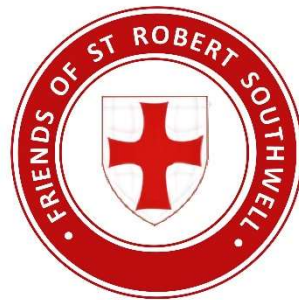




St Robert Southwell Catholic Primary School

Aiming for Excellence - Being the Best We Can Be

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



AGM

Tuesday, 15th October 2024

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
- Confirmation of events for 2024-25
- Policies & procedures update
- Current financial position
- AOB



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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 2023-2024:

Committee members:

Mary Coriano	Chair
Rosanna Lagana	Vice-Chair
Vicky Hicks	Vice-Chair
Tara Randall	Secretary
Fiona Feeley	Vice-Secretary
Siobhan Flaherty	Treasurer
Paola Barbero	Vice-Treasurer
Mekhala Dabrera	Vice-Treasurer
Charlotte Wrenn	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: Sinead Connaughton (Nursery), Tara Randall (Year 1), Mary Kelly (Years 2 & 4), Caroline Murphy (Year 3), Irene Hanbury (Year 5), Steph Terry (Year 6).
- 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.
- Local businesses for their continued support – including Bryan Maher Estate Agency who sponsored sign boards for the Christmas Fayre and Summer BBQ and have done so for many years.

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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 2023-2024 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

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 is a very active group in our 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.

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This year, the Friends committed the majority of their funds to maintaining iPad provision and pupils own devices in class, replacing the main school hall projector, providing history mannequins and costumes and maths workshops. This provision ensures that the school provides the best possible resources, both in and beyond the classroom. These additional resources enhance the learning experiences for all our pupils.

The Friends' Association continued the tradition of the Christmas raffle, Easter egg raffle, Christmas Fun Day contribution and Year 6 Leavers pizza 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

Chair's Thank You

Thank you to all the volunteers, staff members 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 replace the iPads and projector. We also funded the Christmas fun activity and various educational workshops and resources. 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

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2023 – 2024 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 – November 2023
- Christmas Raffle – November 2023
- Christmas Fayre – November 2023
- School Disco – February 2024
- Easter Egg Raffle & bonnet parade – April 2023
- International Day – May 2024
- Summer BBQ – July 2024

Other smaller fundraising activities involved refreshments at the Carol Concert December 2023, St. Patrick's Day Music & Dance concert March 2023 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
£953.69
179 supporters (total raised to date £5,600)
- Brent Community Lottery
£661.50
25 supporters (total raised to date, over £5000)



[My School Fund](#)



[Brent Community Lottery](#)



[Easyfundraising](#)



[Stikins](#)

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Treasurer's Summary

Account as of 31st August 2024:

From 1st September 2023 to 31st August 2024:

Income: £30,013.95

Outgoings: £33,467.90

Please see attached expenditure/income report.

Currently in the account: £20,768.28

Planned Events for 2024 - 2025

- Friday, 1st November - Firework Display
- Sunday, 1st December - Christmas Fayre & Raffle
- Friday, 24th January - Family Quiz night
- Friday 28th February - School Disco
- Thursday, 3rd April - Easter Raffle (no bonnet parade as bi-annual)
- Friday, 16th May - International Evening
- Friday, 4th July - Summer BBQ & Raffle
- Other: ice-lolly sales (on Friday during the summer months, dates t.b.c) snacks & drinks sales at school events e.g. St. Patrick's Day Music & Dance Concert,

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 2023 - 31st August 2024

Date	Item	Expenditure	Income	Profit
01.09.23 - 31.08.24	Brent Lottery	£-	£661.50	
01.09.23 - 31.08.24	Easyfundraising	£-	£953.69	
03.11.23	Fireworks	£1,135.12	£2,076.68	£941.56
26.11.23	Christmas Fayre & Ice Skating	£3,569.52	£9,152.69	£5,583.17
21.12.23	Christmas Carol Concert	£-	£190.91	£190.91
03.01.23.	Parentkind annual insurance	£153.00	£-	
02.02.24	Childrens Disco	£431.50	£983.23	£551.73
12.03.24	Irish Music Night	£416.89	£600.77	£183.88
21.03.24	Easter Raffle, Bonnet Comp	£174.55	£1,689.07	£1,514.52
21.03.24	Easter Eggs for children	£368.97	£-	
22.03.24	Tuck Shop	£14.00	£303.35	£289.35
27.03.24	Donation to SRS- Christmas Fun day	£1,395.00		
01.05.24	Donation to SRS- History Resources	£1,500.00		
01.05.24	Donation to SRS- Maths Workshops	£700.00		
01.05.24	Donation to SRS - iPads	£15,000.00		
01.05.24	Donation to SRS - Projector	£2,000.00		
10.05.24	International Day	£265.79	£1,558.90	£1,293.11
26.06.24-03.07.24	Ice Lollies Sale	£184.06	£531.45	£347.39
12.07.24	Summer BBQ	£1,308.51	£7,328.88	£6,020.37
16.07.24	Year 6 Leavers Party	£160.00		
		£28,776.91	£26,031.12	£16,915.99

£1047.58 received in Sept 24 & £38.00 paid in Sept 24

Paid in Sept 2024

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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 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.

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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

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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 transferred for the benefit of the children at St. Robert Southwell Catholic Primary School.

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Paid in Sept 2024

The Friends of St. Robert Southwell Catholic Primary School
Charity number: 1130053
Independent Examiner's Report

Caroline McEvoy
c/o St. Robert Southwell Catholic Primary School
Slough Lane
Kingsbury
London NW9 8YD

The Trustees
The Friends of St. Robert Southwell Catholic Primary School
Slough Lane
Kingsbury
London NW9 8YD

27th December 2024

Dear Trustees

The Friends of St. Robert Southwell RC Primary School (“friends” or “the Charity”)
Charity No: 1130053
Accounts for the year ended 31st August 2024

Thank you for appointing me to independently examine the Friends Accounts.

Respective Responsibilities

The Charity's Trustees are responsible for the preparation of the accounting information. The Charity's Trustees consider that an audit is not required for his year under Section 144 of the Charities Act 2011 (“the Charity's Act) and that an independent examination is needed.

During an independent examination, it is my responsibility to:

- Examine the accounts/information under Section 145 of the Charities Act
- To follow the procedures laid down in general Directions given by the Charity Commission (under Section 145(5)(b) of the Charities Act
- To state whether particular matters have come to my attention.

The Friends of St. Robert Southwell RC Primary School
Charity number: 1130053
Independent Examiner's Report

Accounts for the year ended 31st August 2024

Basis of the independent Examiners Statement

My examination was carried out in accordance with general directions given by the Charity Commission. An examination includes a review of the accounting records held by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounting information and seeking explanations from the Trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts/information present a "true and fair" view. The report is therefore limited to those matters set out in the statement.

Independent Examiners Statement

In connection with my examination, no matter has come to my attention which gives me reasonable cause to believe that in, any material respect, the requirements to keep accounting records in accordance with Section 130 of the Charity's Act and to prepare accounts which accord with the accounting records and comply with the accounting requirements of the Charity's Act have not been met or to which in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

Yours faithfully

Caroline McEvoy

Caroline McEvoy