



THE ECCLESBOURNE SCHOOL

PARENTS, STAFF & FRIENDS ASSOCIATION

Registered Charity No: 1047233

Chair: Jacqui Davis

Secretary: Vacant

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INVESTOR IN PEOPLE

Minutes of PSFA meeting

Wednesday 17th January 2024

1. Present:

Jacqui Davis, Natalie Hickman, Helen Green, Rita Patel, Vikki Small, Helen Fox-White, Richard Payne, Lisa Kamen, Nicola O'Neill, Sue Small, Lorraine Jenkins

Apologies: Jane Arnold, Petra Owen-Moore, Jess Jackson, Rachael Carter, Caroline Stalker, Kate Dudgeon

2. Previous minutes - approved

3. Matters Arising

3.1 No progress on the pop-up banners. It had been previously suggested that DCA could sponsor the pop-up banners. However, JD has read their most recent Minutes and it seems that their donations are often for larger items and events, and JD felt that they were wanting to help the School, rather than PSFA itself. (see AOB Below).

3.2 PSFA Noticeboard – CS is still trying to ascertain which noticeboard we can use. Can expect some progress by next meeting.

3.3 Christmas Newsletter included PSFA section – thank you Helen G.

3.4 No progress on Instagram – Larna and Scarlett have not been at recent meetings. However, no one seems to have passwords for FB to progress this.

3.5 Texting service – no update from PDO

3.6 No confirmation on missing date for PSFA Non-Uniform Day because JAM not been in school but will likely happen in the summer term and a date has been pencilled into the School calendar.

3.7 No update from JA about the Sixth Former involvement with DCA activities.

4. Treasurer's Report & Review of past events

4.1 NH talked through the profits from parents evenings, Quiz and Chips, House Plays and Christmas Concerts. All had raised good amounts. There was no raffle at the House Plays so a lot of money was made on the bar (which was very busy).

NH suggested that we need a third card reader. This was generally agreed.

Action: NH to organise

At House Plays, Christmas Concert and Comedy Night snacks had been requested.

Action: RP to investigate additional snacks.

At Christmas Concert & Comedy Night ran out of small plastic glasses very early on.

Action: RP to purchase extra for forthcoming events.

4.2 It was asked whether the school could provide a guest WiFi-password for PSFA activities as there are often connection problems when using the card readers at events.

Action: HLG will ask Alan Hardy.

4.3 Small bottles of prosecco have proved to be very popular and are easier to serve and avoid wastage. All agreed that small bottles are better for small events and that small wine bottles will be purchased when stock is ordered. Large bottles better for events where people are in attendance for a longer time i.e. Quiz, Comedy Nights.

Action: RP/NH stock purchase amended to include small bottles

4.4 Some jugs that were bought for use at the Quiz seem to have disappeared.

Action: JD to ask Facilities Manager to see if Site Team can find them.

4.5 Sum Up machines will allow you to do an inventory of what has been sold. NH has not set this up because a lot of purchases are still being made by cash, which are not recorded, so

5. Bids

No bids have been requested since the last meeting. The previous RI bid has been withdrawn.

UPDATE: Since the meeting PSFA has received a bid from Main Reception for 2 x catering trolleys.

6. Future Events

6.1 New Volunteer Sign Up suggested by Vikki. Seems very straightforward to use and will hopefully ensure volunteer information is kept up to date. Automated reminders can be sent out via the system. JD to trial this with HFW. Not likely to save much of JD's time as she will still have to set up the events and send out info, but should avoid duplication of volunteers.

***Update:** Reminder system brings up a message saying often system generated reminders will go inot Spam, so suggested that system's owner sends out own reminder anyway. JD investigating with Parents Eve on 25 Jan.*

6.2 New raffle ticket system. JD explained a different system, whereby volunteers will have an extra Sign In sheet and write next to the pupil's name raffle ticket numbers (rather than writing onto tickets).

Two Sign In sheets will be needed at each Parents Evening –

Action: HG to ensure 2 Sign In sheets are available for all Parents Eves going forwrd.

Sign In sheet with raffle ticket numbers will need to be returned to NH along with the float. Raffle tickets will no longer need to be folded, just separated and added to the tub.

Was suggested that a number generator be used to select the winning ticket, but NH felt it's much easier just to select a ticket from the tub.

6.3 Sign Up sheets have been set up on the new system for:

6.3.1 Year 9 Parents Evening – Thursday 25th Jan

Volunteers: Rita, Sally Siner, HelenFW, then Sarah Trowman, Nicola O-Neill (FULL)

6.3.2 Comedy Night – Friday 26th Jan

Vikki Small & Hubby, Emma M, Jess J, Lisa & Nicola (FULL)

Action: SS to provide just one raffle prize – a Hamper to value of £40

6.3.3 Year 9 Parents Evening – Thursday 1st Feb

*Volunteers: Rita, **need at least 3 more – sign up sheet is online***

6.3.4 Stars in Your Eyes – Wednesday 7th Feb

Volunteers: JD, HFW, HG, Emma M – 2 volunteers needed for raffle, sign up sheet online

6.3.5 Year 11 Parents Evening – Tuesday 13th Feb

*Volunteers: **No volunteers at present. Sign up sheet online, 4 needed***

6.3.5 Year 10 Parents Evening – Tuesday 27th Feb

*Volunteers: **No volunteers at present. Sign up sheet online, 4 needed***

6.4 Quiz and Chips – Friday 15th March

- Sue Small can do the tickets but won't be there on the evening to help set up.
- Dave Atkinson had confirmed in Sept that he was available, JD to check
- JD to approach Niks Re; providing fish and chips again and price
- Agreed that tickets are raised to £15.
- Lorraine happy to do the condiments.
- A parent has donated a bottle of whiskey which we will use for Quiz prize. Sue to bring 3 prizes, Hamper (whiskey) and chocolates.

7. AOB

7.1 PSFA Vacancies

Chair: JD is stepping down in the summer, or at next AGM if these co-incide. PSFA cannot run without key roles, such as Chair, being filled. JD will be at school another year after this to help new person get to grips with the PSFA activities.

JD will be sending information out on Parent Pay about the roles in the hope of attracting some new parents. A lot of other volunteers are stepping down as well, so without more volunteers, PSFA activities may have to be scaled back for next year.

Other roles to be filled are:

- Treasurer. Rita Patel has kindly agree to take on this role and is currently shadowing NH.
- Publicity: promoting events - on Parent Pay, to DCA, Parish Council, social media, posters, etc
- Secretary: to Compile and send out Minutes and Agendas & add PSFA activities to PSFA website

- Membership Secretary: (never had one of these since JD has been Chair) – to recruit new members promote PSFA locally, in School, Village etc, keep email list up to date
- EasyFundraising promotion: Rich Payne
- Fundraising co-ordinator: look for ways to raise additional funds (using ParentKind etc, new events etc)
- Events Co-ordinator: to set up and administer volunteers for events
- Nearly New sale co-ordinator: collect stock, wash and sort stock, run sales
- Quiz and Chips – Condiments – purchase condiments and crockery for the Quiz. LJ has agreed to take this on for now.

7.2 Rich P questioned whether Sixth Form students could be more involved with PSFA events and take more responsibility at some. Suggested that the Nearly New Sales might be a good event for them to get involved with, under guidance of a PSFA member.

Action: HLG will speak to CLO about whether this is a possibility.

7.3 DCA. HLG to speak to OTQ about outdoor table tennis tables as a possibility for DCA funding, as these will be of benefit to all pupils.

Action: HG to approach Ollie, VS to communicate request to DCA once formalised

JD wondered if students could get involved in writing articles about School activities for the DCA newsletter.

Action: HLG to speak ZAF about whether there are any students interested in journalism who might want to do this. VS to suggest to DCA.

7.4 PSFA night out.

8th March 7pm at Pattenmakers was agreed. Please let JD know if you wish to attend. So far has: JD, NH, LS, NO, RP, LS, SS, HFW, LJ

Date of next meeting Wednesday 28 February 2024, 7pm.