

## Secretary report TBGS AGM 6<sup>th</sup> Feb 2019

I have been Minute Secretary since September 2017 when the previous Secretary moved abroad. I hope I have been of some support to the Chair in preparing the Agenda and meeting minutes. The minutes have been emailed to committee members and are made available on the school website. The minutes of the Parent Council meetings are available on request. In my role I have also been an admin for the PA Facebook page.

I wish the newly elected secretary my best wishes

Gill Shapland