
St Edward's School Association Meeting Minutes 9th May 2017

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)
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 7.35pm.

Apologies

Apologies received from Teresa Stanley, Mike Antram and Rachel Fellcroft

Approval of the Minutes

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

Finance

Total balance of Association funds - £3931.59:
Balance in the bank: £3,137.80. Balance in cash: £793.79

John notified the meeting that the current balance of Association funds is £3,931.59. Marie to check if Mike was now authorised to sign cheques on behalf of the School Association

Financial Bids

Marie Lane informed the meeting that she had received two bids, the details of which are advised below:

- The first bid was from Justin Sloane who was applying for £549.00 towards the outlay of a new digital piano to be used for music lessons and by GCSE students. The cost of the piano would be around £880.00 and fund raising so far had raised £330.00 so he was asking the Association if they would consider contributing the difference.
- The second bid was from Charlie Eastwood the LRC co-ordinator who was requesting £500.00. This money would be put towards the subscription of newspapers and magazines and the purchase of non-fiction books as well as easy readers for the Learning Resource Centre. All students would be able to benefit from this bid which is considered more vital than ever due to closure of the school library service.

Following discussion members approved both bids in full. Marie also informed the group that the £75.00 previously given towards catering of the Duke of Edinburgh presentation evening was not actually used as Poole High had hosted the event for local schools. The money that had been donated was used instead to purchase lanyards for student representatives which the Association agreed to support.

School Association Events

Summer Fayre 24.06.17 – Simon thanked Juliette for creating an event planner which was used as an agenda for the summer fayre. Juliette to further update the planner after the meeting and will send out with the Minutes. Please see below for a brief update as to what was discussed:

Publicity and Advertising – Marie to arrange for posters to be put up around the school and for the poster to be forwarded to everyone's desktop. Rob to work out the best option for an ad in the Echo. Mary to contact Frost and Co to see if they would consider sponsoring the advert.

Outside Stallholders - Booking forms and cheques received to date given to Juliette by Marie.

Classic Cars and Car Boot – Rob advised that he was still receiving interest and that he would be advertising the Car Boot on a local website in the next week or two.

Refreshments – Rob has emailed Tesco regarding the sale of strawberries and cream and is waiting for a reply. Juliette and Mary offered to make a cake for the fayre and Marie advised that a catering student who will be at the school around the date of the fayre maybe able to organise some contributions.

Barbeque – Dave advised that he had still to get in contact with St Joseph's School regarding the hiring of their barbeque so Mary will look into the cost and hiring of a gas barbeque. Teresa to be asked to use her judgement in the ordering of the burgers and sausages. Dave suggested making some vegetable kebabs as a vegetarian option and onion marmalade for hot dogs and burgers.

Tombola's/Bidding Wall/Second-hand Books and Small Games – Juliette and Rachel to continue to work together for bidding items and will buy tombola prizes nearer the time. Second-hand books to be requested and the stall to be run by Charlie from the LRC. Juliette to think up some small games.

Wet Zone – Mary advised that Daryl is available to run the water area and Simon has the super soakers.

Inflatables – To be run by Castlemania. Rob will check to see if they will bring their football game.

Outside Guests – Rob advised that to date he had not heard if the mayor would be attending but an invite had been sent. Juliette to contact Hazel at Stagecoach regarding the possibility of a flash mob. Marie advised that she would speak to Luke Kemish about the possibility of a basketball display. Rob advised that the fire brigade would be arriving at 1.30 and he would remind the coastguard.

Second-hand Uniform Stall – Mary suggested a second-hand uniform stall which was considered a good idea and Marie advised that items currently in lost property unless claimed could be donated to this stall.

Location – Marie to sort out additional electricity leads and will get cables pat tested. Marie will also ensure that toilet facilities will be available on the day. John and Rob will work on a layout of stalls. Disabled parking signs to be created by Rob who has kept other signs previously used.

Finance – Juliette to let John know what floats will be needed for her area. Marie confirmed to John that the school safe could be used after the fayre

Helpers - Marie to ask the evening caretaker if he could work on the Friday and Saturday and if PE could help. Mark Townend to be contacted by Juliette to see if he would help with organising car parking on the day. First aiders and student helpers to be organised by Marie who will create 50 per cent off vouchers for student helpers to spend on the barbeque or refreshment stalls.

Risk Assessment – Teresa to complete the assessment which should also cover the event if held inside.

Miscellaneous – Marie to ask Andy Elliot if students going to Tanzania would like a stall for the possibility of fundraising.

Communication

Juliette informed Marie that she had lost access to the Association Mailbox and Marie will speak to Peter Smith who is updating the website about restoring access.

Any Other Business

Marie advised that there is a new year 7 evening in June which the Association may want to support

Meeting Concluded

Meeting concluded at 9.25pm. Next meeting date will be Tuesday 6th June.