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## St Edward's School Association Meeting Minutes 6<sup>th</sup> June 2017

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

### **Present**

Simon Dunk (Chair)  
Robert Stanley (Vice Chair)  
Teresa Stanley (Vice Chair)  
Juliette Johnson (Secretary)

John Redwood (Treasurer)  
Marie Lane (Business Manager)  
Mary Lanham  
Dave Kehoe

### **Welcome**

Simon Dunk opened the meeting with a welcome to all at 7.33pm.

### **Apologies**

No apologies received

### **Approval of the Minutes**

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

### **Finance**

Total balance of Association funds - £2,839.59:  
Balance in the bank: £2,065.80. Balance in cash: £773.79

John notified the meeting that the current balance of Association funds was £2,839.59 which will be used to create floats for the summer fayre. John also advised that The Accounts Report has been updated to show that the £75.00 originally donated towards refreshments for the Duke of Edinburgh Evening has now been amended to show that the donation was used to purchase lanyards. Members were updated that Mike still needs to submit the relevant forms to become a signatory for the School Association.

### **Financial Bids**

Marie Lane informed the meeting that no official financial bids had been received. Teresa made members aware that Luke Kemish a teacher at the school was hoping to send pupils interested in basketball on referee and player courses and asked if the Association could possibly help to support this. Following consideration, it was decided that more information was needed including a financial breakdown. It was suggested that Luke should work with the PE Department to raise a bid through the official route.

### **School Association Events**

**Summer Fayre 24.06.17** – Updates concerning different aspects of the fayre are advised below.

**Publicity and Advertising** – Rachel to ensure that an advert is placed in the Echo and Rob will provide her with the details. Mary confirmed that AL Services will sponsor the advert and Simon thanked Mary for this financial support. Flyer drop to local homes will be completed on Sunday 11<sup>th</sup> June and Marie advised that she will arrange for another 600 flyers to be printed with 200 to be held back and given out at the

Year 7 Open Evenings due to be held on the 13<sup>th</sup> and 15<sup>th</sup> of June. Marie to ask St George's and St Clements's to advertise the fayre and Juliette will contact all the local catholic churches.

**Classic Cars and Car Boot** – Rob advised that a Starsky and Hutch car and Dukes of Hazard car should be attending and that the car boot sale has been fully advertised.

**Refreshments** – Tesco's have confirmed their attendance and that they will be selling strawberries and cream with profits going to the school. Juliette to bake cupcakes and Mary to make flapjacks for the refreshments stall.

**Barbeque** – Mary confirmed that she had hired a gas barbeque for the day and Dave will bring a separate barbeque to cook the vegetable kebabs on. Rob will order rolls through the school for the 230 burgers and 230 sausages already ordered and 150 cheese slices will also be required. Teresa will purchase sauces, bacon and rolls for those helping to set up in the morning. A meat probe will be borrowed from the school for temperature readings.

**Tombola's and Bidding Wall/Second-hand Books and Small Games** – Juliette and Rachel to buy tombola prizes. Juliette made everyone aware that a good number of bidding prizes had been received. An email has been sent by Charlie Eastwood in the LRC requesting second books donations.

**Wet Zone** – This is to be run by Daryl and his wife. Windbreaks required for this area and Marie will sort out a hose.

**Coconut shy** – Niall to run the coconut shy

**Hospital Radio Bedside** – A £50.00 donation will be given for attending.

**Outside Guests** – The mayor will be attending and Stage Coach will be performing a flash dance. Marie advised that nothing had been heard from Luke Kemish regarding a basketball display.

**Second-hand Uniform Stall** – Email to be sent to parents requesting donations of second hand uniform and any unclaimed lost property will be donated to this stall. Rachel offered to sort and wash any uniform received.

**Location** – Marie to check electricity leads and will get cables pat tested John and Rob will work on a layout of stalls. Disabled parking, no dogs allowed and no smoking signs to be created by Rob who has also kept other signs previously used.

**Finance** – Juliette to let John know what floats will be needed for her area. John advised that he needed some volunteers to help count money after the fayre and David offered to help.

**Helpers** - Marie advised that the caretaker Tom will be available to help on the Friday and Saturday and she will arrange for a first aider to be available on the day. Juliette confirmed that Mark Townend had agreed to come back and help with the car parking. Simon to provide Marie with a list of jobs that need to be covered and Marie will ask teachers and pupils to help. Access to the school will be from 3.45pm on Friday and from 7.30pm on the Saturday.

### Communication

No communication issues were discussed.

### Any Other Business

- A suggestion was made to have an informal meeting on the 20<sup>th</sup> of June at the Grasshopper from 7.30 to discuss any last-minute matters regarding the fayre.
- Mention was made of developing a Parent's Voice Group next year with more details to be announced by the school in due course.

### Meeting Concluded

Meeting concluded at 9.32pm. Next meeting date will be a social event at the Grasshopper to be held on Tuesday July 4<sup>th</sup> from 7.30pm.