

Sacred Heart High School PTFA
Annual General Meeting

MINUTES

17 September 2019: Reception Room at 6.30pm

Attendees:	Marian Doyle: Head teacher Sharon O' Donovan: Deputy Chair (Trustee) Regina Tan: Treasurer (Trustee) Marie Truelove: Development Manager Parents, Teachers & Friends: PTFA Members
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1. **Matters arising from the AGM minutes**

Sharon O' Donovan (SOD) welcomed all committee members and members to the AGM. As there were two committee members and more than two members present, **SOD** confirmed that the meeting was quorate.

SOD confirmed that no AGM minutes were located from last year and as such there were no AGM minutes to adopt. **SOD** confirmed that going forward, more robust procedures would be put in place to ensure best practice is followed. This will include a code of conduct and updating the constitution of February 2018, if so required. Both documents will be presented at the PTFA meeting in January 2020. As the current Chair, **Marie Dimond (MD)** had confirmed her intention to resign in May 2018, **SOD** assumed the role as **temporary Chair** for the purposes of this meeting.

Chairs Report: **SOD** reminded all present of the important role the PTFA plays in the school community. **SOD** gave a brief overview of fundraising activities in the last year. The PTFA is a charity and is subject to a constitution. **SOD** explained that Committee Members are also Trustees of the Charity, with legal obligations.

SOD highlighted how funds raised by the PTFA have benefited the school in 2018/19. (DT laser cutter: £11,500, Chrome books: £8,000, Art department frames: £3,300, Ipads for music dept: £600)

SOD thanked those individuals who have supported the committee, particularly the **former Chair MD**, who confirmed her resignation at the

end of 2018 academic year in the minutes of the last PTFA Committee meeting held on 8th May 2018. In addition the Committee thanked **Maria Cruz**, who confirmed on the 30th September, 2019, that she would not be putting herself forward re-election.

SOD outlined plans for the coming year and how new members and supporters can get involved. Events this term include the Auction 29th November.

2. Treasurers Report 15 September 2019

Regina Tan (RT) circulated two sets of PTFA accounts for 2018/19 to a majority of attendees. Set one, comprised of funds raised by the PTFA at events held during the year. **RT** confirmed that fundraising was down on previous years at £700 as no significant events were organised by the PTFA. Set two, School Fund, is comprised of regular Parent donations to the school each month, mainly via standing order.

Marie Truelove (MT) summarised the recent activity to increase the flow of funds into the School Fund. Letters have gone out to those Parents from Year 7 and 8, reminding them of the School Funds existence and its underlying purpose. The School Fund will increase over time as reminder Letters are sent to Years 9, 10, 11, 12 and 13.

The total in both accounts stood at £48,000.

3. Appointment of independent examiner of Accounts FYE 15 Sept 2019

Marian Doyle (MD) confirmed that an independent review of the PTFA accounts 2018/19 would be conducted before the next meeting of the PTFA. This would be in line with the requirements of the Charity Commission.

4. Election of Officers and Trustees of the Committee

SOD confirmed that in accordance with the constitution, all current committee members were required to stand down.

SOD summarised the requirement of new PTFA Committee members required in the coming year as follows:

Chair

Treasurer

Secretary

Committee Member

Emma Dean (ED) put herself forward as Chair and was duly elected.

RT was re- elected as Treasurer.

Simon Cockshutt (SC) put himself forward and was elected as Secretary

Sarah Hellet (SH) volunteered to be an ordinary Committee Member

5. Honorary appointment of President of PTFA

MD agreed to be conferred with an honorary appointment, President of the PTFA. **MD** summarised her hopes and wishes for the PTFA in the coming year, including bringing the school community closer together for the benefit of parents, teachers and students. **MD** confirmed the important role the PTFA plays within the school. **Naomi Nye (NN)** has been appointed as the school representative and will act as a liaison between the school community and the PTFA.

6. Any other business

As there was no other business to discuss, **SOD** invited attendees to remain for the Ordinary PTFA meeting.