

Southville Primary PTA Meeting Minutes

Wednesday 11 November 2025, 7.30 – 8.30pm



AGM

In attendance:

Mr Bowman (Head Teacher), Jen Gibson (Chair of Governors), Sonia Adams (Co-Chair & Lemur), Helen Beach (Co-Chair & Lemur), Melanie Zaalof (Secretary & Badger), Stuart Newman (Badger), Charlotte Todd Brady (Starfish), Lucy Pook (Kangaroo), Julia Pollard (Butterfly), Cristina Rodrigues (Jellyfish), Diana Mansbridge (Octopus), Katarina Philips (Starfish), Miss Moore (Penguin Teacher), Jess Swingler (Butterfly & Leopard), Susie Carnaby (Badgers), Kirsty (Kiwi), Sam Grant (Lion), Soraia Torres (Bears), Mrs Mathias, Clare Abeysekera (Jellyfish)

Apologies:

Liz Newton (Treasurer & Puffins), Mr Potter (Deputy Head Teacher), Rachel Denny (Jellyfish), Sarah King (Bears), Evy Louzoi (Flamingo), Barbara Bauduin (Falcon), Jo Sira (Fox), Jodie Partington (Koala), Faye Johnson (Penguins), Martha Lewis (Honeybee), Cheryl Franklin (Honeybee), Danielle Maekpeace (Hedgehog), Emily Clark (Kiwi), Jon Kerswell (Heron), Kate Jeffery (Falcon), Kate Yardley (Kangaroo), Kate Myers (Flamingo), Jenny Cooper (Starfish), Helen Jackson (Pelicans), Mike Doyle (Koala), Chloe Brooks (Jellyfish)

Chair's Welcome

Helen Beach gave an overview of the previous academic year's activities and finances. Copies of the I&E for Sep 24 – Aug 25 were circulated.

Helen Beach read a goodbye statement from Liz Newton who is stepping down as Treasurer.

Treasurer's Report:

Since the last meeting we have raised:

- £303.65 in donations from the welcome picnic,
- £1,707.17 from the Halloween Disco,
- £887.08 from Christmas cards, etc sales and
- £55.74 in bank interest.

In the year to 31 August 2025 we have raised the following:

- * Welcome Picnic £262.57
- * Halloween Disco's £1,606.83
- * Winter Fair £6,601.61
- * Year 3/4 Carol's £99.58
- * Beginner's Ball £358.42
- * Sponsored Penalty Shoot-Out £4,733.66
- * Spring Disco's £1,474.31
- * May Fair £6,930.85

- * Summer Ball £549.01
- * Easy Fundraising £189.25 (£115 more than last year)
- * Tea Towels £664.73 (£94 more than year)
- * Christmas cards £856.25 (£245 more than last year)
- * Charitable Giving Donations £500.37
- * Uniform Sale £245.30
- * Bank Interest £263.04
- * ASDA Cashpot £521.13 (new for this year)

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

- * SMOOGA for Myrtle MUGA £3,692.67
- * paid half of all theatre tickets for the whole school at Christmas £3,250
- * mats/storage for Myrtle Library £54.44
- * contributed £483.61 towards involvement in the South Bristol Arts Trail
- * drying racks (£407.97), art resources (£340.37) and First News Subscription (£74)
- * contributed £1500 to year 6 leavers year book/hoodies
- * contributed £650 towards year 3 pupils taking part in Lantern Parade workshops
- * paid £500 towards a year end treat for all pupils.

Currently, between the bank account, savings account and cash we have approx. £34,500. However, of that we have £ 12,850 ring fenced for things previously agreed with school (including paying for half of the Theatre Trip tickets, arts trail involvement and the schools multicultural day next Spring). This leaves us with just over £21.5k for funding future school enrichment!

Our income for the year ended 31 August 2025 was over £25,000 so we are having our accounts independently examined (as we did last year) before they are submitted to the charities commission.

Officer's Roles

PTA voted and agreed roles for 2025/26 academic year.

Co-Chairs: Helen Beach & Sonia Adams

Deputy-Chair: Lucy Pook

Treasurer: Stuart Newman

Secretary: Melanie Zaalof

PTA voted and agreed to add Stuart Newman as a signatory to the Natwest Bank Account. Helen Beach, Sonia Adams and Lucy Pook will also remain as signatories.

Action: Liz Newton to provide Stuart Newman with online banking details.

Halloween Disco Feedback

PTA agreed that no dance competitions or certificates will be offered for reception balls as this has caused upset in the past.

Yr 5 and Yr 6 students prefer to just have lots of music at the discos. They are reluctant to join in with any games or competitions.

Funding Requests

The school requested £1,846.40 to cover funding for Multicultural Week. This includes; a Bollywood performance, dance workshops and language ambassador events for all classes. PTA agreed this via a whatsapp vote.

The school requested money to buy plastic pots for glue and paint. PTA voted and agreed £30 towards this.

PTA voted and agreed £85 towards a hot water urn.

Christmas Card Update

The commission funds have been received.

PTA discussed whether it is better to have a shorter order window and receive 25% commission or give people longer to order but only receive 20% commission. It was agreed that next year we will go for the 20% commission as historically this has allowed more people to order cards and the commission is therefore approximately the same.

Action: Jess Swinger to explore adding a QR code to the cards for donations to the school's foodbank.

Winter Fair

Stuart Newman asked that all the financial systems stay the same for this fair and he will then review them for future events.

PTA will provide each stall with a cash float. Volunteers can reimburse any expenses from their float on presentation of a receipt. For larger expenditure they will be given a cheque. QR codes will be provided for card payments on the cafe stall and bar.

The lollipop activity will be added to another stall.

Mrs Matthias requested a stall. Students will be making plum jam from the orchard to sell. Any money raised will be used to buy things for the orchard.

PTA agreed that clear signage is needed for any stalls that are raising money for other things e.g. Independent vendor stalls.

PTA discussed how the event could be made more inclusive. A suggestion to have a relaxed 30 minute session at the start of the fair was proposed but we are not currently able to make this work. PTA agreed to make sure certain spaces were quieter e.g. biscuit decorating classroom. PTA will also offer some free activities such as colouring and the Take a Coat stall.

Butterflies and Flamingos offered to co-run the Christmas Grotto.

PTA chairs to consider using undercover area outside year 1 as part of the fair.

School agreed that the Merrywood Library will be available on the afternoon of Friday 5 December for toy sorting and to decorate the grotto.

Year 3 and Year 4 Carol concert

Sonia Adams and Lucy Pook will manage this event.

PTA will provide non-alcoholic mulled wine, hot chocolate and mince pies.

Volunteer request will be sent to year 3 and year 4 parents.

Christmas Lunches

Crackers have been ordered.

10 parents will be needed to help at each site. Volunteer slots will be released at 6pm so it is fair for all parents.

End of year gifts

Sonia Adams and Melanie Zaalof will manage this.

School Christmas trees

A Christmas tree will be placed at each site. We need more decorations. To minimise environmental impact, PTA will do a call out asking children to make or bring in a second-hand decoration.

AOB

Volunteers will be needed for the crepe café on 6 January.

Jen Gibson will organise the end of year treat.

Event Dates for 2025/26:

28 November Wreath making
6 December Winter fair at Merrywood
9 December Christmas Lunch at Merrywood
10 December Christmas Lunch at Myrtle
11 December Year 3 and 4 carol concert
15 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:

Wednesday 7 February, 7.30-8.30pm at Myrtle and on Zoom.