



St Nicholas Catholic Primary School

Parent & Friends Association

PFA Meeting Minutes

Summer Term PFA General Meeting was held in [St Nicholas RC Primary School Hall](#) on [Saturday 27 September 2025](#) at [4pm](#)

Attendees

Mrs Noble-Barton (Headteacher)
Matteo Belardi
Peter Mayhew
Emma Condron
Katie Martin
Gaia Corelli
Andrew Zouch
Lisa Tayler
Chris Ward
Louise Jackson
Anna O'Malley

Apologies received

Ellie Mae Smith

Agenda

1. Welcome & Apologies
2. Notice & quorum confirmations
3. Chair's report
4. Treasurer's report & adopt accounts
5. Elections (all roles)
6. AOB

Discussed Items

1. Welcome & Apologies

The Chair welcomed everyone to the Annual General Meeting and thanked them for their continued support of the PFA throughout the year. A special thanks was given to all committee members, volunteers, parents, and staff who contributed to the PFA's activities.

2. Notice & Quorum Confirmation

Notice of the meeting had been issued in line with the PFA Constitution. The quorum was confirmed, and the meeting was duly convened and competent to conduct business.

3. Chair's Report

The Chair presented a summary of the year's activities, highlighting the fundraising achievements, community events, and collaborative efforts with the school. Thanks were extended to all volunteers for their commitment. The Chair's Report was approved unanimously by those present.

4. Treasurer's Report & Adoption of Accounts

The Treasurer presented the annual financial report, including income and expenditure for the year. Key fundraising events were noted, and it was reported that the financial position remains stable. The accounts had been previously circulated and were reviewed during the meeting. The Treasurer's Report and accounts were approved and adopted unanimously.

5. Elections

In line with the constitution, all committee roles were declared vacant, and elections were held. The following individuals were elected unopposed and approved by all present:

- Chair: Matteo Belardi
- Treasurer: Peter Mayhew
- Co-Secretaries: Louise Jackson and Katie Martin
- Trustee & Vice-Chair: Emma Condron

The Chair thanked outgoing and continuing members for their service and welcomed the newly elected team.

6. Any Other Business (AOB)

Next Meetings of the Charity

- General Meeting: Saturday, 7th March 2026
- Committee Meeting: Thursday, 8th January 2026 – open to all to attend

- Committee Meeting: Thursday, 5th June 2026 – open to all to attend

School Hall A/V Installation

Mrs Noble-Barton informed the group that the School plans to install the audio-visual equipment in the School Hall during the half term, which will support future events and performances.

Fundraising Initiatives

It was suggested that a Penny Drive be organised in January. The school will follow up with further details.

Next PFA Events

- PFA Family Quiz Night: Friday, 17th October 2025
- Christmas Fayre: Saturday, 6th December 2025 at St Nicholas – to be led by Emma.

Christmas Cards

Lisa Taylor offered to coordinate Christmas Cards and explore the most effective ways to manage school uniform sales.

Alcohol at Events

Mrs Noble-Barton raised that St Nicholas is currently the only school in the academy that allows alcohol at events attended by both adults and children. She expressed a preference for future events to be alcohol-free to align with academy-wide standards.

Seasonal Celebrations

Plans for the Advent & Christmas Fayre were briefly discussed - Emma Condron will lead this.

7. Close

There being no further business, the Chair thanked everyone for attending and for their continued support of the PFA. The meeting was formally closed.

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Louise Jackson & Katie Martin

Co-secretaries, St Nicholas Parent & Friends Association (PFA)

Approved, 29 September 2025