

Minutes of the Moor First PTFA Annual General Meeting (AGM)

Date: Thursday 1 October 2026

Time: 6:30pm (online via Teams)

Attendees: Debbie Sheward, Rikki Gould, Victoria Atherton, Alex Curgenven-Lindley, Suzanne Harrison, Jessica Anderson, Lisa Woodcock, Sarah Roach, Rebecca Elliott, Alison Rotherham

Apologies: Claire Dodd, Josie Johnson

1. Election of Officers and Trustees

Chair – The PTFA had been operating without a Chair following the previous Chair's resignation. Members discussed the vacant position. Following discussion, Alex Curgenven-Lindley agreed to stand for the role of Chair. The nomination was seconded by Rikki Gould and supported by those present. Alex was therefore elected Chair.

Officers – Existing officers of the PTFA are Rikki Gould (Treasurer) and Claire Dodd (Secretary).

Trustees – Existing trustees were confirmed as Debbie Sheward and Josie Johnson. Following an explanation of trustee responsibilities, the following individuals volunteered to become trustees: Suzanne Harrison, Rebecca Elliott, Lisa Woodcock, Alison Rotherham

2. Matters Arising from Previous Meeting

Race Night: Members reviewed plans for a Race Night fundraiser. A provisional date of 29 January was discussed. Staff interest had been recorded and several members of staff had expressed willingness to take part. The Village Hall had been provisionally approached regarding use of the venue. The venue would be available free of charge. Further contact with the Village Hall is required regarding equipment and arrangements for running the event.

3. Committee Report (Presented in place of Chair's Report)

As there had been no Chair since April, Rikki Gould presented a committee report on behalf of the PTFA Officers. Parent and staff volunteers were thanked for their participation over the past year.

Fundraising activities during 2025-26 included: Christmas Fair, Summer Fair, Easter Café, cake and sweet stalls at community events, Bonfire Night activities, Spring Fayre and Well Dressing events, school disco goodie bag sales.

Funds raised had supported: transport for the whole-school trip to Chester Zoo, forest School equipment and puddle suits, EYFS cutlery, tooth-brushing equipment and emergency clothing, rewards and prizes, including World Book Day prizes, hot-weather provisions such as fruit and ice cream, partial funding of in-school music tuition

Potential future activities include: a Race Night and a possible Colour Run.

4. Treasurer's Report

Presented by Rikki Gould (Treasurer).

Financial Summary (Year Ending 31 August 2026):

- Total income: £5,274.89
- Adjusted income (excluding prior-year summer fair receipts entered later): £4,014.12
- Total expenditure: £3,189.00
- Opening balance: £70.75
- Closing/current balance: £2,156.54

Accounts to March 2026 were independently scrutinised by accountant Amanda Turner. No discrepancies were identified.

Key Financial Highlights:

- Christmas Fair and Summer Fair each raised approximately £1,300.
- Easter Café raised £362.80.
- £1,946.85 was spent directly on educational equipment and experiences.
- £456.25 was spent supporting fundraising events.

The PTFA had already earmarked £500 towards transport costs for a future whole-school educational trip.

5. Headteacher Funding Requests

Requests were resented by Victoria Atherton Headteacher for PTFA funding. Discussion of requests by PTFA members resulted in the following decisions:

- Twycross Zoo Trip, increase coach cost to £600 (£500 already previously agreed) - Agreed
- Contribution towards pupil admission costs @ £9 per child – Declined based on PTFA budget forecast
- EYFS Storage baskets to improve learning area, approximately £80 - Agreed
- EYFS lockable under-counter fridge for milk provision, approximately £180 - Agreed
- A3 Laminator, heavy-duty for producing curriculum resources, approximately £200 - Agreed
- Library Books, non-fiction space books and chapter books, approximately £200 – Declined as forthcoming school book fayre proceeds could supply these
- Replacement rugs previously agreed by PTFA (not yet purchased) - £60 Agreed

6. Halloween Activities

The committee discussed support for the school Halloween Disco and wider fundraising opportunities. The school confirmed that the Halloween Disco would take place during the school day on Friday 23 October 2026 rather than as an evening event.

The disco will be free to attend, with fundraising focused on the sale of goody bags.

Due to allergy and food-labelling requirements, goody bags will need to contain individually labelled items or products supplied in original packaging.

Members suggested including small Halloween-themed items such as glow sticks, balloons, squishy toys, Halloween party items, crisps and individually packaged sweets.

Previous goody bags had sold for approximately £3 each, and members indicated that this price would remain reasonable.

Decorating the hall for Halloween was also discussed, including: Halloween-themed decorations, wool "spider webs", a balloon arch/photo area for children.

7. Additional Autumn Fundraising Event

Members felt that, because the Halloween Disco was being held during the school day on the last day before half-term, it was not the best opportunity for a major PTFA fundraiser. Attendance after school could be limited because families often leave early for holidays.

As a result, members discussed holding a separate Autumn Café fundraising event.

The proposed café was agreed for: Thursday 22 October 2026 from approximately 3:15pm (after school collection). The school confirmed that the hall would be available that afternoon for preparation and set-up.

The Autumn Café is expected to include: tea and coffee sales, cake sales (subject to allergy signage and ingredient requirements) and children's craft activities. Alex agreed to coordinate possible face painting and glitter tattoo activities. Jessica Anderson confirmed she would donate supplies for glitter tattoos through her craft business.

Craft activities will be charged at approximately £1 per child to encourage participation while still generating income.

The following members confirmed availability to help with tea and coffee sales or activities at the café: Alex, Debbie, Suzanne, Jessica

DBS Requirements: Victoria Atherton reminded the committee that individuals regularly volunteering at school events should complete DBS paperwork. The school will arrange for forms to be issued where required.

8. Bonfire Night / Fireworks Event

Victoria Atherton reported significant concerns about volunteer numbers and ticket sales for the forthcoming fireworks event on 31 October 2026. Parents had indicated that Halloween commitments were affecting attendance and volunteer availability. Last year's event had raised around £1,500 for the school fund, but current indications suggested income could be substantially lower.

The school already has staff allocated to duties including gate and ticket sales, lantern parade supervision and general event support. Additional volunteers are required for stewarding and general support duties. Volunteers receive free entry tickets where applicable, making volunteering an attractive option for families.

Members felt that face-to-face conversations with parents may be more effective than letters alone in recruiting helpers.

9. Christmas Fayre Planning

The Christmas Fair is scheduled for Friday 27th November 2026, 3:30pm to 5:30pm.

The School Council had been consulting pupils regarding activities they would like included. Feedback would be shared with the PTFA in due course.

Jessica Anderson committed to running two stalls, including one for her craft business and one for Jane Lovatt. Other potential stall holders identified (Kelly, Katie).

A discussion took place regarding stall fees. The previous fee of £10 per stall was viewed as unusually low compared with other community and school events. Jessica Anderson advised that many comparable events charge between £15 and £25 per stall, and significantly more for commercial events. Members were supportive of increasing stall fees to £15 per stall, subject to final confirmation.

The committee discussed arrangements for Santa. Victoria Atherton agreed to check whether Mark would be willing to continue acting as Santa. Suzanne Harrison offered an alternative contact who performs regularly as Santa and may be available if required.

Victoria Atherton advised that Mrs Kirby was believed to be willing to continue as Santa's helper. During the meeting, Lisa Woodcock confirmed via message that Mrs Kirby had agreed to undertake the role.

Suzanne Harrison advised that a contact may be able to provide reindeer and potentially donkeys for the Christmas Fair. The school confirmed that animals would be permitted subject to the usual risk assessments and insurance documentation.

10. AOB

Colour Run: An update was provided regarding future Colour Run fundraising. Victoria Atherton had contacted another school's PTFA for advice. Risk assessments and operational guidance were available. Sponsor-funded colour powder had been successfully used elsewhere.

Tombolas and Donations: The committee discussed Christmas Fair prize stock. Significant numbers of tombola prizes remain from the Summer Fair. Some higher-value items have been retained for hampers. A Bring-a-Bottle Non-Uniform Day was proposed for Friday 13th November 2026.

Raffle Prizes: The committee recognised the need to begin sourcing raffle prizes immediately. Local businesses were viewed as the primary source. Stall holders should also be asked to donate a raffle prize where possible. Even small-value donations would contribute to a strong raffle offering. Members agreed to aim for securing a substantial number of raffle prizes by the end of October 2026.

Communication and Parent Engagement: Members discussed improving PTFA visibility and communication with parents. Suggestions included: Facebook updates, newsletter articles, information on school noticeboards, regular summaries of PTFA achievements and funded projects.

The next PTFA meeting date was agreed for Thursday 5th November.

Key Dates

- Thursday 22nd October 2026 Autumn Café (3:15pm)
- Friday 23rd October 2026 Halloween Disco (during school time)
- Saturday 31st October 2026 Fireworks Event / Bonfire Night
- Thursday 5th November 2026 Next PTFA Meeting
- Friday 13th November 2026 Proposed Bring-a-Bottle Non-Uniform Day
- Friday 27 November 2026 Christmas Fayre, 3:30pm to 5:30pm
- Friday 29th January 2027 Provisional date for race night

Action	Who?	Deadline
Register newly appointed Chair and Trustees with the Charity Commission	Rikki	31 st Oct
Confirm Race Night venue booking for 29 th January	Suzanne? Claire?	31 st Oct
Contact with Village Hall regarding Race Night equipment and event requirements	Suzanne? Claire?	
Loan carpet cleaner to school	Rikki	16 th Oct
Prepare goody bags for Halloween disco	Suzanne Alex Jessica	23 rd Oct
Support school with Halloween hall decorations	Alex	22 nd Oct
Speak to Georgie (Frank's mum) re. supporting Halloween face painting/ activities	Alex Suzanne	9 th Oct
Arrange funding for glitter tattoo kit	Jessica	16 th Oct
Source and purchase appropriate face paints and glitter tattoos	Alex Rikki	16 th Oct
Coordinate crafts, face painting and glitter tattoos for Autumn café (check existing school craft supplies)	Alex Jessica	22 nd Oct
Run tea and coffee sales at Autumn café/ support activities	Debbie Suzanne Alex Jessica	22 nd Oct
Arrange float for Autumn café	Rikki	22 nd Oct
Promote the fireworks event by speaking directly to parents and encouraging volunteer sign-up	All PTFA members	9 th Oct
Contact Kelly Allbutt re. stall for Christmas Fayre	Alex	
Check if Mark Sutcliffe can act as Santa	Victoria	
Arrange 'bring a bottle' non-uniform day for Friday 13 th November	Victoria	13 th Nov
Contact local businesses for raffle prize donations.	All PTFA members	31 st Oct
Coordinate raffle prize collection and ticket preparation.	Debbie	
Approach animal provider regarding attendance at the Christmas Fair.	Suzanne	
Produce an updated Christmas Fayre planning spreadsheet	Rikki	5 th Nov

Develop regular PTFA communications for newsletters and parents.	Rikki Alex	
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