



# THE ECCLESBOURNE SCHOOL

## PARENTS, STAFF & FRIENDS ASSOCIATION

Registered Charity No: 1047233

Chair: Jacqui Davis

Secretary: Liz Page

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INVESTOR IN PEOPLE



**1. Present:** Jacqui Davis, Jenny Price, Clarissa Ourabi, Gail Mann, Jane Arnold, Martin Boyce, Tanya Spilsbury, Emma Smith, Penny Bamber, Liz Page, Satwander Panesar, Helen Fox-White, Jane Long, Gail Lowe, Clare Wilson, Kathryn Chapman

**Apologies:** Natalie Hickman, Sandy Cawley, Nicola O'Neill, Lisa Kamen, Pete Heath

**2. Welcome New Members and Introductions:** Welcome to Helen, Jane L, Gail L and Clare.

**3. Previous Minutes:** July's minutes accepted.

#### **4. Matters Arising:**

**4.1: Bids from last meeting –** These will be paid after the Quiz and Chips fundraiser due to the high amount of bids agreed vs the money in the bank.

#### **5. Treasurer's Report:**

Martin reported that the accounts have been signed off by the external auditor.

The Nearly New Sale raised £201.58.

The Summer Production bar made a profit of £156.51.

Current situation -	Cash in bank:	£4,411.24
	Cash in hand:	£0
	Stock:	£598.68
Bids Agreed to be Paid -	Secret Garden	£450.00
	Gardening Equipment	£300.00
	Lunchtime Games	£150.00
	Set of atlases	£400.00
	New camera and lens	£875.00
	Body image workshops	£350.00
	Chelsea's Choice workshop	£538.00
	Whiteboards	£700.00
	Colour Printer for textiles	£319.00

## 5. Review of past events:

**5.1: Summer Production** – Lower bar sales profit due to the production being outside and quite a few who attended brought their own drinks. There was no raffle due to the Educate Africa raffle at this event which was organised by students.

**5.2: Year 5 & 6 Induction Evening** – Jacqui did a PSFA presentation. The leaflet given to parents did not mention Easyfundraising. **Tanya** to action a Parentpay message for all year groups to encourage sign up before the AGM, plus PSFA presence at the Y7/8/9 evening on 17/09/19 to promote Easyfundraising and PSFA involvement.

## 6. Bids:

No new bids.

## 7. Future Events:

### 7.1 Prize Day – Friday 27<sup>th</sup> September

Lower School      **Jacqui & Jane**  
Upper School      **Penny & Martin**  
6<sup>th</sup> Form            **Penny & Liz/Sat – tbc**

**Jane** to send these to Clarissa for inclusion in the program.

### 7.2 Y13 Parents Evening – Thursday 17<sup>th</sup> October

4pm – 5.45      **Jane & Gail L**  
5.45. – 7pm      **Tanya & Helen**

**7.3 Quiz and Chips – Friday 18<sup>th</sup> October** – **Tanya** will send a letter out to publicise this. All agreed a ticket price of £9 as George's have recently increased prices. Requests for tables must be handed into the visitor reception to Jill Bond so Emma can pick these up. To reduce the use of plastic, signs on the night will encourage people to keep the same glass and re-use it. **Jacqui** to sort raffle prizes.

Raffle              **Gail M, Tanya, Jane**  
Bar                  **Emma, Kathryn, Pete & Sandy**  
Washing Up      **Liz**

**Penny** to liaise with Pete about bar stock & set up.

## 8. AOB:

### 8.1 Committee Posts –

Tanya to stay as Publicity Co-ordinator  
Jacqui to stay as Chair  
Martin to stay as Treasurer  
Liz to (reluctantly) stay as Secretary

### 8.2 AGM Drinks & Nibbles –

**Penny** to liaise with **Pete**.

**AGM:** Wednesday 18<sup>th</sup> September 7pm for 7.30pm in the library

**Next meeting:** Tuesday 8<sup>th</sup> October, 7.30pm in the library.