
St Edward's School Association Meeting Minutes 4th October 2016

Meeting Held: Main Conference Room at St Edward's School Poole at 7.30pm Chair: Simon Dunk

Present

Simon Dunk (Chair)	Juliette Johnson (Secretary)	Marie Lane (Business Mgr)
Robert Stanley (Vice Chair)	John Redwood (Treasurer)	Mary Lanham
Teresa Stanley (Vice Chair)	Mike Antram (Head)	

Welcome

Following the AGM Simon Dunk the newly elected Chair opened the meeting at 7.57pm with a welcome to all.

Apologies

Apologies received from Clare Franco.

Approval of the Minutes

The Minutes of the previous meeting were reviewed and Marie advised members that the business cards were still being costed and she would let the Association know once she had further information. The Minutes were subsequently agreed and approved.

Finance

John advised that the total balance of Association funds is £5238.58:

Balance in the bank: £4993.43. Balance in cash: £245.15

John informed members that following the AGM those authorised to sign cheques on behalf of the School Association would need to be updated. Current signatories are Mark Townend, Juliette Johnson, Andrew Smith and John Redwood. Marie suggested Andrew Smith should be replaced and it was agreed that Mike Antram would be added with Mark Townend to be replaced by either Teresa or Rob Stanley as a fourth signatory. John also reported that as the Association had an income of just over £5000.00 in the previous year he would be looking into reapplying for charity status

Financial Bids

Marie Lane informed the meeting that those organising the senior citizen's party had been very grateful for the extra money supplied by the Association and thanked all members on their behalf.

Regarding the replacement of the sports hall floor Marie advised that a bid would most likely be passed to Aviva in order to raise the remaining funds and as part of the process the £500 promised by the Association would need to be paid and held in trust. Further details regarding the progress of the bid to be supplied by Marie in due course.

Marie reported that there were currently no new financial bids but there were two that were currently being reviewed which may be put forward at a later date. One of which was from the Art Department requesting funds towards fabric printing and the other was a possible bid relating to Drama.

Simon asked Mike if there was anything that he felt the school needed specific funding for and Mike replied that he was keen to try and engage the students voice. Assistant heads Adam Bousfield and Chris

Farrow were involved with student leadership and he enquired about the possibility of the Association perhaps supporting a student idea on an annual basis. Juliette replied that the Association had previously supported requests from students and Teresa offered to attend student leadership meetings to hear financial requests during school hours if she was available. Mike advised that he would pass her contact details onto Adam and Chris.

School Association Events

Christmas Shopping and Pamper Evening 17.11.16 –Robert will send Marie a copy of the flyer he had created in order for it to be sent out in the weekly communications to parents in the hope that it would attract potential stallholders. Marie stated that Young Enterprise and Computing had requested stalls and Justin Sloan had been contacted to arrange the singing. Simon requested that 100 tables were needed for the event in the hall and Marie will pass this information on to the relevant area. Rob will plan a layout of the hall and Teresa will complete a risk assessment. Juliette will contact the office regarding the advertising of the event to the local churches. Mike enquired if a crib could be set up in the hall as a reminder of the Christian aspect of Christmas, RE or the local churches would be asked by Marie to assist in locating one. Marie will also check if the car park and tennis courts will be lit on the night and if there will be access to the kitchen. Teresa agreed to purchase mulled wine as an alcoholic drink this year and it was decided that only a soft drink would be offered as an alternative to those paying on the door rather than a possible tea or a coffee.

On the night Teresa will be in charge of refreshments, Mary will be on the door and John, Simon and Mark will organise the parking. Rob advised that he would be available to help with the setting out of tables and chairs and Juliette would be there to greet stallholders and show them to their stalls. More help is required though and it is hoped that a team from the sixth form would be able to run the raffle as they did last year.

Quiz Night 27.01.17 – John to send out a flyer for the quiz from the beginning of January.

Bingo 10.03.17 – No update at present although a query was raised by Marie to see if a license was required but as prizes would be chocolate or similar it was agreed that a license would not be needed

Communication

Juliette to contact Rebecca to ensure that meeting dates had been added to the school website. Simon, Rob and Juliette to attend the Welcome Evening on Thursday 6th October at 7.00pm with information about the School Association as it was thought that this will be the ideal opportunity to try and recruit some new parents. A decision was made for the November meeting to be targeted towards newcomers and would be partly informal in order to allow anyone who is interested the opportunity to talk to members about what is involved.

Any Other Business

- Teresa to sort out the menu for those wishing to attending the Christmas meal at the Grasshopper.

Meeting Concluded

Meeting concluded at 9.10 pm. Next meeting date will be Wednesday 2nd of November due to the 1st being a 6th form open evening.