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## St Edward's School Association Meeting Minutes 2<sup>nd</sup> October 2015

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

### **Present**

Mark Townend (Chair)  
Julie Caines (Vice Chair)  
Juliette Johnson (Secretary)  
John Redwood (Treasurer)

Mary Lanham  
Marie Lane  
Robert Stanley  
Simon Dunk

### **Apologies**

Apologies received from Clare Franco, Andrew Allinson, Pola Bevan, Andrew Smith and Teresa Stanley.

### **Welcome**

As this meeting immediately followed the AGM and a welcome had already been given to those attending that meeting no formal welcome was given.

### **Finance**

John Redwood reported that the Association's finances currently stood at £4,348.27 which included £59.30 made from the last car boot sale and £100.00 received from stallholders due to attend the Christmas Shopping and Pamper Evening. John also advised that he had now received confirmation from the school that just under £500.00 had been spent to cover the cost of activity week for those pupils requiring additional financial assistance and as previously agreed he would be giving the school a cheque for this expense.

### **Financial Bids**

Marie Lane reported that she had not received any new financial bids however as mentioned at our previous meeting held on the 15<sup>th</sup> September she did confirm that the PE Department would like to acquire two more shelters. As this request had been previously approved Marie will inform the PE Department to go ahead and purchase the shelters with the cost to be charged to the Finance Office for reimbursement from the Association.

Mark asked Marie if she had found the meat probe used by the Association at the Summer Fayre but Marie advised that she hadn't as yet but was still looking. Mark advised that if it was not found she should get a quote in order to advise how much it would cost the Association to replace it.

Marie informed members that she was still awaiting a quote for outside plugs as well as an update on an outdoor sign to advertise school events.

### **School Association Events**

***Christmas Shopping and Pamper Evening – 12.11.15*** – Julie Caines updated members with the following: Thirty-four stalls had now been booked for the event and three A3 size posters had been created and were due to be put up in the canteen, hall and sixth form to advertise the evening with other posters due to be sent to local feeder schools. Rebecca Harris will be contacted in order to get tickets created and some handouts made in time for the Year 7 Welcome Evening due to be held on the 8<sup>th</sup> October. Hot Radio has been contacted to advertise the evening and ORCA has promised to put it on their website. Juliette agreed to send the details of the occasion to the local catholic churches and Marie Lane stated that she would get the details sent to St George's.

Julie reported that she had been contacted by Louise Weir who wanted to rent a stall to sell cakes and Julie wanted to discuss this request with the committee as a decision had already been made by members to bake cakes which would be sold alongside the teas and coffees. A decision was made for members to continue to do this but for Julie to make Lou aware of the situation so she could make an informed choice as to whether it was worth her while to purchase a stall or not.

Julie stated that she would provide a note about the event which she hoped could be sent to all tutor groups in order to make them aware of the evening and she also mentioned that she had yet to hear from Young Enterprise and Marie promised to follow up this matter for her.

Discussion followed about the sale of alcohol on the evening and Marie informed members that the school currently did not have a licence to sell alcohol but if an alcoholic drink was given away free then a licence was not required. Wine could therefore still be offered as a free drink to over 18's attending. Conversation then turned to responsibilities on the night and it was decided following review of the previous event that the raffle needed at least three people to help run it, and that ideally at least two people need to be on the door selling tickets. John and Mark advised that the car park also needs at least three people to help organise parking and a request was made for a list to be created beforehand as to which stallholders will be in either the top or bottom hall.

**Quiz Night – 29.01.16** – John advised that he was already working on a new quiz that he would get a letter out about it early in the new year. Ticket prices would be kept at £6.50 for those wanting to have food as he had priced that that fish and chips would cost around £4.00 a meal.

**Car Boot Sale – 19.03.16** – Julie said that she had yet to contact ORCA as she wanted to know prior to doing so what we would be prepared to offer them. Following discussion, it was agreed that there should be a 50/50 split of profits with ORCA if they agreed to get involved with advertising it but as there were only fifty spaces available in the main car park it was thought that bookings may need to be made. Julie will speak to ORCA and report back on their views.

**Barn Dance - 04.03.16** – Juliette reported to members that she had spoken to Steve Limburn about booking the Old Pull and Push and he had agreed to the date of the 4<sup>th</sup> of March at a cost of £200.00.

**Summer Fayre 18.06.16** – Robert Stanley advised that he had begun to make an events page on Facebook but it was not public as yet. Mark Townend reminded all members of the need to be careful when creating any type of shared communication that no student pictures should be used and that school policy should be adhered to.

### **Communication**

Juliette advised members that a new parent had expressed interest in joining the Association via the Association mailbox and would hopefully be at the next meeting. John showed members a letter that he had created for handing out at the Welcome Evening in order to try and attract new members and would make some minor alterations to it following suggestions by those present before getting it printed.

### **Any Other Business**

Marie advised that those attending the Welcome Evening were needed to be there from 6.30pm onwards and that a table next to the refreshments had been set aside for the display board which John had updated about the Association. Marie would ask Milly Slater a sixth form student to contact the Association mailbox as to what help was possibly required as she was in charge of a team of students who would be organising the catering on the evening.

### **Meeting Concluded**

Mark Townend closed the meeting at 9.05 pm, the next meeting date is Monday 2<sup>nd</sup> November.