PTA MEETING MINUTES

Location: Newburgh Primary School
Date: 5th November 2026
Time: 18:30
Attendees: Karen Turner, Anna Slater, Lydia Solway, Amy Reynolds, Alice Cummings, Vicky Marsh

Welcome and Introduction

Sophie sends her apologies

Agenda Items

1. **Upcoming Events:**

    a. **12th November Wreath Making**
        i. 16 people have signed up – PTA receive £15 for each wreath.
        ii. Karen has asked Angela to close the building up after the event.
        iii. Tables and chairs are needed in the sports hall.
        iv. Request for urn – Karen directed the PTA volunteers to the staffroom to collect one on the day.

    b. **Disco** – the general feeling was that the disco was a huge success, feedback from teachers and volunteers that the lower volume of music was beneficial, particularly for the younger years.

    c. **4th December Christmas Fayre**
        i. Enquires already for tables, agreed £25 a table
        ii. Hampers as a raffle prizes –
            1. Request to parents for Christmas themed sweets, biscuits, bottles and toiletries.
            2. There will be an adult & child version for each school house.
            3. The hampers will be tied with a ribbon in the house colours.
            4. The hampers will be competitive – coloured raffle tickets in the house colours will be sold on the day and the house with the largest number of tickets sold will get a boost in house points.
        iii. Father Christmas – same as last year, use the intervention room. Limit numbers & buy tickets prior to the day. Father Christmas presents the PTA will sort out. £2 a ticket.
        iv. Hot chocolate stand.
        v. Cady cane game, lucky dips, tombola in sports hall
        vi. Choir happy to sing – Mrs Turner to check with Mr Porter.
        vii. Aaron (Spots coach) could run some sort of activity – sporty – throw snowballs on the KS2 playground.
        viii. Cash only – will need decent floats
        ix. Volunteers needed to help set up and run the stalls.

x. Posters:
    1. Physically around the school site
    2. Karen mention in assembly
    3. Poster on WhatsApp groups & Instagram
xi. Year groups will each make something to sell on a stall & spread the stalls out across the classrooms:
    1. Y5 – to use the jam jars left over from the summer fete to make Christmas themed lanterns.
xii. Assembly 2-2:30 to allow teaching staff to set up tables in classrooms & the hall can be sorted after that. Open the doors as soon as the children are released.

2. **PTA funding requests from the school for 26/27:**
    a. Sept 2027 – aiming for computer suite installation & PTA funding to contribute.

3. **AOB: N/A**

End of Meeting

Actions

1. Another message for vendors for the tables from Amy & Sophie
2. Non uniform day on 20th for the hamper contributions - Madi to add this to next week's newsletter.
3. Sophie will let Karen know by Thursday 12th November if she has any other ideas for the stalls.
4. Lydia to talk to Aaron the sports coach about running an activity.
5. Karen to speak to Mr Porter re the choir singing
6. Requests for PTA volunteers for the stalls
7. Y6 to help run the stalls.
8. Karen to ask for staff volunteers to support the event.