



Rodbourne Cheney Primary School PTA Meeting  
2 November 2016 at 7.30pm

**1. Committee Members Present**

Fran Owen (Chair), Sarah McDermott (Treasurer), Rebecca Wright (Secretary), Katie Baker, Shaun Walker, Emma Loveridge, Trudy McKenna

**2. Apologies**

Lisa Davies, Sarah Green, Joanna Lampard, Claire Hewer

**3. Declaration of Interests**

- FO asked if anyone present had any interests to declare in any matter to be discussed. No-one did.

**4. Minutes of Last Meeting and Matters Arising**

- The minutes of the last meeting on 12 October 2016 were agreed and signed.

**5. Review of Action List**

- SMD presented the action list from the last meeting on 12 October 2016.
- SMD has ordered raffle tickets. They will be distributed during the last week of November. FO has got prizes as follows: 1<sup>st</sup> prize £100 cash; 2<sup>nd</sup> prize Barrett & Co photo shoot worth £160; massage; chiropodist appointment; Matt Fiddes voucher; Farmer Gows tickets; Farm Foods voucher; Lydiard House tickets; Beale Park tickets; Cotswold Wildlife Park tickets. EL has obtained some WHSmith colouring books that can be bundled up into a couple of prizes. SW will speak with Dominoes about a voucher.
- KB has produced and sent out the flyer for the candles and word clouds.
- Orders for the candles and word clouds are in progress. KB will pop into the office every couple of days to collect orders and will scan and email them to RW/TMK as relevant. KB will produce a spreadsheet to record monies/orders received. RW will email LD to ask if we can have a display table in the hall at parents evening to take orders and will draw up a rota of helpers for the two evenings.
- SMD reported that the change of bank signatories was still ongoing. She has received a letter from the bank asking her to sign a resolution form to say that LAM is no longer to be a signatory and that RW is to be added. SMD will do this and return the form. She will also check that JL and LD are on the account as signatories.
- The application to John Lewis to be a part of their community fundraising scheme has been turned down.
- The application to Aviva is ongoing and voting continues. The top 300 projects go through to a judging panel.
- We will find out about the Co-op application by 4 November 2016.
- Glowsticks for the next disco have been ordered.
- The rota for the October disco was done.
- Yearbooks are ongoing.
- FO has spoken with Ian Jones, the Finance Director at the WHF about what funds we need for the minibus. The overall target is £12,000 with a PTA contribution of around £4-5,000.

**6. Treasurer's Report**

- Our current bank balance is £6779.86.
- Of this, we have ring-fenced £5000 for the minibus fund. However, we may need to use some of this to finance upcoming events as follows:



- ❖ The cheque for £500 for the sound system at Rodfest has still not been cashed
- ❖ £100 raffle prize
- ❖ Raffle tickets = £38
- ❖ Pantomime = £606
- ❖ PTA insurance = £100 approx
- ❖ Tea towels = £240
- ❖ Disco = £80
- ❖ Candles = £110
- ❖ Word cloud frames = £50
- The October disco raised £474 which was lower than previous discos. This could be due to the fact that there were no glowsticks on sale and we are now having to pay for pizzas and we are not making any profit on them.

### **7. Registering as a Charity**

- FO produced the model constitution that is available from PTA UK. We will adopt this and apply to become a registered charity. SMD will email the draft model constitution round to the committee and publish it on Facebook so any queries can be address prior to the EGM on 17 November 2016.

### **8. Tea Towels**

- The tea towel proof has arrived but there are lots of children missing and some pictures on there don't have names. FO will not proceed with it as it is.

### **9. Accessibility Toilets for the Field**

- In the risk assessment for Rodfest, it was raised that there was no accessible toilet on the field for people with disabilities. On the actual day, the school would have been available for use if needed. It would be a huge task to put in an accessible toilet on the field but it was suggested that one of the current portaloos be swapped for an accessible one. FO will talk to LD about this.

### **10. Outdoor classroom**

- We could try to tidy the classroom in the spring before it gets used again or we could do it a couple of days before the next PTA event. It rarely stays tidy for long. LD would need to decide when she would want this done.

### **11. Rodfest 2017**

- This can be discussed closer to the event.

### **12. Summer Fun Day 2017**

- We will need to agree a date with LD and this can then be discussed closer to the event.

### **13. Christmas Disco – Thursday 8 December 2016**

- FO will draw up a rota.
- SMD already has 300 glowsticks.
- SMD would prefer to store items at school just in case she is unable to make it to the start of the disco. FO agreed that this should happen.
- Pizzas – we are no longer able to get free pizzas. It was agreed that we would purchase pizzas from Farm Foods on a 3 for £5 deal and cook them ourselves. They take 17 minutes in the oven. JL will talk to Farm Foods about any further deal they can offer us. We will continue to charge 50p per slice.
- It needs to be noted that the hot food needs to be hot when served and cooked to order for health and safety reasons.



#### 14. Christmas Events

- Candles, word clouds and raffle are in progress.

#### 15. School Lottery

- SMD explained that PTA UK recommend a lottery company where the PTA receive a percentage of the takings. People have to sign up online and commit to a direct debit. The lottery is only local, for the school itself and family and friends. SMD will look further into this and action it.

#### 16. Any Other Business

- FO has received an email from Mrs Franklin asking for a contribution towards a Year 1 & 2 trip. **RW declared an interest as the parent of a Yr 1 pupil and abstained from the discussion.** It was discussed whether we should contribute as it is not something that benefits the whole school. We don't know how much they are asking for. If we did contribute, we would have to make the same amount available to all other classes or we could give an amount per head across the school. Also, we don't really want to be in a position where we have to fund such things annually. FO will discuss this with LD as it is really a decision for LD.
- FO has prepared a letter to go out about Match Funding.
- SW will buy the tuck for the next disco. He has also been given some free Ribena cartons that we can sell at the next disco.

#### 17. 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.

#### 18. Date of Next Meeting

- Extraordinary General Meeting on Thursday, 17 November 2016 at 2.30pm at the school
- PTA Committee Meeting – Wednesday, 7 December 2016 time TBC.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

**NEXT MEETING WILL BE ON 7 DECEMBER 2016  
TIME TBC**

Any queries or questions please contact Fran Owen on 07914266090 or email  
fran@chimneys-cattery.co.uk



## Action Review List From 02/11/16

<b>Action</b>	<b>Owner</b>	<b>status</b>
Candles	Katie Baker & Trudie McKenna	On-going
Word Cloud	Katie Baker & Rebecca Wright	On-going
Bank Signatories	Sarah McDermott	On- going
Grant Application Aviva	Anne-Marie Carey	On-going
Pizza for disco 08/12/16	Jo	New
Disco glowsticks 08/12/16	Sarah McDermott	New
Disco rota 08/12/16	Fran Owen	New
Year Book	Katie Baker & Ann-Marie Carey	On-going
Disco - hot food 08/12/16	Fran Owen	New
Match Funding Letter	Fran Owen	New
Disco - tuck 08/12/16	Shaun Walker	New
List of Raffle Prizes	Fran Owen	New
Distributing Raffle Tickets 28/11/16	Sarah McDermott	New