



# THE ECCLESBOURNE SCHOOL

## PARENTS, STAFF & FRIENDS ASSOCIATION

Registered Charity No: 1047233

Chair: Jacqui Davis

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INVESTOR IN PEOPLE



### PSFA Meeting Minutes 26/02/2020

**1. Present:** Clarissa Ourabi, Jacqui Davis, Gail Mann, Jane Arnold, Martin Boyce, Tanya Spilsbury, Kathryn Chapman, Sue Small, Nicola O'Neill, Pete Heath, Heather Foo, Sarah Eate, Gail Lowe, Becky Wilson, Natalie Hickman.

**Apologies:** Liz Page, Penny Bamber, Jenny Price, Emma Smith, Lisa Kamen.

**2. Previous Minutes:** January's minutes accepted.

### 3. Matters Arising:

**3.1 Ideas for Bingo Night** – this was felt to be the easiest option for a new event, based on volunteers and the amount of work involved. A provisional date of Friday 1<sup>st</sup> May, 7pm for 7.30pm start was decided, with the PSFA doing a bar with snacks.

Natalie will print tickets which will be sold in advance and on the door. These will hopefully be ready to sell at Quiz and Chips. Tanya to produce flyers for the tables at the Quiz and Chips event, and to also advertise around the village and in Duffield Scene. Jill will sell tickets on reception.

Jacqui to investigate the costs of cards and dabbers, and how many prizes would be needed. It was thought that a £5 entry fee to include 5 – 6 bingo cards would be appropriate, with extra cards available to buy on the night. Other games could be included – Heads & Tails for an extra charge, plus pencil & paper games (Jane to investigate)

**3.2 Photos** - These are being sent to Jacqui by Penny & Clarissa. Gail L can make a slideshow to be shown at Quiz and Chips and Bingo events.

**3.3 Printer for 6<sup>th</sup> Form** - Clarissa explained it would be sensible to wait until the 6<sup>th</sup> form centre extension is complete as students can use printers in F block.

**3.4 Progress on Rocket Day** – Penny is to contact local businesses for Rocket Day sponsorship.

#### 4. Treasurer's Report & Review of Past Events:

Current situation -	Cash in bank:	£3,615.67
	Cash in hand:	£ -
	Stock:	£ 311.81
	Total funds available	£3,927.48

Money is still coming in from Easyfundraising.

Expected expenses for the summer term are £2000 for prize day prizes and £500 for cinema vouchers.

##### 4.1 Year 10 Parents' Evening

Receipts £226, money raised £113 – this was a new record!

##### 4.2 Y11 Parents' Evening

Receipts £169.10, money raised £84.55.

##### 4.3 Stars In Your Eyes

Bar receipts £261, money raised £150.48.

##### 4.4 Y9 Parents' Evening

Receipts £122, money raised £61.

#### 5. Bids

The following bids were proposed and agreed:

£90 for prizes for Y7 Rocket Car competition

£50 for maths games for students with dyscalculus

£495 for replacement of library encyclopaedias

£756 to first-aid train Y11 students (who have not already done training during D of E)

#### 6. Future Events:

##### 6.1 Y9 Parents' Evening (EUSN) – Thursday 27<sup>th</sup> February

4.30 – 5.45pm – Jacqui & Kathryn

5.45 – 7pm – Liz & Gail M

##### 6.2 Y8 Parents' Evening (BCLR) – Tuesday 10<sup>th</sup> March

4.30 – 5.45pm – Tanya & Gail L

5.45 – 7pm – Heather + 1 - Liz to email volunteer request

##### 6.3 Quiz and Chips – Friday 13<sup>th</sup> March

Natalie reported 20 tables have been sold, ideally aiming for 30 full tables of 8, rising to 32 maximum. If this event needs more publicity, Natalie will contact Tanya. Heather to supply raffle prizes. Helpers on the night:

Raffle & entry – Tanya & Sue

Condiments – Sarah

Bar – Cain, Pete, Jacqui & Natalie  
Scorers – Clarissa to ask some Y13s, plus some Y11s/12s.  
Washing Up – Jacqui & Liz

Jacqui to organise a present for Roger as this will be his last night as quiz master after doing 12 events over the last 6 years – all agreed £100 budget for hamper/vouchers/flowers.

A Facebook message has been posted to warn that if cars are left overnight in the school carpark, it will be locked after the event with no access until Monday morning. This will be announced at the event as well.

#### **6.4 Y8 Parents' Evening (ENUS) – Monday 16<sup>th</sup> March**

4.30 – 5.45pm – Kathryn + Gail L

5.45 – 7pm – Natalie (?) + 1 - Liz to email volunteers request

#### **6.5 Spring Concert – Thursday 19<sup>th</sup> March**

7pm start with the interval expected around 8.15pm.

Raffle – Heather to sort 3 prizes

Bar – Sue, Kathryn, Jacqui, Clarissa & Penny

### **7. AOB:**

**7.1 PSFA Meeting Day** – Tuesdays no longer seem convenient for everyone so a decision as made to change the regular meeting day to Wednesday.

**7.2 Date Changes** – due to a number of date changes for events, it was agreed to publish the PSFA events list termly rather than annually.

**7.3 Summer Production – Sister Act** – this was confirmed to be running for 4 consecutive nights Weds – Sat towards the end of the summer term and is expected to be very popular.

**7.4 Payment for Quiz and Chips Tickets** – Parentpay was suggested as a platform for ticket payments but then rejected as Parentpay take a percentage of the payment. We discussed the possibility of direct transfers into the PSFA bank account but thought it would be too difficult to reconcile payments and references with attendees as the account has no online access so Martin is reliant on a monthly statement. We will continue with current payment methods

**7.5 Parentkind Volunteer Sign Up** – Natalie reported that there is a portal on Parentkind to set up an event so people can log in and register their help as a volunteer. Liz & Jacqui will investigate this.

**7.6 PSFA Events Email** – Tanya to check distribution lists as a few meeting attendees reported not receiving the agenda email.

**Next meeting:** Wednesday 18<sup>th</sup> March 2020, 7.30pm in the library.