

## Friends of Fairfield PTA Extraordinary AGM

10/06/2026 7pm

### Year 3 classroom and Microsoft Teams

Attendees: Jane, Sarah S, Sarah B, Jakki, Hannah F, Madaleine, Helen, Kerri, Jo, Hannah T, Tom, Itxaso, Charlotte, Sarah H, Lisa, Jess, Melissa

Apologies: Joan

#### Minutes:

<b>Welcome and introductions</b>	<p>The Secretary (Hannah T) welcomed everyone to the meeting and there was a quick round of introductions. Anyone who wanted to run for a committee role was invited to declare their wish to stand during the introductions. The following declarations were made:</p> <ul style="list-style-type: none"><li>• Jo Hutchinson to stand for role of PTA secretary</li><li>• Helen Downy and Madeleine Archer to stand for the role of PTA chairperson (with a wish to share the role)</li></ul> <p>There was a declaration in writing from a candidate who could not attend the meeting which was read out by the Secretary (see appendix 2):</p> <ul style="list-style-type: none"><li>• Joan Henderson to stand for the role of PTA Treasurer</li></ul>
<b>Accounts Summary</b>	<p>The treasurer gave a brief update on the charity accounts – see appendix 1</p>
<b>Brief re-cap as to why the Extraordinary AGM has been called</b>	<p>The PTA Secretary gave a brief re-cap as to why the Extraordinary AGM had been called:</p> <ul style="list-style-type: none"><li>- At the AGM in January the previous chairpersons stepped down from the role.</li><li>- No candidates came forward to fill the role and the PTA has been running without a chairperson since January</li><li>- As per the constitution, the PTA have made recruiting a new chairperson a priority – this was extended to recruiting a new committee as the existing members (secretary and treasurer) have limited time left at the school due to their children approaching the end of Key Stage 2.</li><li>- After a recruitment campaign the PTA now believe there is enough interest and have had enough candidates step forward to recruit a new committee – hence the extraordinary AGM has been arranged to elect a new committee</li></ul>

<p><b>Introduction of Candidates</b></p>	<p>Each candidate gave a brief introduction of themselves, and the role they wish to run for. (This was with the exception of the candidate for treasurer who could not make the meeting. Written confirmation of their wish to stand had been provided in advance and the Secretary read this out at the meeting).</p>
<p><b>Nominations and Voting</b></p>	<p>The secretary explained that the voting would be done by a show of hands and began the vote:</p> <p>Hannah T nominated Joan Henderson for the role of treasurer – <b><u>Joan was elected</u></b> by a unanimous vote (17 votes – all attendees)</p> <p>Hannah T nominated Jo Hutchinson for the role of secretary – <b><u>Jo was elected</u></b> by a unanimous vote (16 votes – all attendees excluding Jo herself)</p> <p>Hannah T nominated Helen Downey and Madeleine Archer for the role of joint chairperson – <b><u>both were elected</u></b> by a unanimous vote (15 votes – all attendees excluding Helen and Madeleine)</p> <p>The newly elected committee members were congratulated and the outgoing Secretary agreed to formally let School know of the change in committee members. Outgoing committee members agreed to meet the newly elected committee members outside of the meeting to arrange handovers.</p> <p>Any questions were invited:</p> <ul style="list-style-type: none"> <li>• A question was asked about the minimum requirement for meetings per year? It was confirmed that, following the constitution provided by Parent kind, the minimum number of meetings per academic year is 3</li> </ul>
<p><b>Fairfield Rocks</b></p>	<p>There was a discussion about the upcoming ‘Fairfield Rocks’ festival day at school. The PTA usually provide facepainting and supervise the refreshments stall. The logistics of this were discussed with the new committee members. The PTA are waiting to hear from school for confirmation on what help is needed. Outgoing PTA secretary agreed to email school for confirmation of details (until new committee members are set up with PTA emails etc).</p>
<p><b>Any other business</b></p>	<p>The uniform shed was discussed:</p> <ul style="list-style-type: none"> <li>• Charlotte offered to take ownership of the dedicated uniform email account – this was agreed and Jess will arrange access.</li> </ul>

	<ul style="list-style-type: none"> <li>• A potential date was discussed for opening the uniform shed in school holidays for families who may want pre-loved uniform for the new school year. The 1<sup>st</sup> of September was put forward. The outgoing Secretary agreed to confirm this with school.</li> </ul>
<p><b>Summary of actions</b></p>	<p>Actions placed during the meeting:</p> <ul style="list-style-type: none"> <li>• Hannah T to let school know of new committee members in writing</li> <li>• Hannah T to confirm with school what involvement is required from the PTA for the 'Fairfield Rocks' festival day</li> <li>• Jess Mc to arrange access for Charlottee to the pre-loved uniform email address</li> <li>• Hannah T to confirm with school that the pre-loved uniform shed can be opened on 1<sup>st</sup> September for families to access pre-loved uniform in advance of the new school year</li> </ul>

## Appendix 1 – Charity accounts summary:

PTA accounts summary for 10th June 2026 meeting

Since last meeting (22/4/26)

	<b>Bank</b>	<b>Cash</b>
<b>Income</b>	£58.85	£0.00
<b>Outgoing</b>	£0.00	£0.00
<b>Balance</b>	£8,286.36	£5.50

Significant spends:

None

Significant income:

£4.87 Uniform shed

£17.50 Allerdale lottery

£36.48 Easy Fundraising

## Appendix 2 – Written confirmation of declaration to stand for role of treasurer

### Joan

PTA Secretary; PTA Treasurer

Dear Hannah and Tom

I hope you're both well. I'm writing to formally put my name forward for the role of Treasurer on the Fairfield Primary PTA.

I'm Joan Henderson, parent of Theo and Betsy Henderson in Year 2 and Reception. Having been part of the Fairfield community for four years, I've seen first hand the difference the PTA makes for our children and families, and I would like to contribute in order to keep the PTA as a going concern.

I feel I'm well placed for the Treasurer role. In my professional life I work with my Husband and together we run an agricultural Consulting and feed Merchant business, which means I'm comfortable with bookkeeping, financial reporting, and keeping records accurate and up to date. I understand the importance of transparency and accountability when it comes to managing funds on behalf of a community, and I'd bring that same diligence to the PTA.

I'm happy to work closely with the rest of the committee to support fundraising planning, budget preparation, and the smooth handover of financial records at year end. I'm also very willing to get up to speed with any systems or processes the PTA already has in place.

Thank you for considering my nomination. I'm very happy to play a part in supporting Fairfield's brilliant community.

Kind Regards

Joan Henderson