
St Edward's School Association Meeting Minutes 23rd February 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
Simon Dunk

Welcome

Mark opened the meeting at 7.37pm with a welcome to all.

Apologies

Apologies received from Julie Caines.

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 £4,546.18 is as follows:

Balance in the bank: £4,029.76

Balance in cash: £516.42

John advised that he was still missing bank statements but had received confirmation via a letter that the PTA insurance had been debited. Marie will check the office to see if any statements have been received.

Financial Bids

Marie Lane advised that there were no current financial bids but reported that there were potentially two in the planning stages which were awaiting approval before being put forward to the Association. Marie informed members that one of the bids was from the gardening club who were considering asking for a donation towards a greenhouse and that another bid maybe received from the Science Department requesting funds to purchase a cabinet. Marie stated that she would be contacting the PE Department for an update about the purchase of two new shelters.

School Association Events

Review of the Quiz Night – 29.01.16 Mark thanked John for organising a very good quiz which had received positive feedback from those who attended. John reported that profit made from the raffle, refreshments and tickets had all increased from the previous quiz but one area that did cause him some concern was the late purchase of the majority of tickets as the food order had to be constantly amended up until the day. A suggestion was made that perhaps there should not be too many prizes at future events as it did take a long time to complete the raffle.

Barn Dance - 04.03.16 – Robert advised that he had created a new poster for the event which he would forward onto the school and Teresa confirmed that she would complete a risk assessment. Marie did ask that members ensured that the fire exit near to the piano was kept clear and requested Juliette to send an email asking for the stage and hall to be cleared. Teresa and Ann Redwood will serve the refreshments and Teresa asked if members would make some cakes that could be sold on the evening and John offered to purchase the raffle prizes. Marie advised that although someone from the Senior Leadership Team should be there she would make sure the keys to the kitchen area were available and asked that the Music Room door was kept open for safety reasons. John, Juliette and Mark all confirmed that they would probably be there from 6.30 onwards.

Car Boot Sale – 19.03.16 – Following the decision for the Association to carry on organising the car boot sales ourselves Juliette will contact Julie about advertising the event in the Echo. Teresa and Rob confirmed that they have the car boot sign for the sale and will arrange to have it put in place at the front of the school.

Summer Fayre 18.06.16 – The majority of members voted in favour of running a car boot sale on the day alongside the fayre but Mark has decided to delay making a final decision as to whether we should definitely do this until the 10th May. The reason for this delay is to allow us time to find additional volunteers able to help and in order to get approval from Andrew Smith.

Teresa advised that she had contacted a lady who for a charge of £50.00 would provide and supervise a bouncy castle as well as a slide for a cost of £100.00. The same person would also be able to supply candy floss ice cream, toffee apples and slushy drinks as well as a hook a duck game on the day and we would receive 20 per cent of any profit made. Following a discussion members agreed that Teresa should contact this lady and ask her to attend as the main attraction is that she would be providing the help required to run these stalls which would free up volunteers who could concentrate on other things. A point was made that we also need to try and secure a bigger attraction for older students.

Members agreed that we should once again provide a 50 per cent off voucher for pupils who offered to help on the day and that a list needs be drawn up of what people could do to help. A request for new members and volunteers will be written by Juliette for the school newsletter, stating that people who haven't got time to commit to meetings could just volunteer to help at school association events. Mark suggested that perhaps we could create some sort of challenge between classes or year groups that might encourage more pupils a tug of war competition was one idea but it could problems in trying to get teams organised to take part on the day.

Teresa agreed to contact Bournemouth Brewery to see if they would be willing to run a beer tent and following agreement she will also order 200 burgers and 200 sausages for the barbeque from the same suppliers that were used the year before. Teresa will also try and purchase a coconut shy for around £100.00 to be owned by the Association rather than relying on one having to be borrowed.

Dorset Fire and Rescue should be attending on the day as well as Dorset Troopers.

Marie will contact first aiders in the school to see if they will be able to attend on the day.

No updates were noted on the tombola, refreshments, classic cars, arena events, water soaker arena, book stall, face painting, layout of field, games, hospital radio bedside, non-uniform day, Young Enterprise, advertising and risk assessment.

Communication

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

Any Other Business

No other business was discussed.

Meeting Concluded

Mark Townend closed the meeting at 8.48 pm.