



Rodbourne Cheney Primary School PTA Meeting
1 March 2017 at 2.30pm

1.Members Present
Fran Owen (Chair), Sarah McDermott (Treasurer), Rebecca Wright (Secretary), Emma Loveridge, Rod Hebden-Leeder,
2. Apologies
Joanna Lampard, Sarah Green, Katie Baker, Claire Hewer, Shaun Walker, Trudy McKenna, Anne-Marie Carey
3. Declaration of Interests
<ul style="list-style-type: none"> No-one present had any interests in any matter to declare.
4.Minutes of last meeting
<ul style="list-style-type: none"> The minutes of the last meeting on 1 February 2017 were agreed and signed as an accurate record of the meeting.
Proposed: Fran Owen
Seconded: Rebecca Wright
Vote: Unanimous
RESOLVED – that the minutes of the PTA meeting of 1 February 2017 be signed as a correct record
5.Review of Action List and Matters Arising
<ul style="list-style-type: none"> SG has come off the board of trustees for the time-being but remains a Committee member.
6.Treasurer’s Report
<ul style="list-style-type: none"> SMD presented the Treasurer’s report. Our bank balance as per statement page 58 is £9020.25. We have ringfenced £7,500 towards the minibus. We have still to pay for the coach to the Cotswolds Wildlife Park and the Christmas panto and SMD will speak with LD about the invoices for these. We have paid a deposit of £75 for the Lawmen for the Summer Fun Day and the remaining balance to them will be £425. Taking into account other upcoming expenses such as year books, we have a remaining balance of £46.62 currently. SMD pointed out that the February disco did not make a lot of profit. Is this because we are having to pay for the pizzas now or perhaps there are too many discos? Are children actually spending any more money despite the price of the hot food having gone up?
7. Update on Raising Funds for the Purchase of a Minibus
<ul style="list-style-type: none"> Georgina Kinneir of the WHF has applied for a grant for us but we have not further details. <i>Post meeting update: The grant is for the sum of £3500 from The School Bus Foundation. We will hear in 4-6 weeks.</i> We have no further update since the last meeting about how much we need to raise but it feels like the bar is constantly being raised. LD has another meeting with the finance department of the WHF next week.
8. Car Boot Sale 18 March 2017
<ul style="list-style-type: none"> FO will order a banner for the fence to advertise the car boot sale. <i>Post meeting update: We are too late to order a banner for this sale.</i> Brad Owen has said he will do a barbeque and sell drinks. We won’t sell tuck this time. FO will ring Swindon Borough Council to check if we need any kind of licence to hold a car boot sale. <i>Post meeting update: FO has spoken to SBC Licensing Officer and we do not need a licence as we are a charity.</i> Our insurance will cover the event but we will need to do a risk assessment. FO/SMD will search



to see if we can find a risk assessment we can base ours on. *Post meeting update: We now have a risk assessment on which to base ours.*

- We will need to draft a formal agreement for sellers with disclaimers.
- We will also need to look at risk assessments for the school discos and for Rodfest.

9. Disco at Rodbourne Cheney Working Men's Club 24 March 2017

- FO will speak with AMC to see what is happening about this.

10. Easter Disco Thursday 30 March 2017

- SW will purchase tuck and pizzas.

11. Summer Fun Day Saturday 8 July 2017

- FO has booked The Lawmen and paid a deposit.
- Lane House Alpacas are also booked.

12. Rodfest

- FO will speak with AMC to see what plans are being made for Rodfest this year. *Post meeting update: AMC has spoken to Shaun Buswell but he may be away in September so he has given AMC the name of someone else who may be able to help with the music line-up. AMC thinks she would be able to sort out music equipment, stage, bar and toilets again but would need help with running stalls. AMC feels we need more things for people to do there this year.*

13. Appeal for Poster Designer

- FO will put out an appeal on Facebook for someone to design posters for the discos.

14. Any Other Business

- RW has made an application for 5 free entries to the Swindon Half Marathon in exchange for us manning an "Atmosphere Station". The result will be announced on 13 March.
- SMD will speak with LD about the VAT on a minibus purchase.
- FO would like to look into purchasing a banner regarding parents parking on The Broadway – to raise safety awareness of the safety.
- RW will ensure the new constitution and all the meeting minutes are updated on the website.
- RW is awaiting information from SMD before making grant applications to Haydon Wick Parish Council and Morrisons.

15. Items for Next Agenda

- Any items to be passed to RW. The agenda for the next meeting will be produced and published 7 days in advance. It will be posted on the PTA noticeboard and published on the Facebook page.

11. Date of Next Meeting

- Wednesday, 5 April 2017 time 7.30pm.

Signed: _____

Dated: _____

NEXT MEETING WILL BE ON 5 APRIL 2017 at 7.30pm

Any queries or questions please contact Fran Owen on 07914266090 or email
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