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## St Edward's School Association Meeting Minutes 12<sup>th</sup> April 2016

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*Meeting Held: St Edward's School Poole Main Meeting Room at 7.30pm*

### **Present**

Mark Townend (Chair)

Marie Lane

Teresa Stanley

Julie Caines (Vice Chair)

Mary Lanham

Robert Stanley

Juliette Johnson (Secretary)

### **Welcome**

Mark opened the meeting at 7.33pm with a welcome to all.

### **Apologies**

Apologies received from John Redwood and Simon Dunk.

### **Minutes of the Previous Meeting**

The minutes of the previous meeting were reviewed, agreed and signed by the Chair Mark Townend.

### **Finance**

Mark Townend read out the below report supplied by Treasurer John Redwood:

"Apologies I cannot be with you tonight but please enjoy my short report.

I can report that the missing statements have been found and I have fully reconciled the bank transactions to the spreadsheet with no variances. For the two recent events we have held our returns have been a little disappointing.

Barn Dance Loss £49.67

Car Boot Profit £91.88

At the car boot we had fewer sellers than previous events but we did get a steady stream of buyers which at least kept the sellers happy. I have also received a cheque from school for an additional £43 for the non-uniform day pre the summer Fete. Obviously last year's accounts are closed so you will notice we have an entry against this year's summer fete already. I guess this was found during the schools year end reconciliation. The current balance available for bids is £4,547.49 although we must keep back at least a £1,000 to fund the summer fete for both costs and floats.

If any bids are accepted tonight please email details to me and I will do the necessary to get the cheques in to school as soon as possible.

Regarding the summer fete I will of course need a full list of attractions that will need a float along with guidance about what the charges are by attraction. "

John also provided a report of the Association's finances, a breakdown of the current balance of £4,547.49:

Balance in the bank: £3,964.04. Balance in cash: £583.45

### **Financial Bids**

Marie Lane advised that there was one financial bid the details of which are as follows:

- Andy Elliot has asked if the Association would be willing to once again support a hardship funds for pupils whose families would otherwise find it financially difficult to allow them to participate in Activity Week. A request for £750.00 was put forward which would benefit around 30 to 50 students. Andy Elliot was recognised as being an active supporter of Association events and after discussion it was agreed that this bid would be accepted with the final sum to be advised in later in the year.

## **School Association Events**

**Review of the Barn Dance – 04.03.16** Unfortunately there was a very low attendance for this event with only a few members of the school community present. It was decided that an alternative event needs to be thought of for next year and Bingo or a Race Night was suggested.

**Summer Fayre 18.06.16** – Mark advised members that Andrew Smith would be happy for us to run a car boot alongside the fayre as long as we felt we had enough support. Mark requested that we use the next meeting to be held on the 10<sup>th</sup> May to determine whether we had enough additional volunteers. Robert advised that he did know three people who had promised to help and was also contacting with the local sea cadets to see if they would be available to assist on the day.

Robert showed those present a copy of the poster that he had designed to advertise the event and he would get it displayed locally and Julie asked if it could be advertised in the next school newsletter and a suggestion was made to send leaflets regarding it to feeder schools.

Robert confirmed that the fire service would be attending as well as a community watch team and coastguard and that he had been in contact with the ambulance service and the Mayor of Poole to see if they would come along. The Dorset Troopers are definitely attending as long as they could collect donations for Julia's House which has been previously supported by the Ethics Committee.

Although a decision had previously been taken not to run a raffle Julie asked if the Association would reconsider if she was able to find sponsors for the cost of the tickets and a top prize of £100.00. Julie asked Marie if staff would perhaps consider giving donations in order to make up a hamper for the second and third prizes and Julie and Juliette would once again contact companies to see if they would be willing to contribute. Marie confirmed that she would check to see if another non-uniform day could be run the day before the fayre and would also check to see if the Sports Hall would be an option in the event of wet weather. Marie also advised that she had six new folding tables that could be used on the day which were light to carry.

Mary advised that she had hired a barbeque at a cost of £96.00 for the day and Robert and Teresa will bring their gas barbeque and Mark stated that he would also bring his camping barbeque so the vegetarian food can be cooked separately. Teresa will check to see how many rolls and how much sauce and cheese needs to be ordered through the school. A final decision on the amount of burgers to be purchased will be made in May. Marie offered to contact Wessex Jujitsu to see if they would once again be willing to put on a demonstration and she will send the details for the drama group so the Association could contact them direct regarding their display. Marie also confirmed that she had the details of two first aiders who would be available on the day. The PE Department would be asked by Marie if they would be willing to manage the water zone area for which more windbreaks and soakers are needed. Marie will also try to find out if a member of staff would be prepared to run the book stall

Teresa offered to contact Bournemouth Brewery and find out about getting a license and would also follow up on putting up signs on the field with Poole Planning Department.

Julie advised that Sockies an outside stallholder had contacted her and was interested in paying for a stall and she will advertise for more stallholders in Dorset Events. Robert advised that he had decided to have a go at making a coconut shy due to the expense of trying to purchase one.

## **Communication**

Juliette reported that there were no communication issues to be discussed.

## **Any Other Business**

- Marie advised that there was due to be a Welcome Evening for Year 7 parents which could be an ideal opportunity to try to recruit more members.
- Next meeting is to be held on 10<sup>th</sup> May and Mark suggested that we may need to hold a summer fayre meeting on the 24<sup>th</sup>.

## **Meeting Concluded**

Mark Townend closed the meeting at 9.12 pm.