

# Southville Primary PTA Meeting Minutes

## Wed 21 May 2025, 7.30 – 8.30pm



### **In attendance:**

Sonia Adams (Co-Chair & Koala/Penguin), Melanie Zaalof (Secretary & Jellyfish), Stuart Newman (Jellyfish), Sarah King (Octopus), Kate Yardley (Heron), Lucy Pook (Vice Chair & Heron), Paula Mathias (Family Liaison), Charlotte Todd-Brady (Seahorse), Julia Pollard (Starfish), Emily Moore (Teacher), Kate Myers (Butterfly),

### **Apologies:**

Helen Beach (Chair & Koala), Liz Newton (Treasurer & Lemur), Katrina Philips (Fox), Helen Jackson (Leopard), , Gareth Potter (Deputy Head Teacher), Jen Gibson (Chair of Governors), Danielle Makepeace (Fox), Davina Roberts (Kiwi), Jess Swingler (Starfish & Kangaroo), Susie Carnaby (Octopus), Rachel Parry (Falcon), Kirsty Whayman (Honeybee), Katrina Phillips (Fox)

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

Since the last meeting we have raised:

- £4,733.66 from the Penalty Shoot out
- £1,474.31 from the Spring Discos
- £6,185.01 from the May Fair
- £32.97 from Easy Fundraising
- £40.06 in bank interest

In this period we have spent money renewing our Small Lottery License (£20), paid for our annual insurance with Parentkind (£162) and contributed £1500 towards year 6 leavers hoodies.

Between the bank account, savings account and cash we have just over £30,000. However, of that we have £ 6,300 ring fenced for things previously agreed with school in previous meetings. This leaves us with just under £24,000 for funding future school enrichment.

### **May Fair Review**

The fair was well attended and ran smoothly.

Improvements for next time:

- Better signage for indoor stalls and newer activities such as treasure hunt
- Move candyfloss to a different area as the queue was blocking access to stalls at the back of the playground
- Use PTA events to sign-up volunteers

## **Sports Days**

PTA will offer refreshments for pupils.

Year 5 and 6 will require additional parent volunteers to run the events. Ex-pupils from Ashton Park plan to come and help.

### **Action**

- Melanie to source satsumas from Ashton Fruit and Veg
- Sonia to organise ice pops
- Co-chairs to set up volunteer sign-up on PTA events
- Class reps to help recruit volunteers

## **Summer Ball**

A new event for pre-school and reception to celebrate their first year at Southville Primary.

Tickets will include squash and a packet of crisps.

Alcohol license has been secured and Bristol Beer Factory will sponsor the event.

DJ Noel has been booked.

### **Action**

- Melanie to organise bar
- Sonia to organise crisps and squash
- Co-chairs to organise ticket sales via PTA Events (£5 child and £6 for adult & child)
- Charlotte to run glitter tattoo stall
- Co-chairs to find first aider for event
- Sonia leading event on the evening

## **PTA Roles next year**

A vote for the roles of Chair, Vice Chair, Treasurer and Secretary will happen at the November AGM. Anyone is welcome to put themselves forward for these positions.

### **Action**

- Anyone interested can ask Co-chairs for further information on roles available

## **Funding Requests and budget**

No formal requests were put forward.

Kate Myers has been clearing out and decorating the library. She is assessing what is needed and there may be a funding request at the next meeting.

Items such as chess sets are needed for the quiet space at Myrtle. PTA discussed if these could be sourced via donation requests through the school newsletter.

Generally it was agreed that the PTA would prefer to use the funds currently held for some larger and more significant projects. PTA are aware that the school are putting together proposals for outdoor shelter and monkey bars.

Spending £500 on paint costs for Arts Trail was agreed by majority vote.

Scrapstore Membership renewal was agreed £135.

#### Action

- Jen Gibson is organising the end of term treat. PTA will need to agree to this spend and will vote remotely.

#### **AOB:**

Second-hand uniform will be sold at reception welcome evening on 25 June. Donations for reception and year 1 clothing to be taken from w/c 23 June.

PTA agreed later meeting start time of 7.30pm suited people better.

#### Action

- Lucy and Sonia will organise end of year staff collection
- Co-chairs to check constitution to make sure we've meet obligations for this school year
- Sonia to lead Reception Welcome Evening uniform sale

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

**10 June** Reception & Preschool Summer Ball

**25 June** Reception welcome evening uniform sale

**1 July** KS2 Sports Day rehydration station

**2 July** KS1 Sports Day rehydration station

**3 July** Sports day bad weather back up

Date TBC End of term treat

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

**20 September (TBC with school)** Welcome Picnic & Uniform sale

**October** Halloween Discos

**November** Vote for PTA committee roles, Quiz Night – Kate Myers (Friday evening preferred)

**December** Winter fair

**January** Reception Beginners Ball

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

Wednesday 10 September, 7.30-8.30pm at Myrtle and on Google Meets.

Wednesday 12 November, AGM