

Sacred Heart High School PTFA
PTFA

Registered Charity No. 1177111

PTFA Open Committee Meeting

MINUTES

17 September 2019: Reception Room at 6.45pm

Attendees:	Simon Cockshutt: Secretary Marian Doyle: PTFA President Emma Dean: Chair Sarah Hellett: Committee Member Naomi Nye: School Representative Sharon O' Donovan: Trustee Regina Tan: Treasurer (Trustee) Marie Truelove: Development Manager Parents, Teachers & Friends: PTFA Members
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1. Welcome from the Chair

Emma Dean (ED) welcomed all committee members and members to the PTFA open committee meeting. **ED** reminded everyone of the important role the PTFA plays in the school and the benefit of gathering the school community together. Clearly a long time had elapsed between meetings and this must not be repeated. As a charity the PTFA is required to meet regularly. This is particularly important given the charitable status.

2. Approval of minutes most recent meeting held on 18th May 2018

ED referred to the minutes of the most recent PTFA meeting, held on the 18th May 2018. The minutes were acknowledged as factually correct.

3. Future events update

ED was pleased to confirm that the PTFA was planning a series of events for the school community. Including:

Auction: 29th November

Year 7 Disco: 7th February

The Auction would be managed by **ED** and Marie Truelove (**MT**). Sarah Hellett (**SH**) volunteered to run the Year 7 Disco.

ED requested volunteer helpers for both events to put themselves forward at the end of the meeting.

4. Any other business

As there was no other business to discuss, **ED** brought the meeting to a conclusion.