

## EGM MINUTES

**Date:** Monday 23<sup>rd</sup> May 2022  
**Time:** 8:00 PM  
**Venue:** Via Zoom

### Committee Members

Kim Griffin (Vice-Chair) | Kerry Rugg (Treasurer) | Kit Cheng-Ung (Secretary) | Mrs Branton (Headteacher)

Item No.	Item	Owner
	<b>ORDINARY BUSINESS</b>	
1.0	<p><b>Apologies for absence</b> Mrs Branton (Mrs Jo Barker-Moore attending)</p> <p><b>Attendees:</b> Kim Griffin, Kerry Rugg, Kit Cheng-Ung, Jo Barker-Moore Maria, Lisa, Emma, Shahid</p> <p><b>EGM purpose</b> – PTA has lost committee members due to personal reasons. It has become necessary to seek new members to be quorate.</p>	Chair
2.0	<p><b>Chair’s Report for 2022</b> Chair gave brief overview</p>	Chair
3.0	<p><b>Election / Confirmation of Officers and Trustees of the Committee</b></p> <p>Officers re-elected.</p> <ul style="list-style-type: none"> <li>✓ Co-Chair – Kim Griffin</li> <li>✓ Secretary – Kit Cheng-Ung</li> <li>✓ Treasurer – Kerry Rugg</li> </ul> <p>Election of new Co-Treasurer – <b>AGREED</b> Emma Bradley gave an introduction; the role of Treasurer fits with her skillset and Willowbrook PTA does a lot for the school.</p>	Chair
	<b>ANY OTHER BUSINESS</b>	
4.0	<b>Open to members</b>	Chair

Item No.	Item	Owner
	<p>We welcome any questions, ideas from parents/teachers as automatic members of our PTFA.</p> <p>Request for help for summer fayre, open to family volunteering,</p> <p>Suggestions of what the PTA does – not everyone knows.</p> <ul style="list-style-type: none"> <li>• Perhaps a pictorial in school weekly newsletter.</li> <li>• Leaflets of fundraising for AmazonSmile in book bags.</li> <li>• School website – use that more.</li> <li>• Pop up stalls</li> </ul> <p>Kim to provide a once a term newsletter on what we have done and highlight ways we raise and spend funds.</p>	
	MEETING ENDS	