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## St Edward's School Association Meeting Minutes 2nd November 2016

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*Meeting Held: In the New Block at St Edward's School Poole at 7.30pm Chair: Simon Dunk*

### **Present**

Simon Dunk (Chair)  
Robert Stanley (Vice Chair)  
Juliette Johnson (Secretary)  
John Redwood (Treasurer)

Mike Antram (Head)  
Marie Lane (Business Mgr)  
Chris Strain  
Rachel Neville-Jones

### **Welcome**

Simon Dunk opened the meeting at 7.43pm with a special welcome to Rachel Neville-Jones and Chris Strain who had decided to attend in order to find out a bit more about the School Association.

### **Apologies**

Apologies received from Mary Lanham and Theresa Stanley.

### **Approval of the Minutes**

The Minutes of the previous meeting were reviewed and agreed by those present

### **Finance**

John advised that the total balance of Association funds is currently £5194.28:  
Balance in the bank: £4941.63. Balance in cash: £252.65

John handed out forms to Mike, Simon and Rob and informed them of the action that they needed to take in order to become signatories on School Association cheques. John advised that he had noticed that former chair Marilyn Weir was still recorded as a signatory and that he will take the necessary action to get her removed from the account.

### **Financial Bids**

Marie Lane informed the meeting that she had one bid the details of which are advised below:

- A joint application for £75.00 was made by Marie Lane and Andy Elliot for a Duke of Edinburgh Award Evening which would be held at the school. Previously the local authority had organised similar events but now no longer did so. In order to ensure that pupils did not miss out the school had decided to arrange their own celebration which would impact around thirty students and the request was for money towards the cost of refreshments.

Following consideration, the bid was approved by those present.

### **School Association Events**

**Quiz Night 27.01.17** – John to create a flyer for the quiz which will be sent out in the weekly communications from the beginning of January. Long's Fish and Chip shop who supported the summer fayre are to be contacted in order to supply fish and chips for those wanting a meal on the night.

**Christmas Market - 17.11.16** – Simon thanked Juliette for creating a Christmas Market Event Planner which was designed to cover all aspects of planning the event, prior to the date and on the night. Following review and discussion of the plan Juliette will add the below updates and will send out an up to date copy to all those involved in the organisation of the Christmas Market prior to the 17<sup>th</sup> November.

- Following a request, it was agreed to give Young Enterprise a stall on the night.
- Marie to double check for receipt of further stallholder forms.
- Agreed by those present to offer a free tea or coffee to stallholders on the night.
- Posters of the event to be put up around the school and staff to be asked to support.
- Robert to design a floor plan.
- Marie to ensure that a sound system is available in the Sport's Hall to find out how the car park lights work.
- Choir organised by Justin Sloan to sing carols between 8 and 8.15pm.
- Borrowed crib to be set up in the hall by Marie.
- Tables to create stalls to be taken from the ground floor MFL and RE classrooms.
- Members to arrive from 4pm onwards to help set up.
- Wine glasses and tumblers to be picked up by Robert and Teresa from Waitrose.
- John to bring raffle books.
- Rob to check with those selling pizza if they have a lead as it is known they require electricity.

### **Communication**

Juliette read out a card that she had received from Julie Caines thanking everyone for her leaving gift. Rob advised that now Teresa's contact details had been passed on she would get in contact with Adam Bousfield and Chris Farrow regarding any potential student bids.

### **Any Other Business**

- Marie read out a letter that she had received from a parent interested in holding an Indian Food Festival in order to support the school community. Simon asked Marie to contact the person concerned in order to find more details as to how they envisioned the event to be run.
- Chris Strain, a governor at the school stated that it had been interesting to attend a School Association Meeting and thought that it would be good if Simon could possibly speak at a future Governor's Meeting in order to inform them a bit more about the Association.

### **Meeting Concluded**

Meeting concluded at 9.12 pm. Next meeting date will be Tuesday 10<sup>th</sup> January.