

Southville Primary PTA Meeting Minutes

Wednesday 22 April 2026, 7.30 – 8.30pm



In attendance:

Sonia Adams (Co-Chair & Lemur), Helen Beach (Chair & Lemur), Melanie Zaalof (Secretary & Badger), Stuart Newman (Badger), Diana Mansbridge (Octopus), Charlotte Todd-Brady (Starfish), Kate Yardley (Kangaroo), Danielle Maekpeace (Hedgehog), Helen Jackson (Pelicans), Jen Gibson (Chair of Governors), Sam Grant (Lion), Sarah King (Bears), Julia Pollard (Butterfly), Emily Clark (Kiwi)

Apologies:

Lucy Pook (Kangaroo), Cristina Rodrigues (Jellyfish), Liz Newton (Puffins), Gareth Potter (Deputy Head Teacher), Katarina Philips (Starfish), Clare Abeysekera (Jellyfish), Rachel Denny (Jellyfish), Evy Louzoi (Flamingo), Jo Sira (Fox), Jodie Partington (KoalaFaye Johnson (Penguins), Jenny Cooper (Starfish), Mike Doyle (Koala), Chloe Brooks (Jellyfish), Emily Moore (Penguin Teacher), Soraia Torres (Bears), Jess Swingler (Butterfly & Leopard), Cheryl Franklin (Honeybee), Jon Kerswell (Heron), Kate Jeffery (Falcon), Kate Myers (Flamingo), Barbara Bauduin (Falcon), Kirsty Whayman (Kiwi), Martha Lewis (Honeybee),

Chair's Welcome

SA & HB chaired the meeting and welcomed everyone.

Treasurer's Report

The Spring Discos made approximately £1,900 profit. The final figure will be confirmed shortly.

Between the bank account, savings account and cash we have over £36,000.

However, of that we have approximately £29,000 ring fenced for things previously agreed with school in previous meetings. This has gone up significantly since the last Treasurer's report because we agreed to fund swinging bars (£11,000) and flooring outside year 1 classrooms (£8,000) at the last meeting.

This leaves us with approximately £7,000 for funding future school enrichment.

Spring Disco

HB requested feedback on the event. It was agreed that the disco went well and no other feedback was provided.

SA & HB are happy to receive feedback outside the meeting. PTA were invited to email or whatsapp them if they would like to share anything.

May Fair

SA and LP have been through the PTA sheds to see what is available for the fair. SA has contacted all reps to discuss their stall.

HB reminded everyone that they can claim back any expenses from the PTA on presentation of a receipt.

The raffle is our biggest income generator. Raffle tickets should come home this week. There are spare booklets available from Reception at each site.

Each class to produce a hamper. To help support the high street, reps were asked to buy items from businesses in BS3.

Year 6 would like to run an ice pop stall to raise money for their leavers' party. SA suggested buying 400. HB reminded class reps that an adult will need to supervise the stall and no children can go into the school kitchen. SA advised putting the stall in a shady spot and to freeze the ice pops a few days ahead of the fair.

Food stalls currently confirmed are donuts, cotton candy and the cafe.

Left over toys will be donated to Holy Cross. Please contact Kate Yardley if you would like to take some for another organisation. These would need to be collected after the fair.

Actions

- Kate Yardley to gather up left over toys and deliver them to Holy Cross
- Reps to encourage their classes to bake for the cafe
- Reps to add 30 mins of set-up time and 30 mins of tidy-up time to their volunteer rotas
- SA/HB/LP Create a poster/display to celebrate what PTA's funding has achieved

Tea Towels

We will be producing 2 tea towels with children's portraits on them. They will be available for sale from June.

Actions

- SA and MZ to manage the tea towel process

Sports Day

The PTA will set up a gazebo for sports day. We will offer fruit, ice pops and water.

Some volunteers may also be asked to help with the score keeping.

Actions

- Reps to send out volunteer request after May fair.

Reception Summer Ball

PTA agreed there was demand for a summer ball.

At the Beginners Ball students enjoyed having teachers there and the games that were played. PTA to encourage staff to attend again.

Class reps have requested for this not to be on a Thursday after forest school.

Actions

- HB to ask school for possible dates
- SA to book Noel
- Dianna Mansbridge to help organise drinks for bar
- MZ happy to run bar on the day
- SN to organise alcohol license

End of Year Treat

Jen Gibson will be organising the end of year treat. Any suggestions welcome.

End of Year Gifts

Julia Pollard and SA will organise these.

Funding Requests

PTA voted and agreed to continue funding:

- Scrapstore membership at £150
- First new subscription at £81

Actions

- SN to issue cheque (£1.5k) for year 6 leavers hoodies and event
- Vote via whatsapp for end of year treat

AOB:

The PTA funded a speaker at Myrtle which is still not being used. HB to look into why this is.

Lucy Pook pricing up will create banners for both sites to highlight the PTAs work and encourage greater participation.

It was noted that there is no longer a lost property box at Merrywood. PTA have previously funded this but agreed it was no longer needed.

SN flagged that there was still £1k of funding ear marked for audio visual equipment.

Event Dates for 2025/26:

9 May Summer fair

June Reception Summer Ball

30 June KS2 Sports Day

1 July EYFS (am) and KS1 (pm)

2 July Sports day bad weather back up

July End of year treat

Date of Next Meeting/AGM:

Next meeting TBC 7.30-8.30pm in person or on **Zoom/Google Meets.**