

PTA MEETING MINUTES



Location: Newburgh Primary School
Date: 14th October 2025
Time: 18:00
Attendees: Karen Turner, Sophie Harrison, Amy Reynolds, Gemma Nicol, Vicky Marsh & Nawal Filali

Welcome and Introduction

Karen welcomed all attendees and thanked them for their continued support to the PTA.

Agenda Items

1. PTA funds:

- a. Visualisers – Already committed.
 - i. The staff would like to thank the PTA for the visualisers they are installed in the classrooms and being put to good use!
- b. Y1 Continuous Provision – Part committed.
 - i. Y1 are thriving in their new continuous provision so a thank you for funding this. Some of the resources have been held back until the tarmac is laid during October half term so there is still more to come.
- c. Reception Outside Space – New request.
 - i. A grant was secured for most of this refurbishment; a request is made for £450 to fund a new climbing frame to sit on the grass.
Request Approved.
- d. Christmas trips, Y1-6 to the Leamington Pantomime and reception to Warwick Arts Centre.
 - i. A request is made for the PTA to pay for the coaches. £1400.
Request Approved.
- e. A grant was secured to fund an art installation in library, so the same fund was applied to for a further project but unfortunately was unsuccessful. The school Art lead has instead found a local artist who is planning to create faces with each year group to represent the diversity of Newburgh. Every child will get to work with the artist as part of their normal timetable. It is the school's ambition to work with a different local artist each year.
 - i. A request is made for the PTA to contribute £1,500 to this project.
Request Approved.
- f. School trips in the 25/26 academic year.
 - i. Request is made to contribute £2,400 to be shared between the classes.
Request Approved.

2. Future PTA events:

- a. Volunteers are needed for the school disco on 14th November 2025. This will be a non-school uniform day.
 - i. Tickets will be charged at £3 per child.
 - ii. A drink & biscuit will be included in the cost.
 - iii. 3 disco's will run staggered as follows: Reception 2:15-3pm, Y1-3 3:15-4pm and Y4-6 4:15-5pm.
- b. Christmas wreath making 7-9pm, 11th December limited to 30 spaces and charged at £35.
- c. Christmas Fayre will be on Friday 5th December – 3:30 till 5:30pm.
 - i. The summer fayre external stall holders are happy to take tables again.
 - ii. PTA will provide Reindeer hot chocolate.
 - iii. Plan to request that the Myton hospice sleigh is set up outside.
 - iv. The person who previously sourced raffle prizes has stepped down, but has handed over a template email and the contacts used previously.
 - v. Mrs Turner to ask if the school choir will perform in the courtyard as they did last year.
 - vi. There were long queues last year so the intention is to open up more of the school to facilitate a better flow of people.
- d. A family evening event is planned for Friday 6th February.

3. Christmas events in school:

- a. Friday 28th November non-school uniform day in exchange for bottle donations for the Christmas Fayre tombola.
- b. Monday 8th December Reception nativity.
- c. Wednesday 10th (Reception, Y1-2) and Thursday 11th (Y3-6) December Christmas Decoration making in the afternoon.
- d. Monday 15th (Y4,6), Tuesday 16th (Y5) and Wednesday 17th (Y3) December Christingle Service in St Pauls Church.
- e. Tuesday 16th and Thursday 18th December KS1 performance.
- f. Wednesday 17th December Y1-6 to the Leamington Pantomime.
- g. Thursday 18th December Christmas lunch – the PTA will try & organise a Father Christmas walk around the school.
- h. The PTA will prepare 300 Christmas gifts for the children to include reindeer food and lollies.

4. AOB

- a. A Redditch lady is turning 100 but doesn't have any surviving relatives. A social media campaign is asking local people to send her birthday wishes.
 - i. Y1 have volunteered to make her a birthday card.
- b. Book Fair – date to be confirmed in March.
- c. Next PTA meeting – Tuesday 18th November 2025

End of Meeting

Actions

1. Request to Maddy in the Office team to make a Microsoft form for volunteers and to set up parent pay for the school disco.
2. Request to Annette in the office team to design a Christmas wreath making poster to go out in the newsletter.
3. PTA treasurer to check the Henry VIII funding.
4. Request for a volunteer to organise the raffle prizes for the Christmas Fayre to go in the newsletter.