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## St Edward's School Association Meeting Minutes 10<sup>th</sup> January 2017

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

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### **Present**

Teresa Stanley (Vice Chair)  
Robert Stanley (Vice Chair)  
Juliette Johnson (Secretary)  
John Redwood (Treasurer)  
Mike Antram (Head)

David Kehoe  
Marie Lane (Business Manager)  
Rachel Neville-Jones  
Mary Lanham

### **Welcome**

Teresa Stanley opened the meeting with a welcome to all at 7.30pm.

### **Apologies**

Apologies received from Simon Dunk and Claire Franco.

### **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 £5902.94:  
Balance in the bank: £5542.93. Balance in cash: £360.01

John advised that the Christmas Market made a profit of approximately £1035.00 but he was unable to confirm the final figure as he was still waiting to receive bank statements to verify the total amount received in BACS payments from some of the stallholders. John also informed members that he was still investigating as to whether the Association requires charity status. Rob apologised that he had not got around to getting his name added to the list of signatories for the Association Bank Account and that he would review the paperwork that needs to be completed.

### **Financial Bids**

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

- The Student Engagement Team were applying for £500.00 to furnish two one to one meeting rooms dedicated to providing pastoral support within the school. The rooms would be for the use of students and parents and the funds requested would be spent on providing seating and book resources.

Following discussion, the request was approved in full by those present.

Mike and Marie promised to follow up with Student Voice in order to try and link it with the Association as to date no requests for financial assistance had been received.

## **School Association Events**

**Christmas Market - 17.11.16** Everyone agreed that this was a success which worked well in the sports hall especially with the location of the pizza van just outside the main doors. A better PA system however would be required next year as the choir couldn't be heard very well and it was also thought that more than fifty stallholders could have been accommodated as there was space to fit at least four to six more tables. Mike thanked the School Association for organising the event and for helping to clear the hall at the end of the night. The date of the next Christmas Market will be on Thursday 23<sup>rd</sup> November 2017.

**Quiz Night 27.01.17** – A flyer was sent out advertising this event just before Christmas and it was requested that another one should be sent out on Thursday in the weekly communications. Marie advised that she would get some flyers put up around the school and John asked Marie if she could check to see if any further requests for tickets had been received. John requested that he would need access to a PA system, projector and CD player which Marie will organise and will also arrange for tables and chairs to be set out. John to buy prizes for the raffle and Teresa to organise light refreshments.

**Indian Night 11.03.17** – Louis Sajee attended the meeting in order to discuss his idea of having an Indian Food Festival to raise monies for St Edward's Building Fund. Rather than a bingo night the Association decided to support his idea of an Indian meal which will take place on Saturday 11<sup>th</sup> March with funds raised being split between the Building Fund and the Association. The School Association will take responsibility for advertising the meal and selling tickets at a cost of £10 per adult and £7.50 for children. A family ticket will also be sold for two adults and up to three children at a cost of £30.00. The Association will run a raffle and a licenced bar selling Indian beers while Louis and his friends will provide the food and arrange for some demonstrations of Indian dancing. The evening will start at 6.30pm with food being served at 7.00pm. Rob will organise the advertising and will get in touch with his Tesco contact to see if they are able to support and Louis will advise a menu.

**Summer Fayre 24.06.17** – The date of the next fayre was confirmed as Saturday 24<sup>th</sup> June 2017 and Marie stated that she would contact the school governors in order to try and get more people involved. Rob announced that he had already been advertising the event and had booked some classic cars to attend. It was decided that once again that a car boot sale would be run alongside the event and Rob was also investigating the possibility of having a miniature train with a 100 metre track on the field. A discussion followed about cancelling the fayre on the day in the event of rain but no firm decision was made although it was thought that a weather line should be included in any advertising. Mary agreed to book the barbeque and Mark will be contacted to see if he could help on the day. It was decided to run a bidding wall once again this year and depending on prizes received a small raffle with tickets sold only on the day. Mike would speak to the Senior Leadership Team about the possibility of a non-school uniform day on the Friday before in order to support the fayre. Rob to speak to Castlemania regarding a bouncy castle and a DJ from hospital radio bedside as well as Dorset Troopers and Tesco's. Marie and Mike agreed to revisit planning permission for a sign on the field and a flyer drop will be made nearer the time.

**Car Boot Sales** – Other than the summer fayre no further car boot sales will be organised this year.

## **Communication**

No communication issues were discussed.

## **Any Other Business**

- John to send Marie a list of donations for this school year.

## **Meeting Concluded**

Meeting concluded at 9.10 pm. Next meeting date will be Tuesday 21<sup>st</sup> February.