

SACRED HEART HIGH SCHOOL PTFA COMMITTEE MEETING
Wednesday 11th November 2020 – 5pm

Committee Members Invited

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

1. Welcome from the Chair
2. Approval of minutes of last meeting (20 January 2020)
3. Treasurers interim report / independent review approval
4. PTFA AGM Planning (Draft Agenda attached)
 - AGM: Agreement to hold meeting virtually (decision minuted, this meeting is a trial run, how do we vote? Show of hands or in secret?)
 - Who is staying, who is leaving (discussion)
 - Election of new Chair
 - Election of New Committee Members, optimum number 6-8
 - Date? (21 days notice)
 - Email parents, invite them to attend, attendance must be confirmed by date, only send link when confirmation of attendance is received,
 - Send link and Agenda and invitation to put names forward for Committee roles.
 - Housekeeping rules will be sent to confirmed attendees with AGM Agenda and invitation to stand for Committee roles (host name, participants are muted, how to table a Q, how will voting work?)
5. Review Requests for use of PTFA funds: Teachers etc. (Emma and Naomi)
6. Outdoor seating plan (Marian)
7. Future events update
8. Any other business
Thank you to Chair and Committee Members who are not standing for
Re- election at AGM. •