



# HIGHFIELD PRIMARY SCHOOL

## Parents Teachers Association

**Annual General Meeting**  
**Monday 10<sup>th</sup> February 2020**  
**19.45pm in the School Canteen**

### MINUTES

#### 1. Introductions

The outgoing Committee had asked Carrie Bignell to Chair the AGM as the previous Chair Kirsty Tindle has stepped down. All at the meeting agreed with this.

#### 2. Attendees

Carrie Bignell, Angela Brookes, Andre Theodorou, Ceylan Aristides, Eleni Polycarpou, Siobhan Sweeney, Asha Dhanji, Rich Mumford, Cons Varnavides, Arjun Fasge, Amanda Fasge, Tara Giundoglou, Cristina Giorgioni, Merlyn Wright, Liz Whale, Hannah Ruthven, Semia Niaz, Stuart Pender, Jane Pender, Arthur Keitch, David Marshallsay, Walaa Motasim, Stephanie Rizzo, Miss Johnson, (1J) Miss Johnson (2J), Andre Theodorou, Carrie Bignell, Angela Brookes, Ceylan Aristides, Siobhan Sweeney, Eleni Polycarpou.

#### 3. Apologies

Received from Sarah Strong.

#### 4. Minutes from the previous AGM

Minutes from the meeting dated 21<sup>st</sup> September 2018 were provided to attendees. Carrie gave a brief overview. There were no questions raised.

It was confirmed that AGM's will be held annually moving forward.

#### 5. The Chairs Report

Copies were provided to all in attendance for their perusal outlining all the accomplishments from the previous year.

Carrie thanked the outgoing Chair Kirsty Tindle for all the great work that was accomplished under her year as Chair of the Friends of Highfield.

#### 6. The Treasures Report

Copies were provided to attendees for their information which detailed financials of the previous academic year, including Funds raised and items purchased.

It was confirmed that the accounting year for the FOH is September to August by Siobhan Sweeney.

SS informed the AGM that since the last annual statement FOH had supported the school with improvements in the Dali class garden.

## **7. Appointment of the Committee**

Carrie went on to give a brief overview of what the FOH do and the various fundraising events that would be scheduled throughout the school year.

She also advised to attendees that FOH became a charity in January 2019 which changed the status of the body and its governing constitution, confirming that in order to be elected onto the committee it is now also a requirement to become appointed as trustee to the charity.

Carrie highlighted to attendees that there are certain criteria such as IVA/Criminal (among others) record that would disqualify someone from being able to sign as a trustee. This was also outlined in the documents provided to the attendees.

Carrie then gave a brief overview of the different roles and responsibilities of each Committee member, Chair, Vice Chair, Secretary, Treasurer and Committee Member (such as Health & Safety/Class rep). A document outlining same was also provided to attendees.

It was advised that any nominated committee members would be standing for a year at a time.

### **a. Sub Teams**

Carrie gave a brief overview of the sub teams the committee would like to create. That parents, and staff can be involved in without needing to be on the committee.

Muscle team-	Set up/set down
Bakers & Cooks Team-	Cooking for International Food Hall/Baking for Christmas lights switch on
Raffles & Donations Team-	Sourcing raffles and donations from local businesses
Events team-	Getting involved in the organisation of events
Buyers Team-	Help to source bargains
Communications-	Request to any parents that speak a community language who could reach out to other parents who may not speak English as their first language.

Short interval for parents to review all the documents provided in their packs and if there were any questions they could be directed towards to the current trustees of the charity Angela Brookes, Andre Theodorou or Siobhan Sweeney. Any nominations to be submitted during the break.

Break resumed and committee members were elected.

## **b. 2020 Committee Appointment**

Nominations were received from eight people which had been seconded. These had been received prior to the meeting and at the meeting.

No single person had come forward to be Chair however, there had been a nomination for Co-Chairs. It was unanimously agreed that this would happen and the co-chairs appointed.

Co-Chair- Angela Brookes

Co-Chair- Siobhan Sweeney

There was only one nomination for each of the other named positions. It was confirmed that these were all to be appointed, as below:

Vice Chair- Ceylan Aristides

Treasurer- Merlyn Wright

Secretary- Sarah Strong

There were three further nominations for the Committee and it was agreed that these would all be appointed as below:

Committee member- Andre Theodorou

Committee member- Eleni Polycarpou

Committee member- Amanda Fasge

## **8. AOB**

### **a. Communications**

It was advised at the meeting that PTA Events (a web based PTA facilitation tool from Parent Kind) is currently under construction and will be launched in the coming months. This platform will enable things like selling of tickets for events but also facilitate more comprehensive communications with parents.

Going forward, the minutes from PTA meetings will also be uploaded.

This platform will also help streamline PTA communications to reduce the amount of WhatsApp messages.

### **b. Days for meetings**

It was advised that Committee meetings and PTA meetings will be held monthly, and there was a show of hands for preferred day/evening.

Majority of hands for Monday's. This can be reviewed to see what suits best and possibly rotated to facilitate if necessary or required.

c. Website

Richard was thanked for his hard work in creating and designing the FOH webpage.

d. PTA

It was encouraged for any ideas to be put forward/shared with the PTA.

Attendees were invited to join sub-teams.

e. Circulation of minutes

For this meeting it was advised to attendees that if they required a copy of the minutes to please leave their email addresses and they would be circulated in due course.

Meeting finished at 20.41pm.