

# Southville Primary PTA Meeting Minutes

## Wednesday 10 September 2025, 7.30 – 8.30pm



### **In attendance:**

Helen Beach (Chair & Lemur), Melanie Zaalof (Secretary & Badger), Stuart Newman (Badger), Lucy Pook (Kangaroo), Julia Pollard (Butterfly), Cristina Rodrigues (Jellyfish), Diana Mansbridge (Octopus), Jenny Cooper (Starfish), Sam Grant (Lion), Helen Jackson (Pelicans), Mike Doyle (Koala), Chloe Brooks (Jellyfish), Emily Moore (Penguin Teacher), Soraia Torres (Bears), Jess Swingler (Butterfly & Leopard), Martha Lewis (Honeybee), Cheryl Franklin (Honeybee), Danielle Maekpeace (Hedgehog), Emily Clark (Kiwi), Jon Kerswell (Heron), Kate Jeffery (Falcon), Kate Yardley (Kangaroo), Kate Myers (Flamingo)

### **Apologies:**

Sonia Adams (Co-Chair & Lemur), Liz Newton (Treasurer & Puffins), Gareth Potter (Deputy Head Teacher), Jen Gibson (Chair of Governors), Katarina Philips (Starfish), Charlotte Todd Brady (Starfish), Clare Abeysekera (Jellyfish), Rachel Denny (Jellyfish), Sarah King (Bears), Evy Louzoi (Flamingo), Barbara Bauduin (Falcon), Jo Sira (Fox), Jodie Partington (Koala), Kirsty (Kiwi), Faye Johnson (Penguins)

### **Chair's Welcome**

Helen Beach welcomed the new reps and gave an overview of the PTA structure. She outlined all the events we have planned for the 25/26 academic year.

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

Liz was absent from the meeting but will circulate the treasurer's report.

Helen Beach confirmed we have £30,665.20 in the PTA bank account.

### **Welcome picnic**

Reception and pre-school are invited to attend a welcome picnic at Merrywood on 20<sup>th</sup> September from 2-4pm.

A second-hand uniform stall will be set. Parents/Guardians may donate uniform (3-5 years) to Merrywood reception from 18<sup>th</sup> September.

A mini-café will be set up. Parents/Guardians will be asked to donate cakes (nut and sesame free) from the 19<sup>th</sup> September. Donations at Merrywood Site only.

Other activities will include colouring, glitter tattoos and Hook a duck.

Volunteers needed from 1.30-4.30pm. Volunteers are welcome to bring their children.

We will move into the school hall if the weather is bad.

The Arts Trail is happening on the same weekend and Southville Primary is on the Arts Trail map. A volunteer will be placed on the school gate to ensure no general public join the picnic.

#### Action

- Helen Beach to circulate event invite and volunteer rota.
- Class reps to request uniform and cake donations.
- Class reps to help organise volunteers.

### **Arts Trail**

£500 for art materials was agreed at the last PTA meeting.  
Each class has decorated a letter to spell Southville Primary. The sign will be displayed on the Merrywood fence and will stay up for the remainder of the school year.

### **Halloween Disco**

3 discos will be held on 16 October at Myrtle.  
DJ has been booked.  
Tickets to be sold through PTA events.  
We will provide a quiet space with arts and crafts activities.

#### Action

- Class reps to circulate event poster and ticket link
- Volunteers will be needed to run the event

### **Christmas theatre trips**

Year 1-6 will attend Rapunzel at the Tobacco Factory Theatres.  
Pre-school and reception will have a touring company visit the school.  
The PTA will contribute 50% towards the cost of the tickets and the visiting company's fee.  
The school will organise parent volunteers to accompany the children.

### **Christmas cards**

All art work packs have been delivered to the classrooms.  
Staff to hand finished art work to the PTA by 24<sup>th</sup> September.  
The school will receive 25% commission if we can submit the art work on time.  
Helpers will be needed to sort the orders in December.  
If parents do not meet the order deadline in October, they will have to pay for postage and the school will receive less commission.

#### Action

- Jess Swinger to send artwork to printers by 25<sup>th</sup> September
- Emily Moore to remind staff about deadline at morning briefing

### **Christmas Fair**

Christmas trees ordered in July from Frenchay Forestry Commission.  
2 Santas booked for the Christmas grotto.  
Past students may volunteer as elves.

### **Funding Requests and budget**

The canopy project is underway at Merrywood to provide an enclosed outdoor space for year 1. This will allow for a more play-based approach which will help with the transition from reception as well as outdoor learning in all weather. Bristol City Council provided a grant for the roof structure and fence. This was installed during the summer holidays.

The school will present a proposal for furniture, small world play equipment and flooring at the next meeting.

Class reps and Emily Moore flagged that the Year 3 classrooms at Myrtle become very hot and would also benefit from a canopy structure. This will be discussed further at the next meeting.

### **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**

- Co-chairs to provide further information on roles available

### **AOB:**

PTA are keen to provide an alternative lantern parade event for Year 3. Emily Moore will check to see if anything has been organised by the school and any associated costs.

A Southville Primary hand me down WhatsApp group has been set up by Kate Myers. Please circulate the link. This is just for free items such as school uniform and hook day costumes.

Year 6 parents will form a group to manage the leavers yearbook and hoodies. PTA money has been ringfenced for this.

Kate Myers is working to improve both libraries. She gave a quick round-up of her progress. She may request further donations or funds from PTA for this. Please contact her directly if you are able to donate any dual language books.

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

**20 September** Welcome Picnic & Uniform sale  
**16 October** Halloween Discos Y1- 6 at Myrtle  
**12 November** AGM, Vote for PTA committee roles  
**6 December** Winter fair/Merrywood  
**December** Year 3 and 4 carol concert  
Wreath making tbc  
Christmas lunch  
**January** Reception Beginners Ball  
**March** Quiz Night hosted by Kate Myers  
**April** Spring discos Y1- Y6  
**May** Summer fair  
**June** Reception Summer Ball  
**July** Sports day and End of year treat

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

12 November, 7.30-8.30pm at Myrtle and on **Zoom or Google Meets.**