

PTA MEETING MINUTES



Location: Newburgh Primary School
Date: 30th April 2026
Time: 18:00
Attendees: Karen Turner, Amy Reynolds, Gemma Nicol, Vicky Marsh, Kellie Lee-Everett, Jay Rixen, Eddie K & Sophie Harrison

Welcome and Introduction

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

Agenda Items

1. PTA Financial Report:

- a. Total income - £8,722 generated this school year.
- b. The current PTA funds are: £3,803.81
- c. There is a further £312 cash to add to the funds raised from the Easter Egg Tombola. Taking the total balance to **£4,115.81**
- d. The total includes a successful £1,000 King Henry VIII Endowed Trust grant.
- e. The KS1 resources requested at the January meeting have been secured and paid for already.

2. Requests for funding:

- a. £200/250 towards Newburgh staff hoodies. *Request Approved.*
- b. Year 6 leavers hoodies £500 – Lizzy in the office is organising this. *Request Approved.*
- c. Y6 Leavers party:
 - i. Performance booklets (£227) – school will fund this
 - ii. Bouncy castle & bikes (£112.50) – *PTA fund*
 - iii. Studio photo booth (£300) – *PTA fund*
 - iv. Domino's pizza (£300) – don't do this, buy in supermarket pizza
 - v. Parent donated cupcakes – idea of kids do a bake off?
- d. There is a plan to refurbish the sports hall (£17k) this includes:
 - i. 3 sets of doors need replacing
 - ii. & sports hall floor replaced with a multi-purpose floor
 - iii. & new paint on the walls

Newburgh governors have agreed to spend some of the capital funding budget on this project. School have applied for a Henry VIII Endowed Trust grant to fund another part of the refurbishment, this requires a commitment from the PTA to contribute. Agreed that the PTA will work towards contributing £3k. *PTA to commit to £2k for now.*

3. Upcoming Events:

a. 22nd May Disco – tickets £3, PTA to volunteer

- i. Paid for already
- ii. 2:15 – 3pm Reception
- iii. 3:15-4:15 – Y1,2,3
- iv. 4:30-5:30 – Y4,5,6

b. World Cup dribblathon – 11th June – 19th July

- i. Do within their PE lesson
- ii. Use the school football teams to run it

c. Summer Fayre – 3rd July

- i. Bouncy castle – 15% discount when order through the school, try to get a deal on ordering one for summer fayre and the Y6 leavers party.
- ii. Stall holders have started requesting pitches – Amy to contact our existing list to secure commitment.
- iii. Raffle to be held within the fayre – Sophie to sort the prizes.
- iv. Newburgh New starter stall to be run by the early years team.
- v. Onside coaching – could they do something?
- vi. Gogo makers – Kellie to see if they could do a stall
- vii. Black box / Rocksteady / Cheerleading / Dance LWDC – offer the opportunity to promote themselves at the Fayre but we won't charge them for a pitch
- viii. We have a gambling licence to cover the raffle.
- ix. Agreed that the price this year will be £25 a pitch.

d. Tuesday 19th May – New starters parents evening 5:30-6:30

- i. Kellie to attend & represent the PTA

4. AOB: N/A

End of Meeting

Actions

1. Request to Madi in the office team to change the summer fayre date in the new starter newsletter.
2. Sophie to talk to ice cream lady about her prices following feedback from 2025, ask if she can only do <£3.50 items?
3. Amy send email out to external stall holders from last year to ask for interest.
4. Sophie to sort the raffle prizes.
5. Gemma to ask her partner if it would be possible for a fire truck to visit.
6. Karen to confirm dates & school lead for dribbleathon.
7. Karen to look at the cost of the leavers performance booklet.
8. Madi to do the disco tickets £3 & the poster. Squash & a biscuit included.
9. Sophie to ask onside coaching if they could attend summer fayre.
10. Kellie to ask Gogo makers if they would do a stall at the summer fayre.
11. Karen to ask Blackbox, rocksteady, cheerleading if they want to perform at the summer fayre.
12. Parent helpers for the summer fayre – Madi to request in the next half term newsletter.
13. Karen to Invite staff to the school disco.
14. Sophie to speak to Andy about sponsorship contribution for the funding the sports hall floor.