



THE ECCLESBOURNE SCHOOL

PARENTS, STAFF & FRIENDS ASSOCIATION

Registered Charity No: 1047233

Chair: Jacqui Davis

Secretary: Carolyn Jenkinson

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INVESTOR IN PEOPLE

PSFA meeting 13 September 2023

7pm Ecclesbourne School Library

1. Present: Jacqui Davis, Jane Arnold, Helen Green, Lorraine Jenkins, Sue Small, Helen Fox-White, Larna Mooney, Stephanie Harris, Vikki Small, Emma Groghan-Cox, Scarlett Hall, Rita Patel, Rachel Mosley, Samantha Wathen

Apologies: Caroline Stalker, Lisa Kamen, Petra Owen-Moore, Carolyn Jenkinson, Kate Dudgeon, Gail Lowe, Nicola O'Neill, Natalie Hickman, Jess Jackson

2. Previous minutes - approved

3. Matters arising

3.1 Cashless payments. New bank account. It is almost ready but not quite finalised.

3.2 Links with Duffield community. JD had a discussion with DCA but no progress yet with the Big PTA Walk. JD asked for any other ideas to forge links with the local community.

3.3 Pop-up banners. In hand, but not yet complete.

3.4 PSFA display in school. No progress yet. JD to discuss with Caroline S.

3.5 PSFA in Newsletter. Not done this time. JA, LM and HG to work on this collaboratively.

3.6 PSFA Instagram page. JAM agreed to this happening. LM and SH to take this on. *They will need the log-in for the Facebook page to sync the two accounts – JD to action.*

3.7. Student Music Showcase. CFK has agreed to do this in principle. *JD to contact him to discuss more specific details.*

4. Treasurer's Report and Review of Past Events

4.1 Treasurer's Report. We have £4215 in the account and £670 in cash. We typically raise £8,000-£9,000 in a year. Biggest fundraiser in past has been Quiz and Chips, but this has been slowly decreasing since covid. Suggestion that the Quiz and Chips could be advertised on the Duffield Network page to increase attendance – this already happens.

4.2 Comedy Night. Struggled to sell tickets (60 sold) but it was very successful in terms of feedback from the people who went. Broke even on tickets but made money on drinks (£445). Another one will be planned and we hope to capitalise on the success of this one and sell more tickets next time.

4.2 Summer productions. £951 raised.

4.3 Second-hand uniform sales. £704 raised.

4.4 Non-uniform day. £879 raised.

4.5 Easy Fundraising. £445 for the last quarter. *VS pointed out that EF might have different organisations linked to them compared to similar sites such as Top Cashback or Quidco and parents being aware of that might encourage them to sign up.*

5. Bids

5.1 School Council – resources for Scarecrow trail. Approved

5.2 Geography x 2 – fieldwork equipment and text books. Approved

5.3 Drop Everything and Listen initiative (DEAL) – First New Subscription, Year 9. Approved

5.4 Drama – funding workshops and LED cubes for use by Years 10 & 12. Approved

5.5 Art – Paint – use by A Level and GCSE and year 8 students. Approved

5.6 Anti-Bullying Training – minibus hire for Anti-bullying Ambassadors training trip. Approved

6. Future Events

6.1 Parents evenings

Thursday 12 October Year 7 Forms B, C, L, R

Volunteers:

- 4.15-5.30pm Sue Small, Jane Arnold
- 5.30pm –7pm Stephanie Harris, Jess Jackson

Thursday 19 Oct Year 7 Forms E, N, U S

Volunteers:

4.15-5.30 Rita Patel, Jacqui

5.30 – 7pm – 2 helpers needed

6.2 Clothes Swap. Wednesday 11 October (5.30-7.30pm). JD explained that the cost of entry depends on how many items you bring with you; you can leave with the same number of items. Discussed that students this should appeal to students. We can serve soft drinks. Volunteers: Emma GC, Vikki Small, Helen F-W, Sue Small, Lorraine J, Jacqui.

JD to create poster and details and circulate. LM said that the Student Council engagement team can help with advertising to students. NH to provide 2 x floats (3 if a raffle). Shall we have a raffle? JD to speak to Kate to see if she can organise a few prizes.

UPDATE: JD has decided to get shoppers to drop off their items for sale 4.30-5.30pm to allow items to be checked, sorted and displayed on tables before the Swap starts. They can sit and wait in a designated waiting area with a soft drinks bar if they wish to stay at school. Helpers therefore needed from 4.30pm, - JD to be there at 4pm to set up the bar in the fridge.

6.3 Prize Day 29 September. PSFA members to present prizes. Volunteers already organised.

6.4 Quiz and Chips. Scheduled for Friday 10th November. JC to speak to Dave to confirm and amend all promotional material so that Sue can get on with selling tickets

6.5 Christmas Fayre. Original date (3 Nov) is half term, but also local fireworks, so has been canned. Struggling to find alternative date. Many other Christmas events happening in the village which are clashing. Cannot hold it on a Saturday due to the overheads that the school will incur from opening the school at the weekend.

Wreath making. JD has been approached about a wreath-making evening taking place in conjunction with the PSFA by Meadows Primary School PSFA, as they no longer have a venue and wanted to use Ecclebourne, but this has been refused due to overheads (staff costs, lighting heating) which would mean little benefit, but costs for the School. Suggestion by Meadows to make it a joint event, where each side sold their own tickets and kept the profit, with a small bar selling snacks and mulled wine as well.

Discussed options. Tickets £35, of which £10 is profit. Consensus felt that we needed more benefit from the event, as it will be costly for the School to run (no other evening activities on that date – 6 Dec) so would need to run on a 50:50 basis with each side taking half of profits.

JD proposed possibility of running Christmas Fayre at same time – to discuss with CS.

LM explained that the Student Council is doing some wreath making that they will be selling to staff and parents and suggested there may be a conflict, but all agreed this was a different type of event.

JD to advise Meadows that we would need 50% of profits to run this.

UPDATE: Meadows has declined to run with PSFA and will run on their own at another venue. JD has agreed to publicise for them on PSFA Facebook page. CS did not think combining with Christmas Fayre was feasible. Christmas Fayre has now been dropped for this year.

7. PTA Christmas Raffle. Around £400 raised doing this. Information for this year has not come out yet. GL can no longer do Publicity Role as has a new job, so need someone to take this over. Samantha Wathen has expressed interest. JD to forward job spec.

8. PSFA Easy Fundraising. See above.

9. AOB.

PSFA Vacancies:

9.1 JD asked whether anyone wanted to take over as Chair as she will be standing down at the end of this academic year at the latest so there is time to handover to someone else in her last year at Ecclesbourne. JD is happy to step down this year if **someone else wants to take this on.**

9.2 Other roles available – Treasurer (Natalie will be stepping down as treasurer next summer at latest) Rita has expressed interest, JD to forward job Spec.

9.3 Carolyn has had some health issues and is away a lot with work so has decided a replacement Secretary would be advisable Stephanie has expressed an interest. JD explained the sum of this role is to take Minutes at meetings.

9.4 UPDATE: Other roles – promotion of Easy Fundraising, Liaison with Duffield Community Association, Bar stock ordering/ collection / storage, delivery, purchase of raffle prizes and making up of hampers (Kate is struggling to get prizes to School when her hubby is working away – she will continue with this if no one else can take it over). Volunteers welcome, please get in touch with JD!

9.5 PSFA Members Christmas Night Out. Friday 1st December. Angelo's agreed. JD to book.

10. Date of next meeting

AGM: Wednesday 4th October, 7pm, School Library

Next meeting: Wednesday 18th October, 7pm, School Library