



THE ECCLESBOURNE SCHOOL

PARENTS, STAFF & FRIENDS ASSOCIATION

Registered Charity No: 1047233

Chair: Jacqui Davis

Secretary: Carolyn Jenkinson

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INVESTOR IN PEOPLE

Minutes of the PSFA Meeting

Thursday 2 March 2023

1. Present: Jacqui Davis, Jane Arnold, Helen Green, Petra Owen-Moore, Helen Fox-White, Yvonne McNamee, Kathryn Chapman, Nicola O'Neil, Lisa Kamen, Sue Small, Lorraine Jenkins, Sarah Eate, Natalie Hickman, Carolyn Jenkinson

Apologies: Emma Stott, Caroline Stalker, Gail Lowe, Kate Dudgeon, Jess Jackson

2. Previous minutes – approved

3. Matters arising

- Bids feedback form completed and circulated to staff
- School priorities for bids. It was agreed while ever there was money available this action does not need to be taken further.
- Easy fundraising letter has gone out and Sara will now send a monthly reminder via parent pay.
- Internet banking and 2nd card reader actions now complete

4. Treasurers report.

See attached report.

Current balance is £5320.23. There are a few events coming up which are historically good fundraisers for us (Spring Concert and Quiz and Chips).

We have been paying an annual fee of £10 to Duffield Community Association (DCA) to be an affiliate member. Agreed to continue with this affiliation, but use it to raise our profile with the community and use their advertising opportunities.

Action: JD to contact DCA to see what opportunities there are for advertising / raising PSFA profile / funding.

5. Review of Past Events

5.1 Year 9 Parents Evening raffle, raised £230. We needed three helpers for the parents evening but it is challenging to find support for the earlier session. We need more parents to get involved from lower down the school. Discussion about the number of helpers who will be leaving the school this year. It was recognised we need more parent helpers from lower down the school years.

Action: JD to send a letter out asking for parents support for helping out at events.

5.2 Stars in Their eyes raised £206.94

5.3 Year 11 parents evening raised £70

6. Bids

Bid for £228 to purchase graphical calculators for maths A levels - Approved

7. Future Events

7.1 Quiz and Chips – Friday 17th March

16 tables booked to date but hoping to get more. Should be at least 1 staff table, maybe two. GL to send another communication out on PFSA Facebook page to encourage more participation. JD will send letter via ParentPay. Jacqui has been negotiating the price of the fish and chips.

Quiz Markers; James McCrae has agreed to do this with friends.

Condiments; Sarah will sort the condiments. Discussed using individual condiment sachets but not cost effective and concerns about sustainability. We are now going to move to wooden knives and forks. Discussion about the use of people bringing their own cutlery and glasses to reduce plastic waste. Agreed to put a note on the tables to say this would happen next time. Nat will purchase more glasses. JD to purchase jugs.

Bar stock all in hand. Noted non-alcoholic beer and larger is something that is requested. New beers proving more popular than those we had previously and will be available at this event.

Action: JD to purchase jugs. NH to purchase additional glasses.

7.2 Spring Concert – change of date

Spring Concert date changed to a day earlier than previously agreed – now to run on **Tuesday 28th March**. Lorraine, Jess, Helen FW, Gail L, Yvonne and Kathryn originally on rota. Kathryn cannot help on Tuesdays. Yvonne and

Helen FW still ok. JD to check whether GL and Jess are still available and if not, recirculate request for new helpers.

Action; JD to re circulate the instructions for the card reader to everyone on the committee.

7.3 Spring Ball

It was agreed to postpone the ball until March 2024 (potentially the 16th or 23rd March 2024). Preferred venue is Pride Park as offers best cost but there is a risk of Pride Park pulling out if there is a football match. Discussion took place about using the Cricket Ground but asking schools new ICT technician who is a DJ to provide the disco. Jacqui will check out the dates with Pride Park and the Cricket Club.

Action: JD to check availability at both Pride Park and Cricket Ground.

7.4 Prize Giving

POM confirmed school would be continuing with Waterstones for the prize giving. PSFA have agreed to increase the amount for the prize giving.

7.5 Non-uniform day

Rescheduled for 30 June 2023.

8. AOB.

- Discussed having an extra Nearly New uniform sale at the year 6 Open Evening in May. However, agreed may cause conflict of interests with official Uniform stockists and would have to be on too late (8pm) to get helpers. Will look to include additional an additional Sale for 2024 and have one per term instead of 2.
- PTA School Lottery was discussed as a potential new source of revenue for PSFA. This is a national raffle aimed at PSFA's across the UK. However, it was agreed we would not progress this at present due to the pressure on parents to contribute to the raffles at Parents' Evenings combined with cost of living issue.
- JD had previously suggested running a summer Quiz and Chips. This would cover the additional costs required for prize giving. Jonathan Leach is happy to host one. Date of 6th July agreed. However, we seem to be struggling to fill tables for the Quiz this time, so NH suggested that we could maybe try a Comedy Night instead as this may attract a new audience. JD to advise Jonathan Leach, but ask him to pencil in diary in case the Comedy Night is not feasible.

- Essential to notify Year 6 pupils / parents coming to the School about PSFA events. This worked well last year. School to advertise Nearly New Sale, Comedy Night/Summer Quiz (if finalised) and Easy Fundraising to year 6 parents in welcome letter sent out after School Offers made.

Actions:

- NH to price up and look at options for Comedy Night.
- POM/HG to include details of EF, Quiz/Comedy night, Nearly New Sale in letter to Year 6 Parents.
- JD to advise Jonathan Leach.

9. Date of Next Meeting : Wednesday 26 April, 7.30pm in School Library