

Friends of Fairfield PTA
Annual General Meeting

21/01/2026, 7pm

Meeting Minutes

Attendees: Jess Mc, Hannah F, Mrs. Birkett, Tom, Keri, Jakki, Hannah T, Sarah H, Sara B

Apologies: Charlotte, Jess H, Jane

Introduction and welcome (Hannah F)	The Co-chair welcomed everyone to the meeting and confirmed the meeting was quorate with nine people in attendance
Review of minutes from the last AGM (Hannah T)	<ul style="list-style-type: none">– The secretary gave a review of last year's minutes – see Appendix 1– The treasurer announced that we have made a profit of £2400 from this year's fundraising.– The co-chair announced that although this was fantastic, it does not reach the goal for the new school shelters we agreed would be our fundraising aim at the last AGM and fundraising for this is likely to continue.
Chairperson review of the year (Hannah F)	<ul style="list-style-type: none">– The co-chair gave a review of the year, highlighting some of the most successful fund-raising events and the work done by Friends of Fairfield since the last AGM.– At the end of the review, the co-chair announced the decision of both co-chairs to step down from the role. Although this was known to the committee in advance with both co-chairs informing the committee members and the school via email.– Advertisement for a new chair has been carried out via Friends of Fairfield Facebook page, school dojo and friends of Fairfield WhatsApp chat in advance of the AGM.– See Appendix 2 for the full chair report.
Role of the Chairperson	

(Group discussion)	<p>There were no candidates who came forward to fill the role of chairperson.</p> <p>The group discussed options for the charity going forward. These included:</p> <ul style="list-style-type: none"> • The possibility that a staff member from the school may fill the role – Mrs. Birkett agreed to discuss this with school • Mrs. Birkett suggested introducing sub committees to run individual events, rather than have the chairperson also be the lead on the event. Mrs. Birkett also offered to look at examples of how other PTA associations are run in other schools • Both Co-chairs agreed to man the PTA Chair email*and social accounts for the next week whilst the remaining committee members agree a plan for a way forward (Jess Mc will check the email account and Hannah F will keep control of social accounts). • There was a lot of discussion on how the chairperson role could be made lighter by fielding more tasks out to the volunteers in friends of Fairfield and using sub-committees. •
Treasurer review (Tom)	<ul style="list-style-type: none"> – The treasurer gave a full report on expenditures and fundraising for the year. – The overall profit since the last AGM was £2,400. – Expenditures included: <ul style="list-style-type: none"> • Improvements to the uniform shed (shelving) • Purchase of a gazebo for PTA and school events • Purchase of a new speaker for school • Replacement of facepainting materials for PTA and school events – For the full report see Appendix 3.
Voting for the committee members (Hannah F)	<ul style="list-style-type: none"> – The co-chair described how the voting procedure needs to be conducted. The co-chair also gave a description of the role of chairperson and the minimum requirements of that role in case anyone wanted to nominate themselves. No candidates came forward. <p>The vote continued as follows:</p> <ul style="list-style-type: none"> – Jess Mc nominated Hannah T as secretary (re-elected from the previous year).

	<ul style="list-style-type: none"> – Hannah F seconded the nomination and invited everyone to vote via a show of hands. – There were 7 votes in total and Hannah T was confirmed in the post of Secretary. – Jess Mc nominated Tom for the role of treasurer (re-elected from the previous year). – Hannah F seconded the nomination and invited everyone to vote via a show of hands. – There were 7 votes in total and Tom was confirmed in the role of treasurer. – In the absence of any willing candidates for Chairperson, it was confirmed that no chair has been elected, and the charity is currently without a chairperson. – The secretary and the treasurer will form the committee until a new chairperson can be elected.
Future events (Group discussion)	<ul style="list-style-type: none"> – There was discussion around what future events the PTA may be able to support without an elected chair. – Mrs. Birkett outlined four school events before the end of the academic year and asked if support could be given to these (concentrating only on these events for the time being): <ul style="list-style-type: none"> • Provide snacks for the school discos (Feb 2026) • Costume swap in advance of world book day (Feb 2026) • Refreshments stall at the summer picnic (June/July 2026) • Provide funding for year 6 leavers gifts/celebrations (July 2026). <p>It was agreed to support these four events in the following ways:</p> <ul style="list-style-type: none"> • Provide snacks for school disco's using proceeds from last year's fundraising (minimal financial impact as is a 'low cost' event) • Agreed to hold costume swap for WBD, Hannah F will sort the costumes and Hannah T will recruit volunteers via the Friends of Fairfield WhatsApp chat. This is a low impact event requiring no finances (free event) and minimal volunteers. • Agreed to help with refreshments at the summer picnic using surplus supplies of tea and coffee (already purchased from previous events) or to buy more where required using proceeds from last year's fundraising. Requested school

	<p>take responsibility for recruiting volunteers as this event requires approx. 5-6 volunteers minimum.</p> <ul style="list-style-type: none"> • Will provide funding for year 6 leavers from proceeds of last year's fund raising – It was agreed that these would be the ONLY events the charity would commit to until a way forward had been discussed by the remaining committee members and/ or a new chairperson has been elected. – The above events were deemed to be low cost and so will not massively impact the charity finances.
Any Other Business (Hannah F)	<ul style="list-style-type: none"> – The co-chair asked for any other business or any questions??? – The group took this opportunity to thank both co-chairs for everything they have contributed to Friends of Fairfield over the last year and to thank them for all their effort and hard work. – Mrs. Birkett offered her sincere gratitude on behalf of the school and commented on what an asset the PTA is to the school. She thanked both co-chairs for all they have done and for their continued support. <p>There was a round of applause, and the co-chair thanked all attendees and closed the meeting.</p>

Post meeting notes:

*After the meeting Jess Mc approached the committee members to say she had decided that she could no longer man the PTA chair email and wanted to hand this over immediately. This was due to other commitments. The committee members thanked Jess Mc for her help and agreed to sort an alternative option for the PTACHair email account (see notes below).

- After the meeting the treasurer (Tom) and the Secretary (Hannah T) met to review the constitution and agree how the committee might be ran temporarily in the absence of a chair (in line with the constitution).

- It was agreed that no fundraising events would be held and, other than the commitments stated above, no major expenditures would be approved, in order to keep the finances stable until the end of the academic year (July 2026).
- The committee will make recruiting a new chairperson the priority for the rest of the academic year. This recruitment campaign will also be directed for 'new committee' members as it was acknowledged that both the treasurer and secretary have limited time left at the school (with both their children being in the latter stages of key stage two)
- The treasurer arranged with school for the uniform shed to have its own email account for pre-loved uniform requests (previously these were sent to the PTACHAIR email account). This will help protect the operation of the uniform shed if the PTA fails to establish a new committee.
- The PTACHAIR email has an out-of-office reply to say it is not manned, and the role of chairperson is currently vacant. The reply redirects people to the treasurer and secretary emails.
- The treasurer and secretary agreed the following lists for what can be committed to and what cannot, until a new committee is formed:

Things to keep running:

- Meetings will continue once every half term
- Uniform shed will run as normal (free – no financial commitment and volunteers already in place)
- Allerdale lottery (requires no input and is a regular donation)
- Parentkind membership (seen as an essential asset to the charity and provides charity constitution, insurance and fees already paid for 2026)
- School organised events with no financial impact e.g. facepainting

Unable to commit to:

- Any substantial fundraising events e.g. Christmas fayre
- Any substantial commitments of time/ effort requested via the Chairperson email
- The above measures will be agreed with school (Hannah T to organise a meeting with Mrs. Birkett)
- The next meeting will be held on Wednesday 11th March and the above measures will be presented to the group and discussed
- In the meantime, further dojo and social media posts will go out advertising for new committee members (Hannah T and Hannah F to create and share).

FRIENDS OF FAIRFIELD PRIMARY AGM

22nd January 2025

Item
<p>1. Welcome and Apologies</p> <p>In attendance: Hannah T, Christina, Becca, Jess, Emma, Tom G, Melissa, Hannah F, Jane, Sarah, Mrs Birkett, Charlotte, Kerri, Jackie, Sarah</p>
<p>2. Minutes of last AGM</p> <ul style="list-style-type: none">- See Appendix A.
<p>3. AGM Year Review</p> <ul style="list-style-type: none">- See Appendix B.
<p>4. AGM Accounts Summary</p> <ul style="list-style-type: none">- See Appendix C.
<p>5. Committee Roles Explanation</p>
<p>6. AGM Election</p> <p>Becca nominated chairs Hannah F and Jess, treasurer Tom, Secretary Hannah T, Jane second for all roles. Chairs: 11 votes for Hannah, 12 for Jess Secretary: 12 votes Hannah Treasurer: 12 votes Tom</p>
<p>7. Outdoor Shelters</p> <p>Christina found company that makes shelters, to investigate re a price drop potential.</p>

8. Activities

MPs have plans to talk in parliament, red nose day discussed and some others. No disco.

Last year did a survey. Worth doing a survey for what people want to engage with.

Pupil voice survey organised by school, which says what the children like.

9. AOB

Emma needs some signatures to transfer the charity commission registration and bank accounts.

Jess and Hannah would like to step down uniform shed, additional volunteers welcome.

J&H to sort out, but someone to man the shed, can do each other Monday etc.

Additional sensory room funds for a mat (here) and a blind and additional resources. Metalcraft will donate £250 for a specific item.

10. Date of Next Meeting

5th March 2025

Appendix 2 – Chairperson Review of the year

AGM Review

This year the PTA have raised £2,400 through a variety of events. It's been a great year for the 2025 committee, we have organised and executed new events that were hugely successful and received positive feedback.

Highlights for the year include the Christmas lights switch on and Christmas fayre, both of which were attended and supported well, leading to two highly positive and successful events.

This year we introduced Fri-yay which has become a popular end of term event, becoming an innovative way to fundraise and increase the profile of the PTA to the wider school community.

Other highlights to the calendar were the reintroduction of the costume swap for book day and Halloween, providing the school community with free costumes to all who were interested.

Events supported/ organised by the PTA 2025:

- Summer picnic refreshments
- Summer school disco's
- Face painting – highly popular among the children
- Provided funding to the year 6 leavers celebrations
- School Christmas gifts to each class
- Remaining stock from Christmas fayre repurposed by the school
- Support to the Uganda shoe and uniform drive
- Introduction of PTA mascot 'Frieda the Fairfield bear'

As always the uniform shed has been well used and supported this past year. Being able to provide free school uniform to school families is not something all schools can provide so we are extremely fortunate to have such a well-stocked shed, so a huge thank you to Charlotte for keeping that ticking over very nicely.

Our funding focus for this year has been towards an outdoor shelter for the school yard, we have yet to reach the funding target, however going forwards I anticipate that the PTA will continue to assist the school with their extensive targets and developments.

After a successful year, Jess and I have made the decision to step down from the role of co-chair of the PTA so an alternative will need to be elected for the forth coming year.

Many thanks,

Hannah Fairman

Appendix 3 – Treasurers Review of accounts since last AGM (2025 – 2026)

AGM Account summary (January 2025 - January 2026)

Category	Income	Outgoing	Profit/Loss
Allerdale Lottery	£469.50	£0.00	£469.50
Christmas Fair/show	£2,011.07	£390.41	£1,620.66
Christmas lights switch on	£502.63	£30.00	£472.63
Donation from past student	£500.00	£0.00	£500.00
Treasure hunt	£84.00	£0.00	£84.00
Easy Fundraising	£107.16	£0.00	£107.16
End of year Disco	£161.40	£54.84	£106.56
Fri-Yay	£255.76	£62.08	£193.68
Gifts (yr6/Christmas)	£0.00	£771.35	-£771.35
Parent Kind	£265.93	£171.00	£94.93
PTA improvements	£0.00	£594.01	-£594.01
Sensory Room	£250.00	£876.19	-£626.19
Uniform Shed	£344.10	£0.00	£344.10
VE Day	£351.99	£3.97	£348.02

£5,303.54 £2,953.85

Bank balance 19/01/26 £8,106.99

Cash float 19/01/26 £9.00

Increase in bank holdings January 2025 - January 2026 £2,349.69