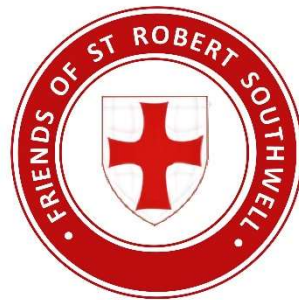




St Robert Southwell Catholic Primary School

Aiming for Excellence - Being the Best We Can Be

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



AGM

Thursday, 9th October 2025

7.00pm

*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
- Review of previous minutes & lead person
- Confirmation of events for 2025-26
- Your School Lottery
- 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 2024-2025: Committee members:

Mary Coriano	Chair
Vicky Hicks	Vice-Chair
Bethan Menore	Secretary
Fiona Feeley & Louise Butler	Vice-Secretary
Siobhan Flaherty	Treasurer
Paola Barbero	Vice-Treasurer
Rosanna Lagana	Vice-Treasurer
Charlotte Wrenn	Vice-Treasurer
Puneeta Abreo	Raffle Co-ordinator
Sinead Connaughton	Raffle Co-ordinator
Louise Butler	Raffle Co-ordinator
Mary Kelly	Raffle Co-ordinator
Fiona Feeley	Raffle Co-ordinator
Siobhan Scully	Stores Co-ordinator
Fiona Feeley	Stores Co-ordinator
Tara Randall	Grants Co-ordinator
Rose Creary	Grants Co-ordinator
Julie Penny	Social Media Officer

Thanks also go to:

- All the Year Group Representatives: Nursery: Siobhan Scully; Reception: Sinead Connaughton; Year 1: Mary Kelly; Year 2: Tara Randall; Year 3: Mary Kelly; Year 4: Caroline Murphy; Year 5: Lorraine Dundon; Year 6: Irene Hanbury
- 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, Mrs Susan Kelly and all School Governors.
- Partners and families of Committee Members.
- Parents, carers and all other supporters of the school.
- Local businesses for their continued support – including Bryan Maher Estate Agency who sponsored sign boards for the Christmas Fayre and have done so for many years.

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

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 2024-2025 will be submitted to the Charities Commission following this meeting.

Election of Officers 2025-2026

We need to fill the following positions:

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

Committee Membership

We need the core committee to have 15 confirmed members.

Charity Trustees

Janet Emmerson appointed trustee of the charity in July 2024 (Miss Beck, Headteacher is also a Trustee).

Headteacher's Message (President's Statement)

The Friends' Association continues to play a significant role in the life and support of our school. Their hard work, creativity, and generosity enable us to provide opportunities and resources for our children that simply would not be possible from the school's budget alone.

This year we are especially excited to share news of a major project. In collaboration with the St Robert Southwell Foundation Charity, we are working to raise £150,000 to install an all-weather surface on the school site. This is a long-term fundraiser which we expect to take 3- 5 years. It will transform the way our children can enjoy sport, play, and outdoor learning; ensuring these opportunities are available throughout the year, whatever the weather.

We are delighted that the Friends' Association has already given the fundraising a fantastic start, contributing £20,000 to kick start the go fund me project. This generous contribution highlights just how much can be achieved when our community works together.

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

Alongside this, the Friends' have continued to support the school in countless ways, from maintaining iPad provision and funding workshops, to replacing key equipment and ensuring that much-loved traditions such as the raffles, Christmas Fun Day, and Year 6 Leavers' socials continue to bring joy to our children.

I would like to take this opportunity to thank the Friends' Committee and everyone who has supported their events. Your dedication makes a real and lasting difference to our children. We look forward to another year of working together, making memories and raising much needed funds.

With warmest thanks

Miss Beck

Headteacher

Chair's Thank You

Thank you to all the volunteers, staff members, governors and Miss Beck, for your continued 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, this year we were able to raise enough funds to set aside a significant contribution to the all-weather surface fund and to buy music and garden equipment. We also funded the Christmas fun activity, Easter treats, the year 6 leavers breakfast and various educational resources like the Class Bot and the Elmer the Elephant costume. 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 is very welcome.

Mary Coriano

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

2024 – 2025 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.

- Fireworks Display – 29th October 2024
- Christmas Raffle – 1st December 2024
- Christmas Fayre – 1st December 2024
- School Disco – 27th February 2025
- Easter Egg Raffle – 4th April 2025
- International Day – 16th May 2025

Other smaller fundraising activities involved refreshments at St. Patrick's Day Music & Dance concert March 2025 and tuck shop and ice lolly sales throughout the year.

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

Fundraising Online

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

- Easyfundraising
£1409.26
195 supporters – 83 active (total raised to date £6603.32)
- Brent Community Lottery
£334.50
Has now ceased – total raised 2022-25 £1804



My School Fund



Easyfundraising



Stikins

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

Treasurer's Summary

Account as of 31st August 2025:

From 1st September 2024 to 31st August 2025:

Income: £28,821.81

Outgoings: £21,806.36

Please see attached expenditure/income report.

Currently in the account: £13,731.64

Proposed Events for 2025 - 2026

- Saturday, 29th November - Christmas Fayre & Raffle
- Thursday, 5th March - School Disco
- Friday, 27th March- Easter Raffle & Easter Egg Hunt – details to be finalised
- Friday, 15th May - International Evening
- Friday, 3rd July - Summer BBQ & Raffle
- Other: ice-lolly sales (on Friday during the summer months, dates t.b.c) snacks & drink sales at school events e.g. St. Patrick's Day Music & Dance Concert

Proposed year group events – dates to be confirmed.

- Family quiz night
- Cinema night
- Pancake breakfast & pancake flip race

Proposed events in collaboration with the St. Robert Southwell Charitable Foundation – MUGA fundraising:

- Year 5 Cake sale – January
- Year 4 party – July
- Year 2 & 3 skip – March
- Reception Wheelie Day – June

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.

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

Receipts & Expenditure 1st September 2024 - 31st August 2025

Date	Item	Expenditure	Income	Profit
01.09.24- 31.08.25	Brent Lottery	£-	£ 344.50	£ 344.50
01.09.24 - 31.08.25	Easyfundraising	£-	£ 1,409.26	£ 1,409.26
15.10.24	AGM	£ 44.75	£ -	
29.10.24	Fireworks	£ 1,747.07	£ 3,986.85	£ 2,239.78
01.12.24	Christmas Fayre	£ 2,435.10	£ 8,901.93	£ 6,466.83
19.12.24	Donation to SRS - Christmas Fun Day	£ 204.00		
19.12.24	Donation to SRS - Christmas Tree	£ 170.00		
02.01.25	Parentkind Annual Insurance	£ 162.00	£ -	
24.01.25	Tuck Shop	£ 89.25	£ 539.40	£ 450.15
27.02.25	Childrens Disco	£ 365.75	£ 1,045.00	£ 679.25
10.03.25	Asda CashPot		£ 482.37	£ 482.37
13.03.25	Irish Music Night	£ 274.25	£ 832.90	£ 558.65
04.04.25	Easter Raffle		£ 1,482.82	£ 1,482.82
04.04.25	Donation to Children - Easter Treats	£ 300.96		
16.05.25	International Day	£ 239.28	£ 1,981.57	£ 1,742.29
17.05.25	Donation to SRS - Garden Supplies	£ 1,115.93		
17.05.25	Donation to SRS - Music Equipment	£ 696.94		
17.05.25	Donation to SRS - Elephant Costume	£ 63.54		
01.07.25	Donation to SRS - ClassBot	£ 1,610.00		
30.06.25	Ice Lollies Sale 19 June - 8 July	£ 265.00	£ 948.36	£ 683.36
04.07.25	Donation to SRS - All Weather Surface	£ 20,000.00		
17.07.25	Replacement Sum Up Chargers	£ 26.78		
18.07.25	Donation to SRS - Yr 6 Leavers Breakfast	£ 325.27		
		£30,135.87	£21,954.96	£16,539.26

*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 Catholic Primary 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.

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

- (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.

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

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

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