Thanks given to Helena Donovan (Vice Chair of 24 years) who has stepped down from this role, however will remain as committee member. 18 new committee members confirmed by a show of hands/register note. 15 is the minimum required.																
8.2 The following office roles were retained/ filled. <table border="1" data-bbox="306 1587 786 1816"> <tbody> <tr> <td>Officio (president)</td> <td>Honor Beck</td> </tr> <tr> <td>Chairperson</td> <td>Nicola Proudfoot</td> </tr> <tr> <td>Vice Chair (joint)</td> <td>Amir Amiri</td> </tr> <tr> <td>Vice Chair (joint)</td> <td>Mary Coriano</td> </tr> <tr> <td>Secretary</td> <td>Tara Randall</td> </tr> <tr> <td>Vice Secretary</td> <td>Jo Montgomery</td> </tr> <tr> <td>Treasurer</td> <td>Charlotte Wrenn</td> </tr> </tbody> </table>	Officio (president)	Honor Beck	Chairperson	Nicola Proudfoot	Vice Chair (joint)	Amir Amiri	Vice Chair (joint)	Mary Coriano	Secretary	Tara Randall	Vice Secretary	Jo Montgomery	Treasurer	Charlotte Wrenn		
Officio (president)	Honor Beck															
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Secretary	Tara Randall															
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Treasurer	Charlotte Wrenn															

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Item		Action	Date
	Vice Treasurer's	Paola Barbero, Siobhan Flaherty & Teodora Ciobica	
	Raffle Coordinators	Sinead Connaughton, Louise Butler & Mary Kelly	
	Stores Coordinators	Susan Haran & Siobhan Scully	
	Grants Coordinators	Tara Randall & Fiona Feeley	
	Year Group Reps	Steph Terry (yr6), Cristina Hirceaga (yr 5) & Mary Coriano (Nur)	
	Other year group reps were not confirmed at the meeting and instead will be confirmed before / at the next Friends' meeting.		Tara Randall
<b>9.0</b>	<b>AOB</b>		
9.1	Fundraising: So far this year (2021-22) one event has been held; Welcome Back BBQ, which raised £3,200. We are successfully raising funds online through; Easyfundraising, Brent Community Lottery and Amazon Smile.  Noted that the Smarties Challenge from 2021 raised over £2k and raffles raise a lot of money. Christmas Fair not going ahead this year; - All agreed to run another Smarties challenge this year on 12 <sup>th</sup> November (collected on 25 <sup>th</sup> Nov) and a Christmas Raffle on 10 <sup>th</sup> Dec. - All agreed spend for Smarties Tubes where required. Any purchases for the raffle to be reviewed / agreed at the next Friends' meeting. (A) Buy/arrange for enough Smarties tubes (school happy to give 150).  (A) Arrange labels / envelopes home for raffle tickets.		Nicola Proudfoot  Raffle Team
9.2	Christmas school events: 1. Christmas dinner for the children (school fund this) 2. Christmas fun day (last week of term) 3. Pantomime (TBC) 4. Welcome back disco 14 <sup>th</sup> Jan 2022 (non-uniform day) Because of Covid restrictions, there will be no adult Christmas dinner.		
9.3	Treasurer's Report: The fund was sitting at £30,982.96 at the end of August 2021. Funded; £20,000 spent on iPads.		
9.4	Expenditures & Claims: Discussed and agreed that one third (of the committee / trustees) need to approve the committees purchases (quorum 9. Of the constitution); (A) Draft an E&C process for the committee		Charlotte Wrenn & Tara Randall
NEXT FRIENDS MEETING: Thursday 18 <sup>th</sup> November 2021 at 7pm			