Southville Primary PTA Meeting Minutes
Wednesday 16th September, 7.30 – 8.30pm

In attendance: Sonia Adams (Co-Chair & Puffins), Helen Beach (Co-Chair & Puffins), Melanie Zaalof (Secretary & Flamingos), Stuart Newman (Flamingos), Kindsay Katzer (Octopus), Kate Reeve (Badgers), Hannah Holdaway (Falcon), Jodie Fitzhugh (Heron), Emily Turner (Kiwi), Rosa Dodd (Kiwi), Sarah King (Lion), Rachel Perry (Pelican), Louisa Jackson (Penguins), Becci Grant (Leopard), Charlotte Todd-Brady (Butterflies), Christina Rodrigues, Elizabeth Smith (Badgers), Emma McCormack (Octopus), Helen Jackson (Lion), Jenny King (Honeybee), Jess Swingler (Fox), Mollie McArthur Hogg (Seahorse), Emily Moore (Penguin Teacher), Lucy Pook (Kangaroo), Paula Mathias (Family support), Rachel Davey, Jen Gibson (former Chair of governors)

Apologies: Laura (Seahorse), Jo Sira (Starfish), Anna (Starfish), Katrina Philips (Butterflies), Susie Carnaby (Bears), Helen Donaldson (Bears), Jenny Lee (Flamingos & Koalas), Sororia (Falcon), Julia Pollard (Fox), Kate Myers (Hedgehog), Jeryl Wilton-Kruger (Heron), Amy (Koala), Allison (Kangaroos), Helen (Kangaroos), Rachael (Leopard), Kirsty Whayman (Lemur), Emily Clark (Lemur), Louisa Jackson (Penguins), Matt North (Penguins)

Chairs' Welcome

Sonia and Helen opened the first meeting of 2026/27. They introduced the committee and explained how the PTA works.

Treasurer's Report

PTA Reps for 26/27

All classes have at least one rep now.

Action:

- SA and HB to finalise the list and share it in the PTA whatsapp group
- SA and HB to upload final list to website

Welcome Picnic

SN will be leading this event.

We will offer colouring, hook-a-duck, second-hand uniform stall and a cafe.
We currently have 3 volunteers and need 7 more. Volunteers should arrive at 1.30pm.

The BS3 Arts Trail is happening at the same time. We will need a parent on the gate to make sure no public enter the school.

Action:

- All Reps to remind classes that school uniform and cake donations can be left at Merrywood reception or brought in on the day
- Year 1 Reps to do a volunteer callout
- SA to make a 'private event' sign for the school gate
- SA to show SN Merrywood site opening and closing procedures

Arts Trail

The Merrywood site will be listed in the BS3 Arts Trail. PTA previously voted to pay for art supplies to update the wooden letters displayed on the school gate.

School confirmed they do not need anything else from PTA for this year's event.

Christmas Theatre Trips

We voted and agreed to continue funding 50% of the cost of the tickets.

Reception - Year 2 will attend the Little Snowy Hare at Tobacco Factory Theatres.
Year 3 - Year 6 will attend The Christmas Carol at Tobacco Factory Theatres.
The School will coordinate parent volunteers to walk the children to the theatre.

Action:
- SA to check what the plans are for pre-school

Christmas Cards

The artwork packs and instructions have been delivered to all teachers.
We need to meet the deadline of 22 September to receive 25% of all sales.
We would like to add a QR code to the back of the Xmas cards which links to the school's foodbank donation site.
Volunteers will be needed at Myrtle in December to sort through all the cards.

Action:
- PM to email all staff about the deadline and provide JS with the correct website link for the Foodbank
- EM to remind teachers about the deadline at morning briefing
- JS to let PM know when sorting will happen so a room can be booked
- All Reps to keep reminding classes to order so that we can get maximum commission

Myrtle Hanging Bars

We have pledged funding for this, and the project is in proposal stages. We will provide a further update at the next meeting.

End of Year Treat

We were unable to deliver the End of Year Treat in 2025/26. PTA will make sure the dates for this year's treats are booked as soon as possible.

PTA agreed to roll this money forward and offer 2 treats in the current academic year. February was suggested as we have no events as well as the usual July slot.

Action:

- JG to book Card Ninja and Basketball player to deliver assemblies

Christmas Fair

The Christmas Trees have been ordered.

PTA agreed it would be good to offer a 30minute session at the start of fair for children who would beenfit from a quieter and calmer event.

Action:
- MZ to organise TENs license
- SA and HB to book 2 Santas

AGM

At the next meeting we will need to vote for the new Committee Roles. The current chairs will be standing down. We will also need to review the constitution.

Action:
- SA and HB to circulate job descriptions for the different roles

AOB

A poll will be circulated on whatsapp to vote on funding for the Lantern Parade (year 3).

SN suggested a new fundraising event where we sell tickets to watch the Six Nations.

We need to review our risk assessments in line with the new allergies guidance.

Events for 2026/27

19 September Reception & Pre-school Welcome Picnic (Merrywood)

9 October Myrtle Penalty Shoot-Out
16 October Merrywood Penalty Shoot-Out
22 October Halloween Discos (Myrtle)

November PTA AGM

5 December Winter Fair (Merrywood)
Date Year 3 & 4 Christmas Carols drinks and snacks stall

January
Beginners Ball for Reception (Merrywood)
Multicultural week
Crepe Cafe

March Quiz Night with BBF support

April Spring Disco (Myrtle)

May Summer Fair (Myrtle)

June Summer Ball for Reception (Merrywood)

July
Sports Day refreshment stall
End of Year treat

Date of Next Meeting/AGM:

Annual General Meeting on Wednesday 18 November, 7.30-8.30pm in person at Merrywood or on **Zoom/Google Meets.**

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