
St Edward's School Association Meeting Minutes 21st February 2017

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

Present

Simon Dunk (Chair)

Teresa Stanley (Vice Chair)

Robert Stanley (Vice Chair)

Juliette Johnson (Secretary)

John Redwood (Treasurer)

Mike Antram (Head)

Marie Lane (Business Manager)

Dave Kehoe

Mary Lanham

Welcome

Simon Dunk opened the meeting with a welcome to all at 7.30pm.

Apologies

Apologies received from Claire Franco and Rachel Neville-Jones.

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 £5734.44:

Balance in the bank: £5048.43. Balance in cash: £686.01

John advised that the quiz made around £311.00 which was slightly down on last year's profit of £335.00. This drop was thought to be mainly due to the difference in the cost of the meals as a different fish and chip shop supplied the food. John reminded members that the decrease in Association funds was due to £500.00 having been paid out as the result of a successful bid from the previous meeting. John, Mike and Simon still to become authorised signatories for School Association cheques

Financial Bids

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

- The Senior Leadership Team was applying for £1600.00 in order to provide additional outside seating for pupils. The money would be used for the purchase of six benches to be sited at various locations around the school. It is hoped that this would make outdoor areas more appealing for students and would complete work to be done in landscaping the area by the Sports Hall.

Approval of the bid was given following discussion by those present.

School Association Events

Quiz Night 27.01.17 – The quiz was considered to have gone well although it was noted as in previous years that it wasn't until the week before that ticket sales really picked up. This did make the ordering of food a bit of a problem as about two thirds of those attending had a meal which needed to be ordered in advance. No solution could be thought of to encourage people to apply sooner rather than later although advertising the event the week before was considered crucial in order to prompt people to purchase tickets. Although officially John's last quiz he did state that he was prepared to return next year in order to run another.

Indian Night 11.03.17 – Louis Sajee who was in attendance informed members that the menu for the Indian Night had now been planned and the entertainment organised. Sound and lighting in the hall still needs to be arranged and Marie agreed to work with Louis in order to achieve this. Mike suggested that perhaps some sixth formers might be prepared to help on the night with the technical side of the event. A license for the bar has been sorted and Teresa advised that she had contacted Bournemouth Brewery to see if they were interested in attending. If no response is received, Teresa and Rob will contact Tesco to see if they are able to help with regards to the purchase of alcohol on a sale or return basis. Teresa and Rob will also ensure the purchase of soft drinks and the hire of glasses from Waitrose. Bottles of water, tea and coffee will also be sold on the night.

Marie to speak to catering regarding the use of plates and cutlery and will contact Stacey and Tom about the setting out of tables and chairs. The hall will be available from 5pm onwards in order to allow enough time to prepare. The poster regarding the evening will need to be sent out again in the weekly communications in order to remind people of the event.

Summer Fayre 24.06.17 – Rob stated that he had now received confirmation from various classic car owners that they would be attending and he is hoping for around fifty cars to be there on the day. The fire brigade, police, ambulance, RNLI and Hospital Radio Bedside have all agreed to attend and a large bouncy castle and slide has been hired. The inflatables will be run by Castlemania with 20 per cent of any profit made to be given to the Association. Tesco have agreed to support the fayre and Rob will check if they will be supplying strawberries and cream which would be sold with proceeds raised being for the benefit of the Association. Rob to start advertising the car boot sale and for any outside stallholders interested in attending at a cost of £10.00 a pitch.

Juliette announced that the pizza people are unable to attend but suggested asking those organising the Indian Night if they would be interested in selling Indian food on the day. David Kehoe to contact St Joseph's School to see if we could borrow their coal barbeque and Teresa and Rob agreed to lend a small gas stove on the day.

Mike advised that there would be a non-school uniform day in support of the fayre on the Friday before and this will be communicated by the school nearer the time. Mike to arrange for Teresa to ask Student Voice what they would like at the fayre and Marie to ask the Catering and Finance Teams to contact their suppliers for bidding wall items.

Communication

No communication issues were discussed.

Any Other Business

No other business was discussed

Meeting Concluded

Meeting concluded at 9.01 pm. Next meeting date will be Tuesday 4th April