

Moor First PTFA – Meeting Minutes

Date: Thursday 30th April 2026

Time: 6:00pm

Location: Online

Attendees: Vicky A, Rikki G, Claire D, Debbi S, Liza W, Alison R

Apologies: Josie J

1. Welcome and Apologies

- Rikki opened the meeting and welcomed attendees as acting Chair for this meeting.
- Apologies from Josie. Claire noted she would need to leave early.

2. Minutes and Matters Arising

a. Race Night

- Staff availability for September is limited. A later date or Spring Term 2027 is being considered.

- Claire will email Vicky the link so she can poll staff directly.

b. PTFA Accounts Audit

- Parentkind guidance allows either an independent auditor or an internal PTFA committee.
- Malcolm Tatton may be available; Claire will ask him about cost and availability.
- Debbie may alternatively ask her workplace accountant.
- No statutory deadline; audit is best practice.

c. Future Fundraising Ideas

- New fundraising ideas paused until more members are recruited.
- Current commitments already extend to end of 2026 (well dressing, summer fair, Y4 leavers, fireworks, Christmas fair, possible race night).

3. Succession Planning

a. Chair of PTFA

- Elle Brookes has resigned. Rikki thanked her for her service.

- Rikki is now default primary contact on Charity Commission system.
- No volunteers for Chair at this meeting; option to rotate role remains until a permanent Chair is found.
- Second signatory is required to remove Elle from the PTFA bank account. Claire Dodd agreed to become second signatory. Fellow PTFA members seconded this.
- Celebration café refreshments will now be handled by school.

b. Recruitment of New Members

- Rikki will speak to parents before Seedling and Sapling assemblies (7th and 21st May).
- Clipboard sign-up sheet to collect contact details.
- Aim is to target parents of younger year groups for long-term sustainability.
- Important to highlight PTFA contributions when recruiting.

4. Finance Update

- Current balance: £1,719.
- Earmarked: ~£700 for transport, ~£500 for Summer Fair.
- Approx. £500 available for new funding requests.

5. Headteacher's Funding Requests

a. Rocksteady Tuition

- School funds four pupil-premium places; Rocksteady matches with four free places plus one extra.
- Request: PTFA to fund two additional places (£297.50).
- Trustees approved provisionally.

b. Early Years Rugs

- EYFS requires two new rugs (~£100 each).
- Lisa will obtain quotes.
- Trustees approved provisionally – purchase can be made following Summer Fayre if further funds required. Rugs need to be in place before September at the latest.

6. Future Events

a. Well Dressing – Saturday 13th June

- Free stall offered. PTFA will sell sweets.

- Vicky has a Moor First banner that can be used.
- Debbie, Rikki, Alison and possibly Lisa can staff part of the event.
- Rikki will check leftover sweets at school, purchase sweets & crisps and follow labelling rules for mixed sweets (Natasha's Law).

b. Summer Fair – Friday 19th June

- Usual elements include bouncy castle, BBQ, stalls, Shakes on the Rocks stall and pony rides, ice cream van, gin bar, glitter tattoos, petting sheep, dance group, hook-a-duck, tombolas, cakes, games, etc.
- Lisa will speak to Elle to gather contact list and will make bookings.
- Next meeting on 21st May to allocate responsibilities.

c. Year 4 Leavers Event

- Y4 parents will organise Y4-only section.
- PTFA to organise whole-school disco (DJ or disco lights), provide sweets/drinks and pass-the-parcel prizes.

8. AOB

a. Uniform Swap Shop

- Proposal to run swap shop during Leavers Café.
- Vicky to request donations in advance.
- Rikki can wash/iron donations.
- PTFA may fund emergency supplies of socks and underwear; Lisa or Vicky to provide list of requirements and sizes.

9. Date, Time & Chair of Next Meeting

- Next meeting: Thursday 21st May, 6:30pm online.
- Chair: Rikki (acting); future meetings will rotate chairing duty until a permanent Chair is appointed.

10. Meeting Close

- Meeting closed at approx. 7:00pm.