

PTA MEETING MINUTES



Location: Newburgh Primary School
Date: 12th October 2026
Time: 17:00
Attendees: Karen Turner, Anna Slater, Mark Porter, Amy Reynolds, Nawal Filali, Vicky Marsh & Sophie Harrison

Welcome and Introduction

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

Agenda Items

1. Upcoming Events:

a. 22nd October Halloween Disco

- i. 4 volunteers so don't need any more.
- ii. Disco's to run at:
 1. 2:15-3pm reception
 2. 3:15-4:15 Y1,2,3
 3. 4:30-5:30 Y4,5,6
- iii. Mrs Slater volunteered to be the first aider
- iv. Biscuit & Drink will be supplied & included in the cost – new regs on eating, they need to sit down & be facing an adult when eating.
- v. Sophie will decorate for Halloween.

b. Car boot:

- i. 14th November – rethink. Easter term maybe?
- ii. Reclarify – access to the halls, being on the playground & cars coming & going. Karen to confirm.
- iii. Ballet & cheer on site on Saturday coming & going.
- iv. Agreed on timing of 8-11am.

c. 12th November Wreath Making

- i. Ask Madi to send out a reminder – final date for booking is this Friday.
- ii. Ask if the deadline can be extended to Friday 6th Nov.
- iii. Over 10 already booked.
- iv. Action – need somebody to let PTA in & lock up & need access to the tables.
- v. Can pay cash to the office instead of an online payment.

d. 4th December Christmas Fayre

- i. Enquires already agreed £25 a table
- ii. Choir happy to sing
- iii. Separate meeting in November to discuss – 5th over teams 6:30pm

2. PTA funding requests from the school for 26/27:

- a. Anti-bullying bench for KS1
- b. Microphones for Y1& Y2 celebration assemblies
- c. Sept 2027 – spare room for a computer suite so there will be a bigger fundraising effort later in the year dedicated to kitting this room out.

3. AOB: N/A

End of Meeting

Actions

- 1. Mrs Turner to request staff volunteers for the school disco's.
- 2. Mrs Turner to reclarify the potential arrangements for a car boot sale so a date can be agreed in the summer.
- 3. Request to the Office for a reminder to go out about the wreath making workshop.
- 4. Amy to ask the wreath making provider if the deadline can be extended to 6th November for sign up.