**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**ANNUAL GENERAL MEETING**

**Monday 22nd February 2021  
8pm on Zoom due to Covid-19**

**MINUTES**

**Current Committee Attendees:** Angela Brookes (Co-Chair); Siobhan Sweeney (Co-Chair/Treasurer); Cey Aristides (Vice Chair), Andre Theodorou (Communication Officer); Eleni Polycarpou (Health & Safety/Social Media)**,** Sarah Strong (Secretary - Minutes).

**Friends of Highfield Attendees:** Caroline Sinclair, Priti McCoy, Natasha Robinson, Richard Robinson, Raakhee Tailor, Stephanie Rizzo, Semia Niah, Keren Keitch, Demet Capraz Tekin,

**Agenda:**

1. Apologies for absence
2. Minutes of the Annual General Meeting held on 10th February 2020
3. Matters arising from the Minutes
4. Chair’s Report for 2020
5. Treasurer’s Report for the year ending 2020
6. Election of Officers and Trustees of the Committee
7. Any Other Business

**Introduction**Today’s AGM is chaired by Sarah Strong.

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| **1. Apologies for absence** |
| No apologies. |

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| **2. Minutes of the Annual General Meeting held on 10th February 2020** |
| These have been circulated prior to tonight’s meeting on WhatsApp to the Friends of Highfield group and also to the Class Reps who were asked to forward to their classes. |

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| **3. Matters arising from the 2020 Minutes** |
| None. |

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| **4. Chair’s Report for 2020** |
| These have been circulated prior to tonight’s meeting on WhatsApp to the Friends group and also to the Class Reps who were asked to forward to their classes.  Angela summarised the last year and our fundraising efforts: We raised £6,526.35 which is less than 2019, but still a great effort considering Covid lockdown in March 2020.  Because of work commitments, Angela is stepping down but will stay involved with the committee as a FOH member. |

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| **5. Treasurer’s Report for the year ending 2020** |
| These have been circulated prior to tonight’s meeting on WhatsApp to the Friends group and also to the Class Reps who were asked to forward to their classes.  Siobhan summarised the report and reiterated to the attendees that commitment is key to being on the committee.  We have a great relationship with the school, and they are open with us on what they would like funding for. The main investment last year was the climbing frame which is suitable for all the children. We hope that once they are all back at school full time (8th March 2021) they will get much more fun out of it. |

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| **6. Election of Officers and Trustees of the Committee** |
| All Trustee positions are available for other parents to nominate themselves.  Siobhan ran through eligibility according to the [charity commission](about:blank). Each current member ran through their role and the responsibilities:   * **Chair**   + Currently Angela Brookes & Siobhan Sweeney * **Vice Chair**   + Currently Cey Aristides * **Treasurer**   + Currently Siobhan Sweeney * **Communication Office: Parents and Teachers**    + Currently Andre Theodorou * **Communication Officer: Social Media/Website Management/Health & Safety**   + Currently Eleni Polycarpou * **Secretary**   + Currently Sarah Strong   Newly elected parents put themselves forward and they were voted on by a majority vote. New committee as follows:   * **Chair / Health & Safety**   + Caroline Sinclair * **Vice Chair**   + Cey Aristides * **Treasurer**   + Keren Keitch with a handover from Siobhan Sweeney until the end of the school year * **Communication Office: Parents and Teachers**   + Andre Theodorou * **Communication Officer: Website Management**   + Eleni will see out the school year as Website Manager   + **Action**: we will advertise this role throughout the school year * **Secretary**   + Sarah Strong |

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| **7.** **Any Other Business** |
| * A big thank you to all the committee members for all their hard work over the last year. Particular thanks to Angela who is stepping down as of now for running the committee so well in this last year. * New members will be brought up to speed and signed in as Trustee to the Charity Commission. * We will be unlikely to have the school fete again this year due to potential restricted numbers. But we will continue to fundraise where we can and host community events. |