

PTA MEETING MINUTES



Location: Newburgh Primary School
Date: 17th September 2026
Time: 17:00
Attendees: Karen Turner, Amy Reynolds, Nawal Filali, Jay Rixen & Sophie Harrison

Welcome and Introduction

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

Agenda Items

1. The meeting opened with the appointment of the PTA committee for the coming year:

- a. Chair: Sophie agreed to remain as Chair, with the agreement of the group.
- b. Vice Chair: The existing Vice Chair, Amy agreed to continue in the role.
- c. Treasurer: Jay Hatton agreed to remain as Treasurer.
- d. Secretary: Vicky agreed to remain as Secretary.

The committee thanked the existing officers for their work and contribution during the previous year.

2. Upcoming Events:

- a. **22nd October Halloween Disco**
- b. **12th November Wreath Making**
- c. **4th December Christmas Fayre**
- d. **11th February House Team Cake Bake/Sale**
- e. **19th March – 24th March Easter Hopperthon**
- f. **27th May Summer Disco**
- g. **9th July Summer Fayre**
- h. **15th July Y6 Leaver's Party**

The PTA agreed to focus initially on the main annual events, with additional activities or fundraising opportunities to be added where appropriate.

Parents will be encouraged to get involved, suggest ideas and volunteer to help with events.

3. Wreath Making:

- a. The wreath-making event has been booked at £40 per person.
- b. This represents a good fundraising opportunity while remaining competitively priced compared with similar local events.
- c. The organiser is able to accommodate a relatively large number of participants, although the PTA will monitor numbers to ensure the hall remains comfortable.

4. Christmas Fayre:

- a. Initial planning for the Christmas Fair will take place closer to the event.
- b. The PTA discussed introducing house-colour donations rather than requesting general donations. These could be used to create themed hampers for either a raffle or tombola.
- c. The PTA will also investigate whether the school choir could perform at the Christmas Fair.
- d. A raffle/tombola and other activities will be considered depending on the level of donations received.

5. Hopperthon / Sponsored Event:

- a. The PTA discussed the previous Hopperthon and noted that individual sponsorship forms appeared to generate more income than relying solely on online payments.
- b. The group agreed to consider returning to physical sponsorship forms this year, potentially using one form per family to avoid unnecessary duplication for families with multiple children.
- c. The previous event raised approximately £428.

6. Community Car Boot Sale / Pre-Loved Sale:

- a. A possible community car boot/pre-loved clothing sale was discussed as an additional fundraising event.
- b. The idea would be to invite families/community members to bring good-quality unwanted items and sell them from their cars or tables.
- c. A provisional date of Saturday 14 November, approximately 11:30am – 1:00pm, was discussed, subject to confirmation.
- d. A suggested charge of £5 or £10 per car was agreed for consideration, with sellers keeping the proceeds from their own sales.
- e. The event could also include refreshments, particularly if there are football fixtures taking place at school that day.

7. PTA Finances:

- a. The current PTA balance was reported as approximately £4,685, expected to increase to around £5,100 once approximately £428 is transferred into the PTA account.
- b. The PTA agreed that the aim should be to maintain a healthy working balance while also using funds raised to benefit pupils and the school.
- c. The group discussed several areas where PTA funding may be committed during the year, including:
 - i. Pantomime costs
 - ii. Educational trips/coaches
 - iii. Year 6 leavers' hoodies
 - iv. An artist/workshop for pupils

- v. Other educational resources or projects benefiting the whole school
- d. The PTA will consider appropriate projects before committing significant funds.

8. Previous PTA Spending:

- a. It was noted that the PTA funded a wide range of resources and activities during the previous year, including educational resources and enrichment opportunities.
- b. The group agreed that it would be useful to communicate this to parents so that families can see how PTA fundraising directly benefits the children.

9. Artist in School:

- a. The PTA discussed continuing to fund an artist/workshop during the coming school year.
- b. The previous artist project was well received, with approximately 60 pupils participating.
- c. It was agreed that the school should continue to ensure that children who may not otherwise have access to such opportunities are included, while also giving a wider range of pupils the opportunity to participate.

10. School Uniform:

- a. The availability of school uniform was discussed following feedback from parents.
- b. There have been some difficulties with obtaining uniform promptly, particularly for families who need uniform during the summer holidays or whose children have grown unexpectedly.
- c. The current uniform supplier and contract arrangements were discussed. The school has previously negotiated reduced costs and will continue to monitor feedback regarding availability, ordering and quality.
- d. The possibility of making second-hand/pre-loved uniform more readily available was also discussed.

11. Future Fundraising Ideas:

- a. A number of potential future fundraising activities were discussed, including:
 - i. Pre-loved clothing sales
 - ii. Car boot/community sales
 - iii. Cake sales
 - iv. Uniform sales
 - v. House-colour fundraising activities
 - vi. Additional events linked to school sporting fixtures
- b. The PTA agreed that new ideas could be considered throughout the year rather than attempting to schedule everything at the start of the academic year.

12. Communication and Volunteering:

- a. The PTA agreed that parents should be reminded that everyone is welcome to contribute ideas or volunteer at events.

- b. Ideas could be submitted via the school newsletter/email and then discussed at PTA meetings.
- c. The group felt that having the main events scheduled in advance would make it easier for parents to plan their involvement.

13.AOB: N/A

End of Meeting

Actions

1. Confirm and circulate the PTA events calendar.
2. Obtain the final wreath making event poster from the organiser.
3. Print and display wreath making posters around the school/community.
4. Promote the wreath making event through the school newsletter, social media and local community groups.
5. Share the wreath making event with relevant local workplaces and community noticeboards.
6. Monitor wreath making bookings and capacity.
7. Confirm the car boot date and availability of the school site.
8. Confirm car boot access arrangements.
9. Promote the car boot event once confirmed.
10. Consider car boot refreshments and volunteer cover.
11. Prepare a newsletter item outlining what the PTA funded during the previous year.
12. Consider physical sponsorship forms for the Hopperthon.
13. Develop plans for the Christmas Fair closer to the date.
14. Explore choir involvement at the Christmas Fair.
15. Identify potential school projects for PTA funding this year.
16. Explore funding for the pantomime, educational trips/coaches, Year 6 hoodies and an artist/workshop.
17. Continue monitoring school uniform availability and parent feedback.