



## Minutes of PTA Meeting

25<sup>th</sup> February 2019

Minutes Taken by: Emily Cadwallader,

**Board Members present:** *Emily (Chair), Lucy ( Vice Chair),*

**Other committee members present:** *Jean O'Callaghan ( Co-Head) Sarah Laws (Co-Head)*

### Actions Taken

- Small meeting held to discuss the recent request for volunteers to join the PTFA Board after the newly-appointed Chair had to step down.
- Please to confirm the appointment of Lucy Gerbino as Vice-Chair
- Emily Cadwallader, who had been interim chair, has accepted the position of Chair-Person from today's date.
- Board Now stands as below:

Chair: Emily Cadwallader

Vice-Chair: Lucy Gerbino

Treasurer: Gillian Brown

Secretary: Kate Perkins

### Other Business and ideas discussed.

- Emily will pick up the task of gaining charity registration number and HMRC tax code for the PTFA as a separate entity.
- Sue Lamberton to ensure Saban's details are removed from the PTFA account details and replaced in full with the new four board members.
- Events as already agreed to all go ahead as planned.
- Letter to go to all parents tonight confirming the new Board.

**Next Meeting:** Friday 1<sup>st</sup> March 2019



Emily Cadwallader

Chair

