**HIGHFIELD PRIMARY SCHOOL  
Parents Teachers Association**

**ANNUAL GENERAL MEETING**

**Monday 21st February 2022  
7.45pm on Zoom**

**MINUTES**

**Current Committee Attendees:** Caroline Sinclair (Chair); Cey Aristides (Vice Chair), Keren Keitch (Treasurer); Sarah Strong (Secretary - Minutes)

**Friends of Highfield Attendees:** Nadia Viva, Dave Lee, Ragia Ali, Melanie Coghlan

**Agenda:**

1. Apologies for absence
2. Minutes of the Annual General Meeting held on 22nd February 2021 (on FOH website)
3. Matters arising from the Minutes
4. Chair’s Report for 2021
5. Treasurer’s Report for the year ending September 2021
6. Election of Officers and Trustees of the Committee
7. Any Other Business

**Introduction**Today’s AGM is chaired by Caroline Sinclair.

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

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| **2. Minutes of the Annual General Meeting held on 22nd February 2021** |
| These are on the FOH website: [http://www.friendsofhighfield.org/news/minutes](about:blank) and were circulated to parents via FOH and Class Reps prior to tonight’s meeting. |

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| **3. Matters arising from the 2021 Minutes** |
| We’ve had a large changeover of committee members from last year as people left due to children moving to secondary school, or other commitments. We’ve been working with minimal committee members (4) from September 2021. |

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| **4. Chair’s Report for 2021-2022** |
| Caroline summarised the report and added a big thank you to all the parents of Highfield who have helped fundraise through Covid, and to the committee for arranging events where we can. We aim to keep community spirits high with events such as bake sales and coffee mornings, in addition to larger events for our main fundraising aims.  We are currently fundraising to replace the playground equipment which will cost around £9,000.  A suggestion was raised that the remining calendars to be sold at the reception. Parent Pay needs to be adjusted to ensure parents can buy more than one calendar for each KS.   * **Action:** Caroline will speak to reception tomorrow to get Parent Pay corrected |

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| **5. Treasurer’s Report for the year ending 30th September 2021** |
| Covid continued to challenge us in terms of fundraising. It’s reduced our in-person fundraising events such as the summer fete and quiz nights which are fantastic fundraisers.  Income: £4,394  Expenditure: £3,968  Surplus for the year: £426  Online fundraising are platforms such as EasyFundraising and our Playground fundraising QR codes will be circulated to parents.  Enthusiasm needs to be drummed up and momentum going so we can make this year a great fundraising success. |

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| **6. Election of Officers and Trustees of the Committee** |
| All Trustee positions are available for other parents to nominate themselves.  Keren ran through eligibility according to the [charity commission](about:blank). Each current member ran through their role and the responsibilities:   * **Chair and Communication Officer: Health & Safety**   + Currently Caroline Sinclair * **Vice Chair**   + Currently Cey Aristides * **Treasurer and Communication Office: Parents and Teachers**    + Currently Keren Keitch * **Secretary**   + Currently Sarah Strong   Newly elected parents put themselves forward and were voted on by a majority vote. New committee as follows:   * **Chair / Health & Safety**   + Caroline Sinclair * **Vice Chair**   + Cey Aristides * **Treasurer**   + Dave Lee with a handover from Keren Keitch * **Secretary**   + Nadia Viva with a handover from Sarah Strong   **Action:** Ragia Ali would like to help with future health and safety, social media and fundraising. She wasn’t elected on as a trustee at this point as she had to leave the meeting slightly earlier, but Caroline will pick up with Ragia at a later date. |

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| **7.** **Any Other Business** |
| New members will be brought up to speed by Keren and signed in as Trustee to the Charity Commission. |