



## Holy Cross Parents Friends Group Meeting Annual Meeting

**Date:** 9<sup>th</sup> September 2021, Holy Cross Primary, 3.30pm

**Present:** Tammie McNamara (Headteacher), Christa Bales (Parents Friends Group Coordinator), Teresa Horden (Office Manager), Paula Keightley (Admin Assistant), Emma Machin (Parent)

**Noted by:** Teresa Horden (Office Manager)

	Discussion	Action
1	<p><b>Introduction:</b></p> <p>Opening Prayer. CB welcomed everyone to the meeting, and apologies were given. No Business Interests declared. CB explained the main purpose of the meeting and relevant agenda was circulated (attached).</p>	
3	<p><b>Nominations for Trustee Roles</b></p> <p>TH explained the nomination requirements needed for the Parents Friends Group as CB would like to someone else to take on the role as Chair, but she would like to still be involved. As the new bank account had now been set up, nominations for Trustees for the Group needed to take place to remove the previous Secretary from the accounts (Claire Snowdon).</p> <p>Nominations for Trustees Roles were discussed and agreed as follows:</p> <p><b>Chair</b> – Emma Machin, nominated by CB seconded TM</p> <p><b>Vice Chair</b> – Christa Bales, nominated by TH seconded by PK</p> <p><b>Treasurer/Secretary</b> – Teresa Horden, nominated by CB, seconded by TM</p> <p><b>Assist Treasurer</b> – Paula Keightley, nominated by TH, seconded by CB</p> <p>TH circulated the Holy Cross Parents Friends Group Constitution. This was discussed, agreed and signed.</p>	<p>TH to change bank account signatures with CS</p>

<b>4</b>	<b>AOB:</b>  TM asked the Group about the possibility of funding to each class for reading area in their classrooms. The Group agreed.	TH to speak to class teachers
<b>5</b>	<b>Next Meeting:</b>  Next meeting was arranged for Wednesday 16 <sup>th</sup> November 2022 at 3.30pm.	