
St Edward's School Association Meeting Minutes 12th January 2016

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

Present

Mark Townend (Chair)
Juliette Johnson (Secretary)
John Redwood (Treasurer)
Marie Lane

Mary Lanham
Robert Stanley
Teresa Stanley

Welcome

Mark opened the meeting at 7.34pm with a welcome to all and wished everyone a Happy New Year.

Apologies

Apologies received from Julie Caines, Julie Barrett, Simon Dunk and Clare Franco.

Minutes of the Previous Meeting

The minutes of the previous meeting were reviewed and agreed to be a true and accurate record and were signed by the Chair.

Finance

John Redwood provided a report of the Association's finances, a breakdown of the current balance of £4,460.64 is as follows:

Balance in the bank: £4,407.54

Balance in cash: £233.10

John advised that the Association had received to date £877.79 from the Christmas Fayre and Shopping Evening and he thought that there was possibly a further £20.00 in cash from stallholders still to be received which would bring the total raised to just shy of £900.00. John stated that he had yet to receive statement confirmation but was assuming that the annual PTA insurance of approximately £107.00 had by now been debited from the Association Bank Account.

Financial Bids

Marie Lane reported that she had receive the following two financial bids:

- The first bid was from the PE Department for £450.00 towards the purchase of rain jackets to keep pupils participating in sporting fixtures warm and dry. Details provided advised that the jackets had been costed at £15.00 each and would all bear the school name and emblem. Following discussion, it was decided by all Association members present to support this request and a cheque for £450.00 was presented to Marie.
- The second bid was a provisional request for £500.00 towards the creation of a new school rewards scheme for students. Marie advised that the school had recently held talks with an outside company regarding the setting up of a rewards system for but a decision was made not to go ahead with such an arrangement and the school was now seeking funds towards the creation of an internally run scheme. Following information provided by Marie those present agreed to support this request in principle but would await an official bid before providing actual financial support.

School Association Events

Review of the Christmas Shopping and Pamper Evening – 12.11.15 – Juliette Johnson read an email received from Julie Caines regarding the evening in which Julie stated the following:

The Christmas Shopping and Pamper evening was again a great success with a good attendance and the most stallholders that we have ever had over the last 3 years. A huge thank you to everyone for all your hard work and help with this event.

This year we decided to open the doors through to the cafe area, and I feel that this worked really well. It may be an idea to expand on this further in future shopping events and maybe put more stalls in this area.

The more expensive wine was a huge hit and it resulted in us running out and having to go and buy more supplies during the event. It might be an idea to make a note of how many we bought this year in the minutes so that you can look back for the next one.

Most of the stallholders were happy, but for the 3rd year running there were a few complaints from those in the upper hall as they feel they don't do so well. This year I moved a stallholder from the lower hall to the upper one to see what would happen and she told me that if we intend to put her there next year then she wouldn't come. So I feel that it might be an idea to have a re-think of which areas to use. Some stallholders who did well previously didn't do so well this time (Sock Toy lady) and it made me think that maybe I had booked too many stallholders for the amount of people that attend the event. I wouldn't usually say this, but it might be an idea to think about just holding it in the lower hall and canteen area with less stallholders next time - but that's up to you.

I will prepare a set of instructions of 'how to organise the Christmas Shopping Event' for whoever takes it over from me. You may all like to start to think about who will do it next year because I usually start to book stallholders during August for the November event.

Following discussion, it was thought that perhaps the Sports Hall maybe be a better venue for any similar future events as this would resolve the issue of two separate halls and could make it easier for stallholders when setting up and packing away their stalls. Marie provisionally booked the Sports Hall as the venue for the next Christmas Shopping and Pamper Evening in the school calendar for 17.11.16. Mark requested that a note of thanks was recorded in the Minutes for Julie for her efforts in organising yet another successful evening.

Quiz Night – 29.01.16 – Marie advised that posters had been put up around the school regarding the quiz and that school teams were already being decided. John advised that tables and chairs would need setting up in the hall prior to the quiz and that he would need access to the PA and overhead projectors. John to purchase prizes, teas and coffees to be provided by the Association and cakes baked by members to be sold on the night.

Barn Dance - 04.03.16 – Juliette to contact Steve Limburn for any paperwork relating to this event.

Car Boot Sale – 19.03.16 – Juliette advised that a regular attendee of previous school car boot sales had sent an email advising of a clash with another car boot sale on the 19.03.16 but a decision was made to not change the date. Juliette to contact Julie regarding an update from ORCA regarding the car boot sale.

Summer Fayre 18.06.16 – Juliette read out an email from that Julie in which she stated that she had made a decision to step down as the main organiser of this event although she did state that she still wanted to be involved in helping on a stall or arranging one or two things beforehand. Following the announcement of Julie's decision, it was decided to drop the raffle and bidding wall this year in order to resolve the issue of trying to find a sponsor and the work involved in trying to secure prizes and it was decided to perhaps concentrate more on the running of the tombola stalls instead.

Julie advised in her email that Hospital Radio Bedside were already booked but that Fiffi's Ice Creams had now moved out of the area and would no longer be able to attend so an alternative ice cream seller was required. Marie advised that she would investigate the idea of the school selling ice creams at the fayre as the catering department does purchase and sell Purbeck Ice-Cream through the canteen. Mary Lanham advised that she did know of someone with an ice-cream van who may possibly be willing to attend if asked.

A decision was also made to also extend the Wet Zone as this has proved popular with students and possibly do away with Teachers in the Stocks.

Marie will speak to Andrew Smith about the running of a Car Boot Sale alongside the fayre as although this was considered a good possibility Juliette reminded members that Andrew had expressed concern about stretching ourselves to thinly due to a lack of volunteers.

Robert Stanley stated that he had a neighbour who worked for Castlemania and he would try and talk to him regarding the hiring of inflatables for the event.

Marie reported that the Drama Department were keen to perform Fame at the fayre and she would speak to the Jujitsu Club who meet at the school to find out if they were willing to participate once again.

Communication

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

Any Other Business

- Rob to create a flyer to be distributed at planned School Association events in order that those attending would be made aware of future events.
- Marie advised members that planning permission had now been given to allow three containers to be positioned on site which would provide the school with additional storage. The containers are due to be received in April or May and money for their purchase had been set aside by the school.

Meeting Concluded

Mark Townend closed the meeting at 8.42 pm.