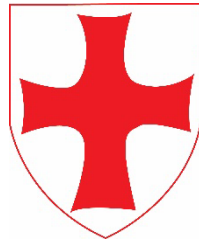




St Robert Southwell Catholic Primary School

Aiming for Excellence - Being the Best We Can Be

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



AGM

Thursday 12th October 2023

7.30pm

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

Agenda – AGM

- Welcome
- Prayer
- Recognition and Thanks
- Apologies for absence
- Approve minutes of the previous AGM
- Matters arising
- AGM report
- Approval of accounts
- Election of independent examiner

Agenda – Committee

- Committee elections
- Confirmation of events for 2023-24
- Policies & procedures update
- Current financial position
- AOB

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 2022-2023:

Committee members:

Nicola Proudfoot	Chair (until March 2023)
Mary Coriano	Vice-Chair then Chair (from March 2023)
Rosanna Lagana	Vice-Chair from March 2023
Tara Randall	Secretary
Fiona Feeley	Vice-Secretary
Charlotte Wrenn	Treasurer
Paola Barbero	Vice-Treasurer
Mekhala Dabrera	Vice-Treasurer
Puneeta Abreo	Raffle Coordinator
Sinead Connaughton	Raffle Coordinator
Louise Butler	Raffle Coordinator
Mary Kelly	Raffle Coordinator
Fiona Feeley	Raffle Coordinator
Siobhan Scully	Stores Coordinator
Fiona Feeley	Stores Coordinator
Tara Randall	Grants Coordinator

Thanks also go to:

- All the Year Group Representatives
- All who have attended meetings over the past year and volunteered to help at events
- Miss Beck and all the school staff
- Mrs Rattigan, Mrs Janet Emmerson, Mrs Elaine O'Donnell and all School Governors
- Partners and families of Committee Members
- Parents, carers and all other supporters of the school

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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 (agreed by a show of hands). The annual return for 2022-2023 will be submitted to the Charities Commission following this meeting.

Election of Officers 2023-2024

We need to fill the following positions:

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

Election of Other Key Roles 2023-2024

The raffle committee have advised they are happy to continue as a group:-

- Puneeta Abreo
- Sinead Connaughton
- Louise Butler
- Mary Kelly
- Fiona Feeley

Committee Membership

We need the core committee to have 15 confirmed members.

Headteacher's Message (President's Statement)

The Friends' Association is a very active group at the school, and the funds they raise are used to provide resources and experiences for all the children that we simply cannot afford from the budget allocated by the Government.

As we continue to navigate challenging economic times, the Friends' Association's commitment to enhancing the school's facilities and resources and funding experiences for the children, is amazing and allows the school to maintain some of the fun experiences we value. They not only fill gaps in the school budget but also foster a sense of community and support that makes St Robert Southwell a wonderful community to be part of.

The AGM is a time to recognise and appreciate the hard work and commitment of each member of the Friends' Association Committee. Their dedication to organising events, raising funds, and supporting the school's mission, is undoubtedly making a positive difference to the children and the school community as a whole.

This year, the Friends committed the majority of their funds to investing in new playground equipment. This addition has greatly enriched the overall experience for our infant children, fostering physical activity, social interaction, and creative play. The cost of this playground equipment installation is a testament to the dedication of the Friends' Association in ensuring that the school provides the best possible resources, both in and beyond the classroom.

The benefits of this investment extend beyond physical play opportunities. It contributes to the overall well-being of the children, and nurturing a dynamic learning environment. Your contributions have also allowed us to provide resources to celebrate the Coronation, and to provide books, workshops and pizzas for our Year 6 leavers.

These additional resources enhance the learning experiences for all our pupils. The Friends' Association continued the traditions of the Christmas and Easter egg raffle, which are thoroughly enjoyed by all the children each year.

Following the AGM, we look forward to continuing our collaboration and we are excited about the planned events.

Consider offering to help so we can continue to enhance the experiences and provide resources for all our children.

The entire school staff are profoundly grateful for your tireless efforts and your willingness to go above and beyond to ensure that our school continues to provide the best it can for everyone. Thank you to everyone for their hard work and support.

Miss Beck
Headteacher

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Chair's Thank You

I would like to express to all of you how much I truly appreciate your support, commitment, and hard work to make our fundraising events a success. Whether it was covering a role in the committee, or one hour of volunteering at one of our events, team work really paid off. With your help, we were able to raise enough funds to replace the infant playground equipment. It looks amazing and our children absolutely love it. We truly couldn't have done it without you. I am looking forward to planning with you the next events. Everybody's input and help are very welcome.

Mary Coriano

Chair of the Friends of St. Robert Southwell Catholic Primary School

2022 – 2023 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.

- Christmas Raffle – December 2022
- Christmas Fayre – December 2022
- School Disco – February 2023
- St. Patrick's Day Music Evening – March 2023
- Easter Egg Raffle – April 2023
- International Day – May 2023
- Pop-Up Circus – July 2023

Fundraising Online

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

- Easyfundraising
£877.37 2022-23
140 supporters (raised to date £4031 from Nov 2019)
- Brent Community Lottery
£798.00 2022-23
28 supporters (raised to date £4041 from Oct 2019)
- Amazon Smile
£40.46 – this has now been discontinued by Amazon.

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[My School Fund](#)



[Brent Community Lottery](#)



[Easyfundraising](#)



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Treasurer's Summary

Account as of 31st August 2023:

From 1st September 2021 to 31st August 2022:

Income: £17,351.69

Outgoings: £21,991.99

Please see attached expenditure/income report.

Currently in the account: £23,289.65

Funded the infant playground equipment: £15,000 paid.

Planned Events for 2023 -2024

- Fireworks Night (family event): Friday 3rd November at 7.30pm
- Christmas Fayre: Sunday 26th November – ice-staking rink confirmed
- School disco: Friday 2nd Feb (non-uniform day agreed - they can dress up), straight after school
- St. Patrick's Day Music Night: (Date TBC)
- Easter Raffle & Easter Bonnet Competition: Thursday 28th March (during assembly)
- International Day: Friday 10th May (straight after school)
- Summer BBQ: Friday 5th July, after school

If other events are suggested, there must be a willingness to lead the initiative with the agreement of the committee, advertise appropriately and liaise with the Treasurer with regard to purchasing and/or prizes.

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.

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Receipts & Expenditure 1st September 2022 - 31st August 2023

Date	Item	Expenditure	income	Profit	
01.09.22 - 31.08.23	Brent Lottery	£ -	£ 798.00	£ -	
01.09.22 - 31.08.24	Easyfundraising	£ -	£ 877.37	£ -	
01.09.22 - 31.08.25	AmazonSmile	£ -	£ 40.46	£ -	
09.11.22.	Summer BBQ July 2022	£ 1,097.00	£ 4,910.00	£ 3,813.00	Also 2021-22
20.12.22.	Refreshments for AGM	£ 107.00	£ -	£ -	
03.01.23.	Parentkind annual insurance	£ 140.00	£ -	£ -	
04.05.23.	Flowers for outgoing Chair	£ 20.00	£ -	£ -	
18.05.23.	10.12.22. Christmas Fayre 02.02.23. School Disco 31.03.23. Easter Raffle 09.03.23. Irish Music Concert 05.05.23. International Evening	£ 2,227.99	£ 7,579.65	£ 5,351.66	
11.07.23.	Pop-Up Circus	£ 2,800.00	£ 3,146.21	£ 346.21	Received by 31.08.23.
21.07.23.	Christmas Fun day	£ 600.00	£ -	£ -	
21.07.23.	Donation to SRS infant playground equipment	£ 15,000.00	£ -	£ -	
		£ 21,991.99	£ 17,351.69	£ 9,510.87	

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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/carers are automatically members of the association. Parents/carers/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 Patrons of the society shall be the Parent Governors.
- (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/carers volunteer. However, if Parent/carer 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.

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- (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 on 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

A 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.

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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 an AGM or EGM.

13. Dissolution

In the event that the association ceases to exist, any remaining school funds should be transferred for the benefit of the children at St. Robert Southwell Catholic Primary School.

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