

SACRED HEART HIGH SCHOOL PTFA AGM (Registered Charity No. 1177111)

Wednesday 24 March 2021 – 6.30pm via Zoom

Minutes of Meeting

Committee Members present

E Dean (ED)	Chair
S Cockshutt (SC)	Secretary
S O'Donovan (SOD)	Trustee
R Tan (RT)	Treasurer
N Nye (NN)	School Representative
M Truelove (MT)	Development Manager
(Apologies from M Doyle (MD) Honorary President)	

1. The minutes of the meeting on 17 September 2019 were approved. ED noted that the Code of Conduct for the PTFA was not yet on the website.
2. Welcome from the Chair
 - a. On 20 January 2020 N Nye and M Truelove had been co-opted on to the Committee;
 - b. The Committee had met on 20 January 2020 to discuss future events;
 - c. A further meeting was held on 11 November 2020 (delayed from Academic Year 2020) due to Covid;
 - d. There had been a successful auction on 29 November 2019 and a Year 7 event on 7 February 2020, before the Government ordered lockdown;
 - e. Three other planned events (a quiz night in March 2020; summer fair 2020; a series of speaker events) had been postponed because of Covid restrictions.
3. ED explained that the Committee had decided to use funds in different ways because of lockdown restrictions. Specifically:
 - a. A hardship fund was used to help 6th formers with the expenses of a trip to Poland;
 - b. Less fortunate families in the AH community were helped out;
 - c. To enhance pupils' lives at school the PTFA funded £4,000 for picnic tables and benches; Further works to the gardens will be funded in due course as costings are currently being put together.

- d. A cross-trainer for the gym was in the process of being acquired;
- e. The PTFA also helped fund a new lighting board in the drama studio.

4. Treasurers' Report

- a. RT displayed a set of PTFA accounts for 2019/20;
 - b. In summary, fund-raising activities raised £19,983 and donations £49,06;
 - c. Expenses for the year were £2,840, so net income was £66,208;
 - d. The balance carried forward was £34,487, thus at 1 March 2020 total funds were £100,695;
- 5.** The independent examiner E Galvin verified the accounts before submission to the Charity Commission.
- 6. Elections:** the whole committee is required to resign and the new committee to be elected for the forthcoming year:

Chair – S Cockshutt was voted in as Chair;

Treasurer – R Tan was elected;

Secretary – E Dean was elected;

Ordinary Committee Member – D Vitiello was elected;

If others wish to serve on the Committee they are welcome to come forward at any time.

Internal roles: Mrs Doyle remains Honorary President; Mrs O'Donovan remains as trustee; Ms Nye is the School Representative; and M Trulove is the Development Office Representative.

7. Any other business

- a. ED thanked all those who had served on the Committee
- b. There being no other business the open committee meeting was concluded.