

# Southville Primary PTA Meeting Minutes

## Tue 14 Jan 2025, 7 - 7.30pm



### **In attendance:**

Charlotte Todd-Brady (Seahorse), Sonia Adams (Co-Chair & Koala/Penguin), Melanie Zaalof (Secretary & Jellyfish), Liz Newton (Treasurer & Lemur), Davina Roberts (Kiwi), Lucy Pook (Vice Chair & Heron), Paula Mathias (Family Liaison), Susie Carnaby (Octopus), Katrina Philips (Fox), Helen Jackson (Leopard), Emily Moore (Teacher), Julia Pollard (Starfish)

### **Apologies:**

Helen Beach (Chair & Koala), Gareth Potter (Deputy Head Teacher), Jen Gibson (Chair of Governors), Jess Swingler (Starfish & Kangaroo), Stuart Newman (Jellyfish), Sarah King (Octopus), Kate Myers (Butterfly), Danielle Makepeace (Fox), Rachel Parry (Falcon)

### **Chairs Introductions:**

Meeting chaired by Sonia Adams (Co-Chair)

### **Treasurer's Report:**

Since the last meeting we have raised:

- £6,601.61 from the Christmas Fair,
- £99.58 from year 3/4 carols refreshments,
- £68.06 from Easy Fundraising, and
- £43.55 in bank interest.

We spent money too! Some of the things we bought to enrich the lives of the children at Southville include

- \* Paid half of all theatre tickets for the whole school at Christmas £3,250
- \* Paid for Year 3 to participate in the Lantern Parade £650
- \* SMOOGA and football nets £3,692.67
- \* Matts and shoe storage at Myrtle library £54.44
- \* £483.61 for resources for the school's involvement in the Art's Trail
- \* Drying racks £407.97 and First News Subscription £74 (both agreed in Nov 23)
- \* Crackers and table coverings for Christmas Lunches for both sites £314.75

Between the bank account, savings account and cash we have approx. £18,100. However, of that we have £ 1,800 ring fenced for things previously agreed with school This leaves us with just over £16,000 for funding future school enrichment!

Action

- *Liz Newman* to remove Charlotte Todd-Brady, Caroline Bennet-Clark and Tarnjit Khera as banking signatories.
- *Liz Newman* to add Lucy Pook as banking signatory and to see if this will enable PTA to use online payments.

### **Beginners Ball**

Wednesday 22 January at Merrywood from 5-6pm for reception families.

10 volunteers needed to help from 4.30-5.30pm with set-up, checking children in and out, serving refreshments at the snack station and bar, and tidying up at the end.

4 of these volunteers needed to help with bar and refreshment station during event

Both parents can attend if one is volunteering

#### **Action**

- *Melanie Zaalof* to manage bar
- *Sonia Adams* to manage refreshment table and check drinks/food left from previous events
- Call out for volunteers on PTA events and final push for ticket sales

### **Spring Events**

Spring disco for Years 1-6 to be held on Thursday 3 April at Myrtle.

Uniform sale to be held in March at Myrtle and Merrywood. This will be in addition to a school uniform stall at the summer fair. Noted weather may be bad so we need to find undercover locations. There is the option of using the PTA gazebo.

#### **Action**

- *Davina Roberts* to manage March uniform sale. Any help welcome.

### **Funding Requests and budget**

No formal requests were made by the school.

Miss Mathias shared that the school are currently costing different sensory areas and an upgrade to the sensory room at Myrtle. PTA agreed this may meet the criteria for funds and suggested the school bring a proposal to the next meeting.

PTA agreed it would be useful to have a target and project such as the monkey bars to help raise funds at the summer fair.

**Vote** PTA agreed a budget of £1,500 (£500 per class) for Year 6 leavers hoodies, books and a party.

### **Crepe Café**

To celebrate French fortnight, the crepe café will take place at Myrtle on 31 January. We will need 8 helpers to support Year 6 in delivering this. They will be needed from 1.20-3pm.

#### **Action**

- Call out for volunteers to be made via PTA events.
- *Liz Newman* to manage allergy needs.

### **AOB:**

PTA agreed not to charge parents for Year 3's participation in the Lantern parade. Instead they will encourage people to donate to Lantern parade buckets to ensure the event can continue.

Feedback from winter fair suggests selling Christmas trees from Myrtle site works better and should be considered again for next year.

Jen Gibson will be organising the end of term treat. All ideas welcome.

### **Event Dates for 2024/25:**

**Beginners Ball** Wednesday 22 January, 5-6pm at Merrywood

**Crepe cafe** Friday 31 January, 1.20-3.30pm at Myrtle

**Uniform stall** date in March TBC

**Spring Disco** Thursday 3 April

**Summer Fair** Saturday 17 May

**End of term treat** date TBC

### **Event Dates for 2025/26:**

Everyone was keen for another quiz. It was agreed that this would happen in the autumn term.

### **Date of Next Meeting/AGM:**

Tuesday 11 March 7pm at Myrtle and on Zoom.