**Fairfields PTFA Annual General Meeting**

**29 September 2022 at 8.30pm**

**Via Zoom call**

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| **In Attendance:** | **Apologies for absence:** |
| **Hayley Cole (Current Chair)**  **Angela Holtam (Current Secretary)**  **Holly Howard**  **Hinda N**  **Lorraine**  **Natasha Lee**  **Jennifer**  **Maria Hadjimichael**  **Mrs Tothill (School Liaison)** | **Christy M**  **Christine Ngwiri (Current Treasurer)** |

**QUORUM**

The Chair, having noted that a quorum was present in accordance with the constitution, declared the meeting open.

**PURPOSE OF THE MEETING**

The main purpose of the meeting was to elect a new committee and review last financial year. An agenda & financial review was circulated in advance of this meeting to keep the meeting moving.

**CHAIR REVIEW**

Hayley thanked all members for their support throughout the year, and also thanked the school for their support in allowing the committee to try new fundraising ideas.

Hayley gave a brief summary of the 2021-22 events, and thanked the class reps for their support in getting these events out to the school.

The Chair also announced that sadly Christine will be stepping down as Treasurer & Trustee. Christine has been a fantastic support and will be very much missed.

**NAMED MEMBER ELECTIONS**

The charity has Named Roles and Un-named roles. The Named Roles must be elected; and become trustees of the charity.

**IT WAS RESOLVED** that the following trustees be appointed.

Chair – Hayley Cole (nominated by Angela Holtam, unanimous decision)

Treasurer – Angela Holtam (nominated by Hayley Cole, unanimous decision)

School Liaison – Mrs Tothill (nominated by Hayley Cole, unanimous decision)

Secretary – No volunteers (to be covered by Angela & Hayley)

Hayley requested that Angela step in as Co-Chair, which was seconded by Holly, Hinda & Lorraine.

The final line up of named roles:

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| **Trustee** | **Role** |
| Hayley Cole | Co-Chair & Secretary cover |
| Angela Holtam | Co-Chair & Treasurer & Secretary cover |
| Jan Tothill | School Liaison |

*NB. A recruitment drive will need to be done to bring in a secretary.*

All other committee members will adopt Un-named roles.

**ANY OTHER BUSINESS**

Hayley briefly outlined to the new members how communications work between the committee and the rest of the parents; and between the committee and the school (Emails & meetings with the head and deputy head).

The committee is a safe space, ideas no matter how unusual are always welcomed.

Hayley did a run down of the upcoming events already approved by the head & deputy head.

Potential upcoming events were also touched on.

There being no further business, the meeting finished.

**DATE OF NEXT MEETING**

Next meeting date will be the events planning meeting tbc.

Minutes written up by Angela Holtam

Signed off by

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| ……………………………………  **Hayley Cole – PTFA Co-Chair** | ……………………………………  **Angela Holtam – PTFA Co-Chair** |