

Notre Dame High School Parents, Teachers and Friends Association (PTFA)

Registered Charity No. 1140311

Annual General Meeting (AGM)

Venue: Staff Room, Notre Dame High School

Date & Time: Thursday 15/02/2024 at 1900hrs

Attendee:

Nikki KAISER	NK
Norma BROADEST	NB
Toshiko NAMIMATSU	TN
Paula MELLOR	PM
Jo DERRICK	JD
Helen ROVIRA	HR
Ronni SNELL	FN
Julie WARDROPE	JW
Christopher MELLOR	CM
David HURTADO	DH
QUORUM reached	

Apologies:

Ingrid JACOBS	IJ

Quorum Reached (3 committee members and 6 other members, being at least twice as many as the current number of Committee members in office at the start of the meeting)

PM starts the meeting with the Lord's Prayer

1. Minutes of Previous AGM (02/02/23)

All agreed this is a true record.

2. Matter Arising

There are no matters arising.

3. Finance Report & Accounts for The Year Ended 31/12/22

Balance at 31st December 2021- £6,089.35

See separate treasury report (TN)

4. Committee Report On Activities Since the Last AGM

All the reports on activities already documented by the PTFA secretary in each meeting although these have been less often due to the COVID pandemic, please refer to the minutes from each meeting.

5. Election of Committee / Trustees

Prior to the standing down and reappointing of members, PM and JD announced that they will be leaving the committee at the end of the school year (2023-4)

- Chairman- it was proposed by NB and seconded by RS that **Jo DERRICK (JD)** and **Paula MELLOR (PM)** be re-elected as joint chair of the committee until July 2024. (This was agreed at the meeting)
- Secretary- It was proposed by PM and seconded by HR that **JD** should stand in as secretary of the committee until July. (This was agreed at the meeting)
- Treasurer- It was proposed by PM and seconded by NK that **Toshiko NAMIMATSU** be re-elected as treasurer of the committee. (This was agreed at the meeting)
- 200 Club Secretary- It was proposed by PM and seconded by NK that **TN** continue as 200 Club Secretary of the committee until a new person can be found to take over (This was agreed by the meeting)

6. Appointment of Independent External Examiner

No audit needed as monies/profits are not enough

7. Any Other Business

❖ **Next AGM will be on Thursday 13th Feb 2025**

****Normal PTFA meeting takes place afterward and the Minutes are separate.****

