

**Friends of Fairfield
PTA Meeting
04/03/2026, 7pm
Meeting Minutes**

Attendees: Tom, Melissa, Jess Mc, Natasha, Jane G, Hannah T, Mrs. Birkett
(school representative)
Apologies: Charlotte, Sarah B, Jakki, Sarah H

Agenda:

Welcome	There was a welcome and brief introductions for all who attended the meeting (both in the room and via teams)
Uniform Swap	The secretary thanked all those who took part in the uniform swap for world book day. Once again it was gratefully received, and many families took away free costumes. We had plenty of volunteers to help on the day – a huge thank you to all who took part.
Review of post meeting notes from the minutes of the AGM	<p>After the AGM in January, Friends of Fairfield did not elect a chairperson (as there were no candidates). At the end of the meeting the secretary and treasurer (as the only remaining elected committee members) agreed to review the charity constitution to see how the charity might be run temporarily in the absence of a chair. These can be found in the minutes from the AGM and in appendix 2 of these minutes.</p> <p>The main points were :</p> <ul style="list-style-type: none"> • Recruitment of a chairperson now needs to be the charity’s main focus. It is also felt that this recruitment should be extended to new committee members as the current treasurer and secretary have limited time left at Fairfield due to the ages of their children (both approaching the final years at Fairfield). • If new committee members cannot be found by the end of the summer term, then the charity would need to start the process of dissolving. • Whilst the charity is running without a chairperson it will not commit to any major fundraising activities or any major spending of funds.
Recruitment of new committee members	<p>The group discussion then turned to ideas for recruiting new members. The following ideas were suggested and discussed:</p> <ul style="list-style-type: none"> • It was felt that the message that the PTA currently does not have a full committee, and the charity will

fold without one, needs to be shared with the school community. This message could be shared via school dojo and the charity social media pages. A letter direct from school to parents was also suggested.

- It was felt that advertising examples of what the main committee roles involve would be good as many parents/ grandparents/ careers etc. may not know.
- It was suggested to list/ include examples of what Friends of Fairfield have provided to the school over the years to show our school community what an asset the PTA has been (and still is).
- Melissa (as a school governor) offered to talk to the other governors for suggestions and support.
- It was also suggested that we might reach out to candidates who were unsuccessful in the recent school governor election. It was thought these candidates are a captive audience for members of our school community who want to actively get involved in supporting the school.
- One of the strongest feelings in the room was to get the message out to the school community that involvement in the PTA can be as little or as much as you like. Committee members can choose how involved they want to be and how much the charity needs/ wants to do so as to maintain a healthy work/ home balance. It was suggested the best way to do this may be to host a social event where anyone interested in the PTA can come and talk to existing members.
- From experience, one of our best attended meetings was last summer when we chose to hold the final meeting of the year in a Cockermouth pub to celebrate the achievements of the year. It was thought that something similar would be good for the social recruitment event.
- It was suggested school could make a video including the children of the school showing how they have benefitted from PTA funding (e.g. lockers, reading realm etc.).

The secretary agreed to share all of the above ideas with the head of school via email and suggest that advertisements/ letters/ video's go out to the school community over the next few weeks.

The next PTA meeting will be Wednesday 22nd April and we will make this our social event for recruitment.

Accounts	The treasurer provided a summary of the accounts – see Appendix 1.
Any Other Business	The room was asked for any other business. It was mentioned that the uniform shed now has its own email for uniform requests and needs to be shared via dojo and social media. The secretary took an action to make the post and send to school and PTA social media pages.

Actions:

1. Hannah T to email school and share the recruitment campaign ideas
2. Hannah T to make a Canva post to advertise the new pre-loved uniform shed email address

Appendix 1: Accounts Summary

PTA accounts summary for 4th March 2026 meeting
Since last meeting (21/1/26)

	Bank	Cash
Income	£67.65	£0.00
Outgoing	£0.00	£0.00
Balance	£8174.64	£9.00

Significant spends:

None

Significant income:

£12.67 Uniform shed

£29.00 Allerdale lottery

£25.98 Easy fundraising

Appendix 2: Post Meeting Notes From the AGM

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 PTA chair 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 PTA chair email account). This will help protect the operation of the uniform shed if the PTA fails to establish a new committee.
- The PTA chair 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).

