

# Southville Primary PTA Meeting Minutes

## Tue 11 March 2025, 7 - 8pm



### **In attendance:**

Helen Beach (Chair & Koala), Melanie Zaalof (Secretary & Jellyfish), Liz Newton (Treasurer & Lemur), Davina Roberts (Kiwi), Lucy Pook (Vice Chair & Heron), Jess Swingler (Starfish & Kangaroo), Paula Mathias (Family Liaison), Susie Carnaby (Octopus), Emily Moore (Teacher), Kate Myers (Butterfly), Rachel Parry (Falcon), Kirsty Whayman (Honeybee), Kate Yardley (Heron), Katrina Phillips (Fox)

### **Apologies:**

Charlotte Todd-Brady (Seahorse), Sonia Adams (Co-Chair & Koala/Penguin), Katrina Philips (Fox), Helen Jackson (Leopard), Julia Pollard (Starfish), Gareth Potter (Deputy Head Teacher), Jen Gibson (Chair of Governors), Stuart Newman (Jellyfish), Sarah King (Octopus), Danielle Makepeace (Fox)

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

Since the last meeting we have raised:

- £358.42 from the Beginners Ball,
- £159.70 from the second hand uniform sale,
- £521.13 from the ASDA cashpot,
- £38.93 from Easy Fundraising, and
- £33.58 in bank interest.

We have not paid out anything except Beginners Ball expenses in this period

Between the bank account, savings account and cash we have approx. £19,200. However, of that we have £ 3,300 ring fenced for things previously agreed with school and for the year 6 leavers. This leaves us with just under £16,000 for funding future school enrichment!

Also, as agreed at our last meeting, the PTA bank account signatories have been updated to remove old PTA volunteers and now only includes committee members.

### **Sponsored Penalty Shoot Out**

Friday 21 March at Merrywood | Friday 28 March at Myrtle| 3rd April, one at each site. Prize giving assembly

Around 400 children have signed up. There are a few limited places left. 50% of funds raised will go to the school and 50% to the Robin Foundation.

### **Action**

- Reception class reps to encourage children to sign-up.

- Reps to remind parents about sponsorship forms. But no pressure if people cannot raise any money.
- PTA to consider how photos can be taken to share with people who have sponsored the children.

### **Spring Disco**

PTA agreed to continue offering a quiet breakout space with craft activities.  
PTA agreed that registering children on a table outside the side gate works well.

#### Action

- Ensure ear defenders are available
- Helen to put volunteer slots and tickets on sale by Friday 14 March

### **May Fair**

Sonia and Lucy to lead on this.

Raffle tickets are being organised. PTA agreed to stick with paper tickets for now.

Stall ideas discussed including emergency service vehicles, second-hand costume stall, animal meet and greet. Year 6 will run a stall but will require parental supervision.

#### Action

- Liz renewing gambling license
- Melanie to find out about Noah's Ark zoo visit

### **Summer ball**

New event agreed for reception and pre-school to celebrate their first year at Southville.

#### Action

- Check capacity of hall and see if we need to open an outdoor space or classroom.
- Charlotte to speak to Miss Greenwood to confirm if pre-school would like to participate.
- Find a date in June for the event to take place.

### **PTA Roles next year**

Liz and Helen will be stepping down in November. Sonia is still deciding if she would like to continue. A new Chair and Treasurer will be needed. Stuart has expressed interest in becoming the Treasurer.

#### Action

- Helen to draw-up and circulate a job description

### **Funding Requests and budget**

OPAL request for on-going supply of items such as bubble fluid, bubble guns, chalk, tarpaulin, balls was made so that they can be available at all times. PTA agreed funding of up to £1,500.

School would like to install sensory areas across Myrtle site for all children to use. PTA agreed funding of £3k for this.

PTA agreed to continue funding the Lantern Parade for year 3. As there is limited opportunity to join the official parade, PTA are keen for a parade to happen in the school hall again.

Hot weather cover is needed on both sites. A more detailed proposal will be pitched by the school.

### **AOB:**

Bristol Beer Factory sponsorship runs out in April. We would like to continue using them for four events per year including the quiz night and summer ball.

### **Action**

- Lucy to check if BBF will continue to support us.
- Liz to check how many alcohol licenses we have left for this year.

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

Thursday 3 April **Spring Disco**  
Saturday 10 May **Summer Fair**  
June TBC **Reception Summer Ball**  
Date TBC **Sports Day rehydration station**  
Date TBC **End of term treat**

### **Tea towels**

Caroline will lead on this. Portraits will be drawn after Easter. Items on sale from June.

### **Christmas Cards**

Jess will lead on this. Christmas art work to be completed during July and for new students in September. This will enable the school to get 30% commission.

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

**September** Welcome Picnic & Uniform sale  
**October** Halloween Discos, Quiz Night – Kate Myers  
**November** Vote for PTA committee roles  
**January** Reception Beginners Ball

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

Wednesday 21 May, 7pm at Myrtle and on Zoom.