



Fairfield Primary School PTA

Dryden Road, Penarth CF64 2RT

Tel: 029 2070 9035

Charity No: 517582



Minutes for PTA Meeting

9th July 2026

Funds

- We raised a total of £9207
- Total expenditure for 25/26 £10955
- PTA approved funds of up to £2000 for Mrs James to develop an outdoor learning area for years 1 and 2.
- Some funding ideas which we received from a parent has been passed to school and we will review.

Events Team & AGM

- It was agreed that recruiting a larger PTA Events Team will be a priority for the coming year to help share the workload and support future events.
- AGM – Thursday 17 September.
- Recruitment for the Events Team will begin ahead of the AGM and be promoted in the school newsletter and other PTA communications.

Event Ideas

- **Food Festival** (suggested by Kat) – parents could book a table to prepare and sell food from different countries. This could potentially be combined with another event to increase attendance. Ideas included "food passports" with stamps and offering small tasting portions so families could sample a variety of cuisines.
- **Car Boot Sale** – several parents have asked when another will be held. As the school would prefer not to have cars on the playground, an alternative tabletop bric-a-brac sale was suggested, potentially alongside the Food Festival.

Communication

- Improve communication between the PTA and the school by having one main point of contact from each side (suggested: Andrew and Mr Jones).
- Improve communication within the PTA.
- Once committee decisions have been made, aim to keep everyone informed and work from the agreed plan, while recognising that some flexibility is sometimes needed as circumstances change.
- Create a second PTA WhatsApp group for announcements and key information, while keeping the existing group for general discussion.
- Continue to improve communication with parents to provide greater transparency about the work of the PTA and help manage expectations.



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- Create a more structured funding request procedure.

Planning Ahead

- Begin collecting tombola donations much earlier in the year now that storage space is available.
- Review storage and sort existing toy donations, retaining suitable soft toys for the Wheel of Fluff and clearing items that are no longer needed.

Festival Review

We discussed the recent Summer Festival and the initial feedback we have had. So far, this has been very positive with a couple of points we will review for next time. A full feedback form will be sent out.

<https://forms.gle/AfphaTyTGQoS5C6v7>