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, 8th October 2026 at 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

See separate agenda for follow on meeting of new committee.

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 2025-2026: Committee members:

Louise Butler & Fiona Feeley	Co-Chairs
Vicky Hicks/Mary Coriano	Co Vice-Chairs
Sinead Connaughton	Secretary
Mary Kelly	Vice-Secretary
Joana Gjeta	Treasurer
Pedro Valero	Vice-Treasurer
Rosanna Lagana	Vice-Treasurer
Julie Penny	Social Media Officer & Raffle Co-ordinator
Puneeta Abreo	Raffle Co-ordinator
Hanieh Amiri	Raffle Co-ordinator
Giuseppina Denyer	Raffle Co-ordinator
Rachele Frostini	Raffle Co-ordinator
Tara Randall	Grants Co-ordinator
Rose Creary	Grants Co-ordinator

Thanks also go to:

- Trustees : Honor Beck (Headteacher) and Fiona Feeley
- All the Year Group Representatives: Nursery: Mary Kelly: Reception: Rebecca Canny; Year 1: Louise McAndrew Year 2: Laura Decourcey/Diego Amaral ; Year 3: Paula Duque; Year 4:Punetta Abreo; Year 5:Pina Denyer; Year 6: Lorraine Dundon
- All who have attended meetings over the past year and volunteered to help at events
- Miss Beck and all the school staff
- Mrs Rattigan and all School Governors
- Partners and families of Committee Members
- Parents, carers and all other supporters of the school
- Local and small businesses for their continued support

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 2025-2026 will be submitted to the Charities Commission following this meeting

.

Election of Officers 2026-2027

The following positions need to be filled:

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

Committee Membership

We need the core committee to have 15 confirmed members.

Headteacher's Message (President's Statement)

The Friends' Association remains an invaluable part of our school community, and I am delighted to reflect on another successful year of fundraising, creativity and support. Their contribution reaches far beyond the funds raised; it helps to enrich the experiences of our children and enables the school to provide opportunities and resources that would not otherwise be possible.

This year, we have also taken an important step towards one of our most ambitious fundraising projects to date. In partnership with the St Robert Southwell Foundation Charity, we are working towards raising £150,000 towards installing an all-weather surface on the school site. This is a significant, long-term project, with groundworks expected to begin in December and the project to continue over the next two years. It is an exciting opportunity that will have a lasting impact on our children, giving them greater access to sport, play and outdoor learning throughout the year, whatever the weather.

Alongside this major project, the Friends' Association have continued to raise much-needed funds to enhance school life in so many different ways. Their support has helped us to maintain our iPad provision, provide enriching workshops and experiences, update our external speaker systems and add those extra touches that make such a difference to our children's time and experience during their time at primary school.

Just as importantly, the Friends' Association continue to bring our school community together. Events and traditions such as the Christmas Fair, raffles and other fundraising activities provide wonderful opportunities for families, staff and children to come together, make memories and enjoy being part of our school community.

None of this would be possible without the commitment of the Friends' Committee and the many parents, carers, staff and members of our wider community who give their time, energy and generosity throughout the year. I would like to express my sincere thanks to everyone who has supported the Friends' Association in any way over the last year.

As we look ahead, we have an exciting challenge in front of us with our all-weather surface project, and I am confident that, by working together, we can achieve something truly special for our children. I look forward to another year of partnership, community spirit and shared success.

With my warmest thanks,

Miss Beck
Headteacher

Chairs' Thank You

We would like to say a huge thank you to all our volunteers, staff members, governors and Miss Beck for your continued support and for everything you do to help make our fundraising events possible.

From those who give their time regularly and take on committee roles, to those who kindly volunteer for an hour at an event, every contribution makes a difference. It is the combined effort of our school community that allows us to achieve so much.

Thanks to everyone's generosity and hard work, we have been able to put a significant amount towards new iPads, the updated speaker system, science workshops and a revamp to the school library as well as the ongoing fundraising for multi-use games area (MUGA).

We have also been able to support activities and resources for the children, including the Christmas fun activity and Easter treats.

There are lots of exciting events and ideas ahead, and everyone's involvement, ideas and support are always very welcome.

Thank you again for everything you do — it truly makes a difference to our school and, most importantly, to the children.

As we step down, we look forward to welcoming and supporting the new Chair or Chairs at future events. We will be very happy to offer our help, encouragement and support as they take on their new roles.

Fiona + Louise

2025 - 2026 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 – 29th November 2025
- Christmas Fayre – 29th November 2025
- Family Quiz Night - 6th February 2026
- School Disco – 5th March 2026
- Easter Raffle – 27th March 2026
- International Summer Fayre - 26th June 2026

Other smaller fundraising activities involved refreshments at the St. Patrick's Day Music & Dance concert in March 2026 and tuck shop and ice lolly sales throughout the year.

Fundraising Online

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

- Easyfundraising
  £1255.78
  231 supporters - total raised to date £6855

- The Parent Lottery
  £920.89
  38 supporters

My School Fund

Stikins

Easyfundraising

The Parent Lottery

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 2026:

From 1st September 2025 to 31st August 2026:

Income: £46,683.83 (£20,0000 paid in from ring-fenced account for transfer to SRSCF)

Outgoings: £28,800.11 (£23,000.00 donations to SRS & SRSCF)

Please see attached expenditure/income report.

Currently in the account: £31,764.32

Proposed Events for 2026-27

- Christmas Fayre & Raffle
- Family Quiz night
- School Disco
- Easter Raffle
- International Evening
- Summer BBQ & Raffle
- Other: Ice-Lolly sales in Summer on Fridays, dates TBC; snacks & drinks sales at school events such as the St. Patrick's Day Music & Dance Event, Choir Evening and tuck shop sales.

Proposed events in collaboration with the St. Robert Southwell Charitable Foundation – MUGA fundraising to be advised in due course.

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.

Receipts & Expenditure 1st September 2025 - 31st August 2026

Date	Item	Expenditure	Income	Profit
01.09.25 - 31.08.26	Easyfundraising	£ -	£ 1,255.78	£ 1,255.78
01.09.25 - 31.08.26	School Lottery - Parentkind	£ -	£ 920.89	£ 920.89
01.09.25 - 31.08.26	Bank Service Charge	£ 75.78		
19.09.25	Back to School BBQ	£ 879.50	£ 2,253.40	£ 1,373.90
15.10.25	AGM	£ 82.04	£ -	
24.10.25	Brent Small Lottery Licence	£ 40.00		
29.11.25	Christmas Fayre	£ 1,925.96	£ 10,066.78	£ 8,140.82
02.01.26	Parentkind Annual Insurance	£ 171.00	£ -	
06.02.2026	Quiz Night	£ 532.74	£ 2,356.41	£ 1,823.67
26.02.2026	**Donations to SRS MUGA**	**£ 20,000.00**	**£ 20,000.00**	
05.03.2026	School Disco	£ 269.68	£ 971.15	£ 701.47
12.03.2026	St Patrick's day	£ 213.07	£ 1,043.83	£ 830.76
27.03.2026	Easter Raffle	£ 413.14	£ 1,520.03	£ 1,106.89
01.04.206	Fashion Inc Ltd clothes donation		£ 284.40	
26.06.2026	International fayre	£ 914.32	£ 4,313.73	£ 3,399.41
06.07.2026	**Donations to SRS MP3 Player**	**£ 3,000.00**		
14.07.2026	Tuck shop		£ 660.61	£ 660.61
June -July 2026	Lollies sale through summer	£ 178.48	£ 1,036.82	£ 858.34
14.07.26.	Year 6 Leavers	£ 69.29		
24.08.26.	bar licence BBQ Sept 2026	£ 21.00		
to be allocated	Miscellaneous expense	£ 14.11		
		£28,800.11	**£46,683.83**	**£21,072.54**

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.

(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.

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.