



St Francis Xavier's Parent Council

Trustees' Annual Report

August 2024 to July 2025

Charity contact information

St Francis Xavier's Parent Council (STFX PC)

Scottish Charity Number: SCO52916

St Francis Primary School, Merchiston Avenue, Falkirk, FK2 7JS

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Facebook: [St Francis Xavier's Parent Council | Facebook](#)

Charity Trustees

The following individuals served as charity trustees during the financial year:

- Clare Parry
- Claire Grant
- Nicola Riddick (resigned during the year)
- Lesley Shuttleworth (appointed during the year)

During the year, Nicola Riddick stepped down as a trustee following her child leaving the school. Lesley Shuttleworth subsequently put herself forward for appointment at a Parent Council meeting and was elected by a majority vote of members present. She was appointed as a charity trustee in accordance with the constitution.

Objectives and activities

The objectives of the St. Francis Xavier's Primary School Parent Council are:

1. To promote partnership between the school, its pupils, all parents and carers.
2. To promote partnership between the school and the Catholic Church to ensure that all pupils develop their full potential leading to lifelong activities being guided by the Holy Spirit and the presence of Christ in the service of God and others.
3. To work in partnership with the school to create a welcoming school which is inclusive for all parents.
4. To develop and engage in activities which support the education and welfare of the pupils.
5. To identify and represent the views of the parents on the education provided by the school and nursery and other matters affecting the education and welfare of the pupils.

Structure, governance and management

The Parent Council continues to operate in accordance with its constitution and charity trustee duties under the Charities and Trustee Investment (Scotland) Act 2005.

During the year the Parent Council undertook a review of its constitution to ensure it reflects current governance practice and charity requirements. Proposed amendments were discussed and sent for approval to the Parent Council

members and also circulated to the wider Parent Forum. An application for consent to amend the constitution has been submitted to OSCR.

The Parent Council also continued to strengthen its governance and financial oversight arrangements. The accounts for the financial year have been independently examined in accordance with charity regulations, and an external scrutiny check has been carried out by an independent examiner. The trustees are satisfied that appropriate financial controls are in place and that accurate accounting records are maintained. The annual return, together with the Trustees' Annual Report and independently examined accounts, has been prepared for submission to the Office of the Scottish Charity Regulator (OSCR) in line with statutory requirements.

Achievements and performance

STFX PC has continued to work in close partnership with the school to support a welcoming and inclusive environment for parents and carers. The Parent Council identifies and represents the views of parents regarding the education provided by the school and nursery, as well as matters affecting the welfare of pupils. This is achieved through regular termly meetings, which are open to all members of the Parent Forum and conducted in a transparent manner. Meetings include updates from the Headteacher, presentation of financial information, discussion of fundraising and spending decisions, and the opportunity for parents to raise questions or concerns. One meeting each year is held online to improve accessibility and encourage wider participation.

To strengthen links between the school and the Catholic Church, STFX PC continues to be represented at the Diocesan Parent Forum, ensuring alignment with the school's ethos and values.

During the year, a range of community-led fundraising initiatives were delivered, generating income to support identified school priorities. These activities not only provided financial benefit but also encouraged positive engagement between pupils, families and staff, contributing to a strong and supportive school community.

Funds raised were reinvested into initiatives that enhanced pupil wellbeing, enrichment opportunities and educational resources, directly supporting the Parent Council's objective to advance education and improve the school experience for all children.

Financial review

This has been a successful year for fundraising, with a total income of £12,941 generated from events hosted by the Parent Council, including the Halloween disco, Christmas jumper day, Christmas fayre, £20.25 change collection, sponsored dance marathon and the end-of-term disco.

Additional income was received through individual donations, the 200 Club, an administration payment from Falkirk Council, the Asda Cashpot and

Easyfundraising initiatives, and participation in a sponsored swim hosted by the Rotary Club, which returned a proportion of funds raised to the Parent Council.

All funds received during the year were unrestricted and applied in furtherance of the charity's objectives.

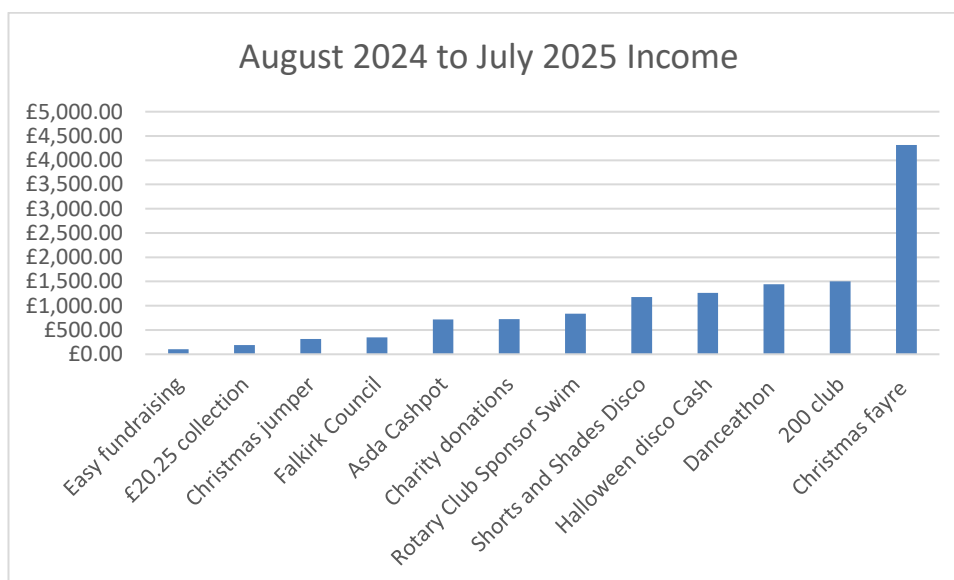


Figure 1: Income for August 2024 – July 2025

The Parent Council maintained a positive year-end balance, with sufficient unrestricted reserves available to support planned future commitments, including 65th anniversary activities and the proposed whole-school pantomime trip.

During the year, and in furtherance of its objective to support the education and welfare of pupils, funds raised were invested back into the school in the form of:

- School ties for all new Primary 1 children
- A contribution towards the Primary 7 leavers' party
- Selection boxes for all children at the Christmas parties
- Buses for school trips
- Wet play boxes for all classrooms
- A donation to the nursery for arts and crafts supplies
- Medals for the swim team

Other expenditure during the year included the lottery licence, event hosting costs and a retiral gift for a teacher. The total expenditure for the year amounted to £5,532, as detailed in Figure 2 below.

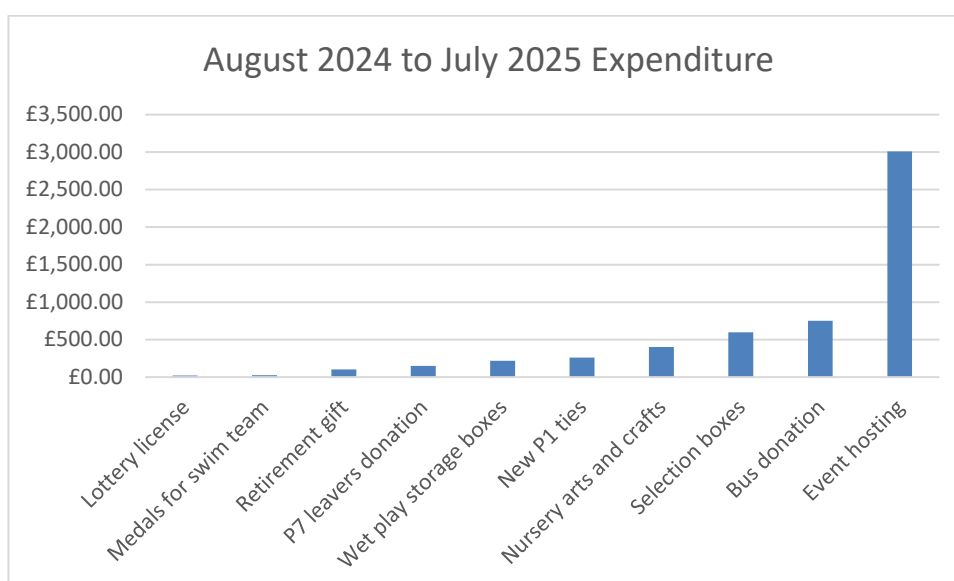


Figure 2: Expenditure for 2024 – 2025

Future plans

Looking ahead to the 2025-2026 academic year, the Parent Council will focus on supporting the school's 65th anniversary celebrations, including fundraising towards a whole-school pantomime trip, with estimated costs of approximately £10,000 for tickets and transport.

The Parent Council will also explore potential grant funding opportunities, taking into account local deprivation statistics to ensure equitable access to enrichment opportunities for all pupils and to maximise available funding to support inclusion and participation.

Further priorities include continued development of a longer-term funding strategy, growing membership of the 200 Club to provide sustainable income and exploring digital payment options such as card machines or fundraising apps to improve accessibility and participation.

A one-page strategic roadmap will be launched at the AGM to outline short, medium and long-term objectives.

The Parent Council will continue to work in partnership with the school to support identified priorities, including potential improvements to school facilities, subject to approval and feasibility.

Public Benefit

The trustees have considered OSCR's guidance on public benefit and are satisfied that the Parent Council's activities continue to advance education and support the wellbeing of pupils at St Francis Xavier's Primary School. The charity works in partnership with the school and wider parent body to enhance the educational experience of all pupils through fundraising, community engagement and the provision of additional resources. Funds raised are applied solely for the benefit of pupils, including supporting school trips, events, equipment and wider enrichment activities. The trustees are confident that these activities provide clear and tangible public benefit by contributing to the educational development, inclusion and welfare of children attending the school.

Declaration

Signed on behalf of the charity trustees:

CParry

Print name

Clare Parry

Designation

Trustee/Treasurer

Date

16/02/2025