Friends of Heighington Millfield Primary Academy

Minutes of the Extraordinary General Meeting
Dated 19th October 2026 @ 7.30pm

Attendees	Apologies	Online Attendance
Kerrie Anderson Kat Simmonds Kim Sellars Lynn O'Neill Stacey Pickard Donna Windard Lindsay O'Shea Amy D Laura Brain Vicki Halligan Ben Levisley Jennifer Blair Sophie Fletcher Amie Powell Hayley Holroyd Emma McGarel Rebekah Eager Rachel Hair Maggie	Laura Levisley Gemma Curtis Kate Holliday Kate Hayes Helen Newton	N/A

Item	Lead
Welcome KA welcomed everyone for EGM meeting to confirm the future of the PTA Apologies **Extraordinary General Meeting Agenda** **Voting in Trustee Committee** KA explained the roles of the committee – re-election of existing members. KA resigned from role of Chair. VH nominee for the role of Chair.	 KA KA KA

VH nominated and seconded by AD and DW for role of Chair.

KA recommended to nominate a Vice-Chair to secure PTA new committee
JB nominated and seconded by SF and L'OS for role of vice-secretary.

VH elected to role of Chair
JB elected to role Vice-Chair.

KSi resigned from role of Treasurer.
BL nominee for the role of Treasurer.
BL nominated and seconded by KSi and SP for role of Treasurer.

KSe re-elected for role of Secretary.
KSe nominated and seconded by HH and AP for role of Secretary.

KSe to contact DT at school to inform of new committee and arrange relevant documents (DBS/safeguarding/allergies)

<u>General Meeting</u>

Other Roles

- KSi to stand down from newsletter duty
- JB offered to continue with email newsletters
- KSe to continue with social media
- AD to continue with marketing material

Future Events

- KSi to provide inventory for all previous events to new committee
- KSi confirmed temporary events license approved for Xmas Market (29/11/25)
- Committee agreed to continue with Xmas Market
- L'ON confirmed authorisation from GC to 2 x classrooms
- Agreed to run as usual with drinks, cakes, games and raffle
- Supply of raffle prizes, xmas jumpers and wine bottles needed – JB to advertise in newsletter
- Disco to be arranged for 3rd/10th/17th December – LON to confirm with school diary – date TBC
- KSi agreed to book disco once date confirmed
- Confirmed 8 volunteers needed per disco

• KSe to arrange letter to parents • AD to create posters for upcoming events • Chocolate themed fundraiser options to be explored for future • All in attendance agreed Leavers Hoodies to be provided as usual for Y6 – Kse to organise early 2027 **AOB** • KA to hand over to VH in Whats App Group **Next Meeting** Monday 16th November 2026 at 7.30pm in Turks Head Pub	

Kim Sellars