

**Friends of Fairfield**  
**Social PTA Meeting**  
**22/04/2026, 7pm**  
**Meeting Minutes**

Attendees: Hannah T, Tom, Jess, Jakki, Sarah S, Joanne

Apologies: Charlotte, Sarah B, Jess H, Hannah F, Sarah H, Charlotte, Christina, Melissa, Jane

**Agenda:**

Welcome	There was a welcome and brief introductions for all who attended the meeting
Roles of the PTA	<p>There was a discussion about the PTA, who we are and what we do. We also discussed the key roles the committee needs and is currently recruiting for and what these roles might involve.</p> <p>We discussed that we have been running without a chair since January and the lack of interest in the post.</p> <p>It was highlighted that the committee needs new members to take up the three key roles of chair person, treasurer and secretary by the end of the school year or the charity is in danger of collapsing.</p>
Interest	<p>There was vested interest in the three committee roles by some of the attendees.</p> <p>Further conversations were had with current and past committee members about what these roles involve and how they could be adapted.</p> <p>Some individual meetings were arranged to look at the roles in more detail and what a 'hand over' may look like.</p>

Actions	Hannah T (secretary) took an action to check what the arrangements are for an emergency/ urgent AGM should new committee members wish to take up roles before January.
Any Other Business	We discussed communication of the PTA via Dojo and social media. There was feedback that not all of the messages are being seen and that some communications may not be reaching the parent body. It was encouraged that a new committee may want to look at this. It could also be brought to the next Friends of Fairfield meeting with a school representative present.