



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 PSFA meeting

Wednesday 17 May 2023, 7.30pm School Library

1. Present:

Jacqui Davis, Jane Arnold, Kathryn Chapman, Natalie Hickman, Helen Green, Jess Jackson, Emma McCrea, Lorraine Jenkins

Apologies:

Caroline Stalker, Lisa Kamen, Penny Bamber, Petra, Carolyn Jenkinson, Kate Dudgeon, Sue Small, Gail Lowe, Yvonne McNamee, Nicola O'Neill

2. Previous minutes - approved

3. Matters Arising

3.1 JD has spoken to Kate at DCA this week. Discussed possibility of doing Big PTA walk and PTA having a stall at Duffield Carnival, she was keen on both. DCA meeting 18/5/23 then Kate will feedback to JD.

3.2 JD not heard from Pride Park; Cricket Club can do 16/3/24. Date is pencilled in. Generally agreed that the Cricket Club will be the preferred option (esp. given success of Sixth Form Ball)

4. Treasurer's Report

£5,850 in the bank / available.

A raffle win hasn't yet been claimed. NH will speak to Emma Parry (Reception) to contact winner to see if they want the cheque or are donating it back.

Stock in hand remains the same.

£326.19 has come in from Easy Fundraising since last meeting (4 new supporters).
£5 from Amazon Smile, despite this having closed a while ago.

5. Bids

4 bids satisfied (all agreed at last meeting).

A healthy balance for PSFA accounts means that we can increase the amount that we donate for Prizegiving.

No bids currently in under consideration.

6. Future Events

6.1. Comedy Night

Only sold 13 tickets so far.

If we cancel we lose £350 deposit that we have already paid.

Flat Cap's other comedy nights have all sold out, although they only sell approx. 80 tickets. Discussion about how we can sell more tickets. At present it hasn't been advertised outside of school. We can accommodate 250 people comfortably.

- JA to put an advert in Duffield Scene
- Get it on Parent Pay again.
- HLG will ask Duffield News / Coop / Post Office to put posters up and forms.
- JD to ensure included in Open Evenings info for next week.
- Forms for tickets should be able to be collected from Reception. JD sent info to POM – School to check that Forms are available to collect.
- JD to ask Kate at DCA to advertise and to post on Facebook

6.2 Open Evenings – 25th and 26th May

Jess, Lorraine and Lisa to be here on Wednesday. Gail L and Nicola on Thursday

Caroline to bring boards. Jacqui to compile a pack with info on PSFA, Comedy Night, EasyFundraising

There will be a raffle each night with one prize – to pull people in to the Stand. Make sure phone numbers are on tickets. Prize can be collected from School and will be drawn after the event by Natalie who will then call winner.

6.3 PSFA Non-Uniform Day - 30th June

Going back to cash as not enough collected when using ParentPay. HLG to sort out envelopes and class lists.

6.4 Nearly New Sale – 5th July

Letter has gone to parents for donations. Will send reminders before the event. Card reader to be used. NH to set up prices, etc.

6.5 Year 6 Induction Evening – 6th July

Caroline has agreed to do this in JD's absence. JD will discuss with Caroline directly.

6.6 Whole School Production – 12-14th July

Need more helpers. JD – could ask Sixth Form students? EMcC – could ask James and friends if needs be.

7. New Fundraising Ideas

7.1 Christmas Market

JAM foresees cost issues with having this on a Saturday, so this idea has been canned. Discussion about having it in the evening instead. More potential for selling food and drinks in the evening. To be discussed further when CS next at a meeting.

7.2 Student Music Showcase

PDO has spoken to CK in Music Department. He is open to the possibility but the discussion hasn't gone further than that.

7.3 Big PTA walk

JD is in discussion with DCA - See above. POM to take this forward as potential activity for years 7-9 with help from 6th Form after reviewing documentation.

7.4 Fashion Show / Clothes Swap

Had been suggested that we consider a Fashion Show, but apparently charges are incurred if not sold tickets well in advance, so this now considered too risky.

Going to re-visit possibility of a clothes swap next academic year (hopefully when we have more helpers).

8. AOB.

8.1 Pop-up banner.

A designer has responded to JD's social media request about making a banner and has kindly agreed will do this for free. Discussion about what it should be on it: what PSFA stands for, the registered charity number, examples of bids / purchases.

8.2 Dates for next year

13 Sept – first PSFA meeting of 2023-24

20 Sept - PSFA AGM

HLG to ask for them to be put in the School calendar.

8.3 Parentkind

This week is National PTA week! Lots of useful suggestions:

Suggestion that we share biographies about who we are and what we do; will share on Facebook page. Someone needs to compile this and take responsibility for posting and scheduling.

Should we have a Welcome Pack about PSFA for new year 7 parents? JD has already passed information to POM to be included in the Year 6 New Parent Pack. Should we repeat this when pupils actually arrive at school?

We need to get more photos and feedback for bids so we can use this in publicity. HLG to ask staff for feedback which can then be advertised with parent body (this may encourage more people to help)

Should we have a fundraising goals/poster? This could work with a 'big' bid. We agreed it would be good to use the image as a way of advertising how much we raise.

Parentkind has a good sign up sheet that we could customise. We can use this at all events going forward.

JD – could we have a form PSFA representative in all school years? Getting students involved might mean parents were more interested.

NH – could we have an Instagram account? CLO has previously said that School did not want an Instagram presence, but things have moved on since then. HLG to ask again. Jess suggested she would manage it if it is allowed. We could use Instagram to create a newsletter.

JD – could we have a PSFA newsletter? EMcC – could we have a section on the School's Newsletter? Agreed that would be a better idea. HLG/POM to investigate feasibility.

And a regular column in Duffield Scene? JA to find out.

8.4 Quiz and Chips

The last Quiz and Chips night took place on St Patrick's Day. May have accounted for lower number of tickets sold? Overall was still a successful event.

8.5 Publicity

Gail Lowe would like to step down from publicity, i.e. Facebook page/alerts as has a new job and therefore not s much free time to do this role

Jess – showed interest in doing the social media for PSFA. JD – will send JJ the job specification.

Date of next meeting: Wednesday 14th June, 7.30pm, School Library