

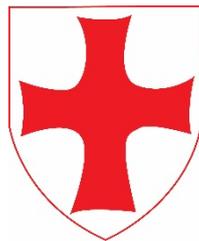


St Robert Southwell Catholic Primary School

Aiming for Excellence - Being the Best We Can Be

**The Friends' Association
of
St Robert Southwell
Catholic Primary School**

Charity no. 1130053



AGM

Thursday 4th November 2021

7.00pm

Agenda

- Welcome
- Apologies for absence
- Approve minutes of the previous AGM
- Matters arising
- AGM report
- Adoption of accounts
- Election of independent examiner
- Committee elections
- AOB
- Social

Welcome Prayer

God our Father,
You have called us together once again to do work that will further Your kingdom on earth. Let our efforts be for Your glory, and for the children we represent. We ask you to guide the parents and members of our Association in their work throughout the year. We ask this through Christ our Lord, Amen

Recognition & Thanks

The Friends' Association recognises and thanks the following for their support and contribution during 2020-2021:

- Mrs Proudfoot – Chair
- Ms Donovan – Vice-Chair
- Miss Randall – Secretary
- Mrs Montgomery – Vice-secretary
- Mrs Wrenn -Treasurer
- All who have attended meetings over the past year and helped at events
- Miss Beck and all school staff
- Mr Manning and all School Governors
- Partners and families of Committee Members
- All parents and other supporters of the school

Review of Constitution

See attached

Appointment of Independent Examiner

Mrs McEvoy has agreed to continue as independent examiner of the accounts of The Friends' Association of St Robert Southwell Catholic Primary School. The annual return for 2020-2021 has been submitted to the Charities Commission as of 28th October 2021.

Election of Officers 2021-2022

We need to fill the following positions:

- Chair
- Vice-Chair
- Secretary
- Vice-Secretary
- Treasurer
- Vice-Treasurer

Election of other suggested key roles 2021-2022

- Raffle Co-Ordinator
- Stores Co-Ordinator
- Grants, Sponsorship & Fundraising Co-Ordinator
- Year group representatives
- Publicity Co-Ordinator
- Bake sale Co-Ordinator
- Catering Team
- Any other suggested roles

Committee Membership

We would like the core committee to have 15 confirmed members.

Headteacher's Message (President's Statement)

Once again despite a challenging and uncertain time due to Covid-19, we are fortunate to still have an active Friends' Association. The funds raised by this committee, and the events they organise, enable the school to provide resources and experiences for all the children that are not from the school budget. This year, the funds raised have paid for: -

More iPads and their set up

The Friends' continued the tradition of the Easter Egg raffle, which is thoroughly enjoyed by all the children each year,

Thanks, must go to all members of the Friends' Association Committee for their hard work and commitment.

Chair's Thank You

Thank you to everyone who has helped in any way with the Friends' Association over the last school year. Thank you for supporting the school in raising additional funds and for helping provide events for the school community to enjoy, despite the current climate.

It has been wonderful to have the support of new and long-serving parents and Friends. I would like to thank the elected officers who work hard, often behind the scenes, to ensure that events run smoothly.

2020- 2021 Friends' Association fund raising events held:

The Friends' Association makes real improvements to our school, by raising money and providing opportunities for the children at school.

- Messy Hair day – October 2020
- Smarties challenge – October 2020
- Christmas Raffle
- Easter Egg Raffle

So far, this year (2021-22) one event has been held – Welcome Back BBQ.

Fundraising Online 2020-2021

This year the following initiatives have continued, which have significantly contributed to the funds alongside school-based fundraising events:

- Easyfundraising
£ 482.52 raised with 105 supporters
(£2,235.95 to date since the start of the initiative)
- Brent Community Lottery
£1455.70 raised with 22 supporters
(£2,371.50 to date since the start of the initiative)
- Amazon Smile
£ 138.34 raised with 70 supporters
(£244.65 to date since the start of the initiative)

Treasurer's Report

Currently in the account: £30,982.96 as at the end of August 2021.

Funded: -

£20,000.00 iPads

£ 895.00 Christmas Fun Day Reindeers

£ 174.30 Year 6 Leavers refreshments & pizza

Please see attached expenditure/income report.

Thank you for your support in attending our AGM.

We hope to have your continued support for new and innovative ways of fundraising this year.

Receipts & Payments for period ending 31st August 2021

Date	Fundraising Event/Item	Expenditure	Income	Total Profit
13.11.20.	Easter Eggs (Easter 2020)	£ 64.50	£ 1,316.25	£ 1,251.75
13.11.20.	Smarties Challenge	£ 73.75	£ 2,461.00	£ 2,387.25
13.11.20.	Christmas Fair refreshments (Christmas 2019)	£ 200.90	£ -	-£ 200.90
13.11.20.	Christmas Books for Santa - Nursery & Reception	£ 120.00	£ -	-£ 120.00
07.12.20.	Bags2School	£ -	£ 296.00	£ 296.00
14.12.20.	Messy Hair Day	£ -	£ 358.15	£ 358.15
12.01.21.	Christmas Fun Day & Reindeers	£ 895.00	£ -	-£ 895.00
05.03.21.	Christmas Raffle	£ -	£ 2,074.00	£ 2,074.00
22.03.21.	Year 6 Leavers Breakfast	£ 69.90	£ -	-£ 69.90
22.03.21.	Easter Eggs (Easter 2021)	£ 44.55	£ 2,038.00	£ 1,993.45
22.03.21.	SRS iPads	£ 20,000.00	£ -	-£ 20,000.00
04.01.20	ParentKind PTA membership	£ 123.00	£ -	-£ 123.00
17.06.21.	SumUp units x 2	£ 357.60	£ -	-£ 357.60
31.08.21.	Reception's Got Talent	£ -	£ 45.00	£ 45.00
2020-21	Brent Lottery income	£ -	£ 1,455.70	£ 1,455.70
2020-21	Easy Fundraising income	£ -	£ 482.52	£ 482.52
2020-21	Amazon Smile income	£ -	£ 138.34	£ 138.34
		£ 21,949.20	£ 10,664.96	-£ 11,284.24

*Following Jesus' footsteps and inspired by St. Robert Southwell we work hard,
aim high and treat everyone with honesty and gentleness.*



The constitution of the Friends of St. Robert Southwell Catholic Primary School

1. Title & Address

- (i) The title of the Association shall be “Friends of St. Robert Southwell School”.
- (ii) The administrative offices of the Association shall be the address of the school.

2. Aims

- (i) To support the school in the education of our children.
- (ii) To help raise funds to enrich the resources of the school.
- (iii) To foster links within the school and the local community.

3. Members

All parents are automatically members of the association.

Parents/teaching staff/non-teaching staff may wish to put themselves forward as members of the committee or on the list of parent volunteers who can be called upon for help when needed.

4. Officers

- (i) The President of the Association shall be the Headteacher.
- (ii) The Honorary Patron of the society shall be the Parent Governor
- (iii) The Administrative Officers of the Association shall consist of a Chairperson, Vice Chairperson, Secretary and Treasurer. The Officers shall be elected by the committee at the first committee meeting after the Annual General Meeting.

5. Committee

- (i) The committee shall consist of 15 parents of children currently at the school, the Headteacher as officio and a volunteer member of the staff, making a total of 17. It is acceptable to exceed this number if sufficient parents volunteer. However, if parent volunteers fall below 8, the Association would not be able to be sustained. Members serve a minimum of 2 consecutive years.
- (ii) Meetings are generally held once per term with additional meetings as necessary depending on the nature of the event.
- (iii) If any committee member fails to attend 3 consecutive committee meetings without apology, he or she shall be deemed to have resigned.
- (iv) The Secretary shall keep proper minutes of all proceedings and conduct all correspondence on behalf of the Committee.
- (v) The Treasurer shall receive, bank, disburse (with the approval of the committee) and keep an account of all monies on behalf of the Association. All such monies shall be kept in a banking account which shall be made in the name of the Association and withdrawals shall be made on the signature of the Treasurer and any one of the following Officers of the Association: The Chairperson, Vice Chairperson, The Secretary.
- (vi) The committee shall not undertake any activity in the school premises without the consent of the Headteacher.

6. Voting & conduct of meetings

- (i) Voting at all meetings of members and committee shall be determined by a show of hands, except where the majority of those present demand a ballot.
- (ii) The Chairperson of all meetings shall have a casting vote in addition to their own vote.
- (iii) Voting on resolution shall be either on a majority or a two third vote as determined by the committee.
- (iv)

7. Annual General Meeting

The Annual General Meeting shall be held in the Autumn Term of each year for the purpose of: -

- (i) The Chairperson to report to all parents the activities of the Association.

- (ii) Treasurer to present accounts to all parents and explain the financial position of the Association.
- (iii) To discuss any matters involving the Association with interested parties.
- (iv) To appoint an independent examiner for the coming year.

8. Extraordinary General Meeting

An EGM may be called at any time by the committee and must be called within 21 days after a written request to the committee from at least 10 members.

9. Quorum

Is a third of the committee members. No decisions can be made with less than a quorum present.

10. Insurance

Yearly membership of the National Confederation of Parent Teacher Association (NCPTA) includes £10 million Public Liability Insurance.

11. General

The Governing Body and the Headteacher shall have the ultimate decision on all education and staff matters.

12. Amendments

No alteration to this constitution may be made except at the AGM or EGM called for this purpose. No amendments or alterations shall be made without the prior written permission of the Charity Commission, and no alteration shall be made which could cause the Association to cease to be a charity in law. Alteration to the constitution shall receive the assent of two thirds of the members present and voting at an AGM or EGM.

13. Dissolution

In the event that the association ceases to exist, any remaining school funds should be the benefit of the children at school.