

**FRIENDS OF HERONSGATE**

**INFORMAL PTA ROLES MEETING MINUTES**

**Thursday 2<sup>nd</sup> May 2024 at Caldecotte Arms at 7pm**

<b>Chair</b> - Wendy Saidi
<b>Treasurer</b> - Caroline Gregory
<b>Secretary</b> – Venessa Shepherd
Bianca Parej
Melissa Morris
Jennie Selley
<b>6 people in attendance</b>

Item	Decision	Action
<b>1.</b>	<b>Welcome and Apologies</b> Apologies from Nicole Horgan who was unable to make the meeting.	
<b>2.</b>	<b>Roles going forward</b>  Various people are interested in the 3 roles. Alexis Dawson emailed the FoH inbox on 14.03.24 to say she maybe interested in the secretary role.  Sylvia Cecilia Rice emailed FoH on 14.03.24 regarding volunteering.  Nicole Horgan emailed FoH inbox on the 27.03.24 maybe the treasurer or secretary role.  Bianca maybe interested in a role also.  Louise Araba emailed FoH 17.04.24 regarding volunteering.  Jennie expressed she would do the Chairpersons role if we have a new treasurer and secretary too.  We will revisit the roles again for handover at our Annual General Meeting (AGM) in September 2024. Date to be advised.	<b>ALL</b>
<b>3.</b>	<b>Any other business</b> <ul style="list-style-type: none"> <li>• Wendy will get a date from the school after the Mufti-day on the 14<sup>th</sup> June so that we can get stuck into organising the Prom.</li> <li>• Venessa to email Natalie to find out if the freezer is still at school? (Done - 03.05.2024 - Freezer is still there and has some stock in it)</li> <li>• Venessa to prepare letter for 14.06.2024 Mufti-day and send to Natalie White so that we can get a Parentmail sent out and put on our Facebook page once the kids are back after the May Bank Holiday. (Done - 03.05.2024 emailed draft letter to Natalie)</li> <li>• Caroline to look at sourcing mugs for the Year 6 Graduation ceremony in July.</li> </ul>	<b>WS</b>  <b>VS</b>  <b>VS</b>  <b>CG</b>
<b>4.</b>	<b>Date of Next Meeting</b> <ul style="list-style-type: none"> <li>• To be advised via WhatsApp</li> </ul>	<b>WS</b>