



Rodbourne Cheney Primary School PTA Meeting
5 October 2016

1. Committee Members Present	
Fran Owen (Chair), Sarah McDermott (Treasurer), Rebecca Wright (Secretary), Katie Baker, Shaun Walker, Anne-Marie Carey, Claire Hewer, Emma Loveridge	
2. Apologies	
Lisa Davies, Sarah Green, Trudy McKenna, Debbie Musa-Eigge	
3. Declaration of Interests	
SMD produced a new-style agenda which we will need to utilise when we become a registered charity (see discussion under point 7). We also need to record our minutes slightly differently and we will attempt to do so in this meeting. SMD explained that conflicts of interest may potentially arise from our discussions at PTA meetings. For example, we may discuss an idea that would benefit a member of the PTA or their family in which case that PTA member would be obliged to declare their interest and may be asked to abstain from the discussion/voting.	
4. Minutes of last meeting and matters arising	
<ul style="list-style-type: none"> • The minutes of the last meeting on 7 September 2016 were amended to show that SMD arrived late just before she gave the Treasurer's Report. • SMD pointed out that we need to record accurately if someone is late to the meeting so that it is clear they were not involved in any preceding discussions. • The Swindon half marathon/fun run has been cancelled. • KB reported back on the yearbooks for year 6. She has had a look at Cauliflower and they are awful. KB has attempted to produce something herself on Power Point that we could ask to be printed but it was very time consuming. For just £2 more than Cauliflower are asking Bonacia will do all the layout and printing for you and the quality is so much better than Cauliflower. FO reported that LD believes parents should not be charged for the yearbooks. The PTA are raising more money than in previous years and so we can bear the cost of the upcoming double year groups. AC agreed that she would spend some time with KB going over how to produce the yearbooks with a view to taking it over when KB leaves the Committee in July 2017. 	
Proposed: Fran Own	Seconded: Shaun Walker
Vote: Unanimous	
RESOLVED - that the minutes of the PTA meeting of 7 September be signed as a correct recorded	
Proposed: Fran Owen	Seconded: Rebecca Wright
Vote: Unanimous	
RESOLVED - We continue to use Bonacia to supply year books to our year 6 leavers. The PTA will continue to pay for these books as a gift.	
4 & 9. Matters Arising and Christmas Fair	
<ul style="list-style-type: none"> • FO has spoken with LD and it has been agreed that the PTA will have a stall and will run the raffle. KB explained that TMK produces printed candles which can be personalised with pretty much any design. She showed an example and it was agreed that we could take pre-orders for these and have some for sale on the stall. RW can make personalised word 	



clouds which, again, could be pre-ordered so that we can get them out in time for the end of term. KB and RW will liaise over a flyer to go out canvassing for orders. Rana may be able to do henna transfers to sell at the fair. Tea towels will be bulk ordered by SMD. FO will sort out the raffle. SMD will order tickets.

- Bank account signatories have been sorted out.
- Applications for grants have been made to John Lewis and Aviva.

5. Review of Action List

This was not available.

6. Treasurer's Report

- Our current bank balance is £6441.16.
- Of this, we have ring-fenced £5000 for the minibus fund.
- There are still one or two outstanding matters to be dealt with from Rodfest but we have around £739 available to spend on Christmas events and upcoming discos.
- The Christmas pantomime is in the region of £500 but the school is looking to use a different company this year so the cost may vary.
- The various stalls at Rodfest raised roughly the following amounts:
 - BBQ - £614
 - Tuck/teas/cakes - £50 (the figures is low as some expenditure went on other stalls)
 - Festival stall - £125
 - Tickets on the gate - £460
 - Raffle -£95
 - Face painting - £87
 - Donations - £27
 - Bouncy castle - £16
 - Ticket pre-sales - £800-900
 - Henna tattoos - £120
- SMD will send an email round to the Committee with exact figures.

7. Registering as a Charity

- SMD explained that we are already a charity but as we have an annual income of more than £5000 we must legally register with the Charity Commission. Our income in the last two years has been in the region of £8000 and this year we have already raised around £3000. As we raise less than £25,000 per annum we don't need to have our accounts audited but we do need to submit them to the Charity Commission annually.
- Our PTA constitution must be compliant and there is a template available we can use. Our financial arrangements must also be compliant, e.g. having two signatories on each cheque.
- The PTA Committee would become the charity trustees.
- A meeting has to be called in order to change the constitution and notice of the meeting has to be published 31 days in advance. We have to vote in the new constitution. FO suggested that we use the December PTA meeting for this purpose. FO said that LD would be happy to discuss this further.

8. Halloween Disco – Thursday 13 October 2016

- LD would like the PTA to run the disco.
- SMD is unable to be there at the start but FO will ensure the gates are open.
- SW will order 10 pizzas – 5 for each disco.



- KB will sort out the class lists.
- SMD will order glowsticks. JL has the tattoos.
- FO will publish the rota in advance.

9. Christmas Events

- See also 4. above.
- The first prize for the raffle will be £100.

Proposed Fran Owen

Seconded Sarah McDermott

Vote: Unanimous

RESOLVED - that the raffle prize for the Christmas draw is to be £100.

10. Items for the 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. Any Other Business

- FO proposed that next year's Rodfest be held in July and there be a Family Fun Day in September in place of the Summer Fete. This will be voted on at the next meeting.

Signed: _____

Dated: _____

**NEXT MEETING WILL BE ON 2nd NOVEMBER 2017
TIME TBC**

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