



## **PTFA ANNUAL GENERAL MEETING (rescheduled from July 2022)**

**Tuesday 13 December 2022**

### **Present**

Marina Castillo  
Sue Clancy (SC)  
Helena Corrado-Markic  
Alex Dijkhuis (AD)  
Rosa Gleason (RG)  
Melissa Lawrence da  
Cunha (MC)  
Valeria Manca (VC)

Stephen Marwood  
Maria Monteiro (MM)  
Nicoletta Pilardi  
Charlene Royer  
Robina Sorohan  
Laure Theuriau (LT)  
Anna Magryta-Urban  
Gigi Venus

### **Apologies**

Sharon O'Donovan  
Simon Cockshutt  
Naomi Nye

### **1. Welcome and Introduction**

With 15 attendees, the meeting was declared quorate.

AD explained that the previous AGM in the summer had been called at short-notice and was inquorate. This meeting was a reconvening of the summer AGM. Various committee members had needed to step down during the pandemic and it is hoped that these elections today will enable the PTFA to continue its vital work.

One of the most urgent actions will be the uploading of accounts and annual reports to the Charity Commission website for 2020-21 and (due this month) for 2021-2022. Accounts for both periods have already been completed by the previous treasurer, Regina Tan.

The school will be here to support the PTFA committee and we are aware that some elements of handover will be needed after the elections. The Headteacher is very sorry not to be present and it will be important for her to meet with the new Committee in the new year to explain her priorities. The school business manager is also available and will be able to meet with the new treasurer.

### **2. Elections**

Voting was carried out in relation to each of the available committee posts. The following were duly elected:

**Chair** - Sue Clancy

**Secretary** - Valeria Manca

**Treasurer** - Laure Theuriau

**Communications officer** - Maria Monteiro

**General Committee Member** - Melissa Lawrence da Cunha

**General Committee Member** – Rosa Gleason

Other standing members of the committee include the Headteacher and the Staff Representative, Naomi Nye. AD will also attend as required and can act as link person.

Following the elections, it was agreed:

- that a meeting will be set up with the Headteacher for early to mid-January subject to availability. Ideally a series of dates could then be agreed across the year for various activities.
- that AD would liaise with the IT support team to reconfigure the PTFA email - ptfa@sacredh.lbhf.sch.uk - to go directly to the committee members and to AD. *[Post meeting - request has been sent to IT support]*
- that MM would send AD all revised content for the PTFA website page to be uploaded at the earliest convenience.

### **3. Fundraising Activities (Initial Conversations)**

- Cake sales for each year group were suggested. AD unsure of constraints at school regarding allergies etc but would follow this up and the matter could be resolved at the January meeting.
- Members asked about second-hand uniform sales and whether these could only take place online, or whether sales could be diarised to take place during PTMs and other events. AD explained the current storage issues in school and that uniform was being handled by Mrs Tesh. The possibility of face-to-face sales would be explored and the matter reported back for the January meeting.
- AD mentioned that she would be issuing reminders re school fund next term, and she would include a push to get more parents signed up to Easy Giving and Amazon Smile.
- The Headteacher has sent a request for the PTFA to donate some money towards the vouchers for school families in need this Christmas. The committee were open to this, but first needed to establish what funds were in the current account. AD agreed to follow this up urgently. *[Post meeting - have emailed School Business manager and will respond on this asap]*
- Members suggested it would be helpful to identify PTFA reps for each Year Group.

The following Year Reps volunteered:

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Year 7 – Anna Magryta-Urban & Charlene Royer

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Year 8 - Helena Corrado-Markic, Nicoletta Pilardi & Gigi Venus

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Year 9 - Marina Castillo & Robina Sorohan

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Year 10 – Rosa Gleason

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Year 11 – Valeria Manca

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Sixth Form – Still Needed

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The meeting ended at 7.20pm