**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**Monday 24th January 7.30pm**

**Zoom**

**Committee attendees:** Caroline Sinclair (Chair); Cey Aristides (Vice Chair); Keren Keitch (Treasurer); Sarah Strong (Minutes).

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| **Agenda** | |
| * Annual General Meeting * Date confirmed: Monday 21st February 2021 | |
| **Agreed** | **Actions** |
| * Venue: Zoom (Covid still rife) * Mr Wilson has agreed to advertise the AGM on the school’s end of month email * MW has also agreed to add a reminder on the school’s weekly emails nearer the time * We want to encourage class reps to come * Caroline will Chair the AGM * Running order: Intro’s etc   + to be discussed further * FOH AGM page is being updated by Martin * When people are interested or have questions, we will ask them to email FOH Hotmail address | * **Caroline** to send ‘save the date’ class reps tomorrow (25th). All to agree content before it goes out. Include ‘any questions or interest please email FOH Hotmail’ (to avoid WhatsApp msgs that might get missed). * **Caroline** will ask Mr Wilson when the school’s monthly email goes out. * **Caroline** will then speak to Martyn to see if he can get the relevant content on FOH.org website. * **Sarah** will put running order and Agenda together * **Keren** to ask Siobhan, last year’s Treasurer, if the 2020 Treasures Report should be filed with the charity commission. Plus to get a general overview of what needs doing this year so we comply with the charity commission. |