



THE ECCLESBOURNE SCHOOL

PARENTS, STAFF & FRIENDS ASSOCIATION

Registered Charity No: 1047233

Chair: Jacqui Davis
Secretary: Liz

Wirksworth Road, Duffield, Belper, DE56 4GS
Tel: (01332) 840645 Fax: (01332) 841871



INVESTOR IN PEOPLE

The Ecclesbourne Parent, Staff and Friends Association Annual General Meeting

Wednesday 2 October 2024 at 7.00pm, School Library

Present: Jacqui Davis, Petra Owen-Moore, Jane Arnold, Natalie Hickman, Sue Small, Vikki Small, Steph Austin, Alison Askins, Rachel Humphries, Rich Payne, Lorraine Jenkins, Rita Patel

Apologies: James McNamara, Lauren Fordhams

1. President's Welcome

Mrs Owen-Moore welcomed everyone to the meeting and explained that Mr McNamara was unable to attend. She delivered his presentation (See attached Appendix 1).

2. To approve Minutes of the 2023 AGM held on 12 June 2024

Minutes were approved.

3. Report of the Chair of the Association

We ran a number of very successful events throughout the 2023-4 academic year:

- 2 x Quiz and Chips – although numbers actually attending these events have been in decline, a number of factors including increased ticket prices and decreased costs have meant that monies raised have stayed similar to previous years. I'd like to extend the thanks of PSFA to Dave Atkinson and Jonathan Leach who have both acted as Quiz Master for these events.
- 10 x Parents Evenings where PSFA volunteers sold raffle tickets and gave out information relating to PSFA. We introduced a new system for selling raffle

tickets which has simplified things for volunteers. These evenings continue to bring in a good amount (approx. £1600), but are increasingly difficult to “staff” due to timings. Sixth Former involvement is being investigated.

- 2 x Non-Uniform Days continue to raise a good amount for PSFA funds – especially as the donation amount has been increased from £1 to £2.
- PSFA ran many successful bars and organised raffles at a number of events – we have already mentioned the Quiz and Chips, but also at House Plays, Stars in Their Eyes, Spring and Christmas Concerts and Comedy Nights.
- Nearly New Uniform Sales have continued to be hugely successful – which is a reflection of the current state of the economy. Inviting incoming Year 7 parents has proved to be a great idea – meaning once again we almost ran out of stock at the July sale!!
- Stars in Their Eyes was again the highlight of the School calendar and saw everyone wanting to help out!! We raised over £400 with raffle and bar.
- We held our second Comedy Night which was hugely successful raising over £1200, but sadly had to cancel the third one planned for June as we sold very few tickets due to a clash with the Euros (football).
- PSFA volunteers (myself and Rachel Humphries) attended Prizegiving last week to award prizes for excellence and outstanding achievement on behalf of PSFA to all year groups. Over 440 students received Awards at what was a very enjoyable day.
- Year 5/6 Open Evening in May – we held a *Guess the Name of the Teddy* competition and gave out sweets to families having a go. Parents could also win a bottle of sparkling wine if they entered. This proved a very successful way of getting people over to talk to us – enabling the PSFA message to be introduced early on in the Ecclesbourne School career of new parents and pupils.

- In October 2023 we held a Clothes Swap. Prior to the event, there was a lot of excitement and positivity, but on the day, we had only a handful of people turn up. It was agreed that the timings for this were wrong and that it may be worth a further attempt, but this time we should pitch it at parents as a shopping event with wine.

Other Activities

- EasyFundraising now has 184 supporters and has earnt us over £4500 since its inception in 2018. However, this is still very poorly supported considering how many parents there are at the School. I would suggest that someone needs to take this on as a “role” and promote it better to parents on a more regular basis – this has been agreed as an item for the last 2 years at the PSFA AGM, but it has never come to fruition. More effort should be made to make this happen over the next academic year – we are missing out on “free money”!
- A new system for signing volunteers up for events was introduced this year (thanks to Vikki Small for this). It is now being used, but doesn’t always generate the necessary volunteers which means further reminder emails have to be sent out – so it doesn’t always save time. It is however, much easier to keep track of who is doing what with this system.
- A PSFA section has now been introduced into the School Newsletter, however, this was missed out of the last edition. A PSFA Committee member should take responsibility for this and compile the information to be included on a termly basis.
- New PSFA Display Boards were compiled by Caroline Stalker – thank you. These are helping to make the PSFA more visible at events.
- A suggestion to use the School texting service to get more immediate messages and reminders out to parents about PSFA activities is currently being investigated. The Committee is awaiting costings from POM / Alan

Hardy as to the price of sending out text bundles that PSFA will be happy to pay for.

- We are in the process of setting up a parental donation (thanks to Rich Payne for this suggestion) whereby parents can make a one-off annual donation to help boost PSFA funds if they wish. If parents choose to donate, this could generate up to £7500 for minimum effort.
- We agreed last year that in the absence of the Big PTA Christmas Raffle organised by ParentKind (which is no longer running) we may like to run our own Christmas Raffle (the PTA Raffle regularly generated £400-£500). Now is the time to organise this if we have the personnel.
- We have now set up a liaison with Duffield Community Association (thank you Vikki Small for agreeing to be this liaison and manage the relationship). As a result, DCA has recently funded table tennis tables which can be used by the whole School. We – and DCA – are keen to develop these links further and a few ways this may be possible are as follows (and which were discussed earlier in the year)
 - a link to DCA activities from the PSFA School website
 - 6th Former involvement - Students with an interest in journalism writing for the DCA newsletter
 - Involvement with more DCA community activities, e.g. bulb planting around the village

Bids for this year

PSFA funded bids from School departments during this academic year including

- 2 x annual subscriptions (2023-4 and 2024-5) for First News – a Yr 9 initiative designed to get more children reading and learning about current affairs (£451 + £485)
- Head of House – House system coin counter and House bibs - £274 (benefitting all pupils)
- Lunchtime board games benefitting all pupils - £117

- PDC – Careers trips + Unifrog – all pupils - £1650
- Catering Trolley – School events, benefitting parents, staff and governors £122
- CLO – Rewards for whole school - £1000
- Diversity group – badges - £250
- Drama – Shakespeare festival – whole school – participation £265 + transport £250, plus Shakespeare play texts, £90 + workshops £430 + LED cubes £400
- English Dept – Debating Society - transport - £150
- Technology Dept – 4 x pasta machines - £271
- Footballs for lunchtime use - £74
- History text books - £1320
- EL – Garden Planters – £384
- Literacy intervention - £125
- PDC – various workshops - £1200
- Art – Paint £120 + Aprons
- Maths £750 calculators
- Geography Dept, fieldwork resources and £313 & text books £560
- Technology – 3D printer £355
- Languages – translation items, £386
- Textiles – 4 x mannequins £321 + 2 x tailors dummies £790

Changes to PSFA this year

- Cashless payments via SumUp have made life easier at events so we purchased a third Card Reader.
- We introduced a Bids Feedback Form, so that we can easily see which cohorts will benefit from bids, but so far we have only had 2 returned; it would be a good idea to have a designated person on the Committee who is responsible for progressing this each month, and for asking for photos of purchases “in action” that can be shared with parents on social media. This will further help to raise the profile of PSFA with parents and pupils.

- Over the last year we have considered a number of new events – Spring Ball, Xmas Market, Comedy Night. Other suggestions in earlier years have included Race Nights, Fashion Show, Murder Mystery Nights and Bingo Nights. Only the Comedy Night was introduced due to difficult logistics for others, combined with a lack of volunteers. A Bingo night had been agreed in principle after consultation with parents about the type of event they would like to attend, but then covid hit and it has subsequently been forgotten about, so now may be the time to resurrect it.
- This year we have had a number of new faces join the Committee: Vikki Small, Rita Patel, Stephanie Hayward, Rachael Mosely, Rich Payne. Most have either helped with events or taken on new roles this year, so thank you to them all on behalf of PSFA.
- We have also lost three key and long-serving Committee members – Lisa Kamen, Nicola O'Neill and Helen Fox-White. All three have been very active PSFA members, and will be sorely missed. I would like to thank them all for their invaluable contribution.

PSFA Going Forward

- I suggested in April 2023 that we should be looking at ways to get the local communities involved with PSFA activities, and running more community events where we have access to different sources of income rather than relying on parents all the time. All agreed that this was a great idea and we looked at the Big PTA Walk (DCA was keen to help with this and get involved), but it never got off the ground. A Christmas Market was also suggested, but the logistics of running at the weekend to get families involved wasn't feasible due to cost.
- New events that could be considered - and could get the local community involved as well as parents of pupils - include another Ball – the 60th anniversary Ball was hugely successful; a Colour Run; the Big PTA Walk, which could become more of a Community Event; and a Student Music Showcase.

- It was suggested that like Meadows we maybe need to look at fewer larger events if new volunteers are not forthcoming. Could we get PTAs from William Gilbert and Meadows, and DCA all working together to pool volunteers and split profits? Inevitably we are always all targeting the same parents. Agreed this is a great idea in principle, but may be difficult logistically.
- We do need to find ways of making PSFA more attractive, accessible and understood and to keep parents more informed about what PSFA does and how it benefits their children. Details of bids fulfilled and how they have helped cohorts and the School, and photos of things that PSFA has paid for “in action” will all help. PSFA has been asking for feedback and photos for many years but this has been extremely slow to filter through (e.g. for last year, we have received feedback on just 3 bids). Seeing how the money raised has helped THEIR children is what encourages parents to donate and get involved.
- Ideas for making PSFA more attractive and which have been discussed to date include:
 - Introduce a pupil to act as PSFA rep for all School years – in this way, the child will go home and feedback to their parent
 - Ask the Student Council to help promote PSFA with parents – parents are interested in what their children are doing
 - PSFA articles to be included in the School Newsletter
 - PSFA details to be included as a matter of course in welcome packs for incoming Year 7s
- I recently went through all the PSFA Mailing lists.
 - 13 people asked to be removed
 - 8 people asked to move to the ‘Events Only’ mailing list
 - 59 people on the Volunteer mailing list (including 5 staff)
 - 24 people who wish to hear only about Events

- 117 in total on PSFA “All info” Mailing list – a very small list from 3000 parents!
- Committee – currently 21, of which 6 are staff (Petra, Jane A, Penny B, Emma Stott, Clarissa, Helen G) and 4 of whom will be removed today. A further 4 Committee members will be removed tonight as they have left the School this summer and have asked to be removed from the Committee at the AGM. This leaves only 12 active Committee members. There may be others who come to the AGM who wish to join the Committee tonight.
- It was suggested at our most recent summer PSFA meetings that PSFA meetings – or some meetings - for 2024-5 could maybe happen on Teams / online. This might encourage more parents to get involved (as less time commitment) and could mean that parents who live outside of Duffield would/could participate. At present, a significant number of parents who are involved with PSFA live in Duffield, whereas the School catchment is much wider.
- Today I am stepping down as Chair. I’m now going into my 8th year in the seat, and it feels time to pass the role on. I am happy to help out in an advisory capacity over the next year, should this be required. However, this means that both the Chair Position and Secretary position are now vacant, so I hope that someone will be stepping up tonight to fill each of these roles. Rita Patel has kindly agreed to take on the role of Treasurer and has been shadowing our current Treasurer, Natlie, for the last year (thank you Rita).

PSFA is a charity and as such is governed by the PSFA Constitution which is administered by the PSFA Trustees. We currently have 4 Trustees, but 3 will be removed this evening (myself, Natalie Hickman and Liz Page). As Rita Patel has agreed to be Treasurer, I am hoping she will also agree to become the second Trustee. This leaves two further vacancies as Trustees. There is no legal obligation to have more than one Trustee, but the Charities Commission recommends at least 3 and preferably more in the interests of “best practice” and I feel this is necessary to ensure the smooth running of PSFA going forward and to ensure that checks are in place to adhere to the appropriate operating procedures.

Three bank signatories are also required. Rita Patel will be one, as acting Treasurer. Vikki Small has agreed to be a cheque signatory. This leaves a further person needed, whom logically should be in the Chair or Secretary position.

Key roles that need to be covered:

- Treasurer. Rita Patel has kindly agree to take on this role and has been shadowing Natalie for the last year.
- Publicity: promoting events - on Parent Pay, to DCA, Parish Council, social media, posters, etc – Vikki Small has taken on this role and been a tremendous help over the last year; thank you Vikki.
- Secretary: to Compile and send out Minutes and Agendas & add PSFA activities / communications to PSFA website
- Membership Secretary: (never had one of these since JD has been Chair) – to recruit new members promote PSFA locally, in School, Village etc, keep email list up to date
- EasyFundraising promotion
- Bids Co-ordinator – collect info on Bids from staff and use to raise PSFA profile with parents in conjunction with Publicity Officer
- Fundraising co-ordinator: look for ways to raise additional funds (using ParentKind etc, new events etc)
- Events Co-ordinator: to set up and administer volunteers for events
- Nearly New Sale Co-ordinator: collect stock, wash and sort stock, run sales
- Quiz and Chips – Condiments – purchase condiments and crockery for the Quiz. LJ has agreed to take this on for now.
- Contacts Co-ordinator – to maintain PSFA mailing lists

I look forward to receiving nominations at the meeting in due course.

I would also like to thank all those people who have been involved with PSFA Activities during my time as Chair – volunteers and staff – and all the parents

and others who have bought tickets, supported EasyFundraising and made donations – without all of you there would be no PSFA!

A lot of people devote a lot of their free time to ensuring that PSFA continues to raise (often) in excess of £10K per annum and their achievements should be celebrated – and this year, as Natalie will outline, we have actually had a record year for fundraising, despite having fewer volunteers than ever before. Everyone makes a valuable contribution, but I would especially like to thank Petra Owen-Moore for diligently taking the Minutes for the last year in the absence of a Secretary (and Jane Arnold before her). Natalie Hickman – who has done as much (if not more) than myself during her time on the Committee and kept our finances in order; Sue Small, who always comes along to meetings and takes on additional duties with no complaint; Rich Payne, who has come to the PSFA this year with loads of fresh ideas and a new perspective; and Vikki Small who over this last year has become my confidant and sounding board/ advisor and it has been much appreciated!

My time as Chair has been thoroughly enjoyable. I've had fun, made a lot of new friends, got to know many of the teachers, seen lots of fabulous performances by an array of students and learnt a lot more about what goes on at the School than I would have done had I not got involved. It is a sad day as I step down, but I look forward to continuing to contribute for my final year and to welcoming a new Committee who can take PSFA forward to even higher levels with new ideas and enthusiasm.

4. Report of the Treasurer of the Association

Welcome everyone, hopefully you will all have a copy of the treasurer's report. The report will give you an insight into how the money has been raised, and where the money has been spent.

I am pleased to report that we have had another very successful year. This has enabled us to fulfil ALL of the bids that we have received from the school departments this year. Donating a total of £14,42.81 which I believe may be a record!

Our income is generated by providing a fully licensed bar at school events, selling raffle tickets at parents evenings and from generous donations. Our donations pot stands at just over £3,840 from this year alone and is made up from the sale of donated pre-loved school uniforms, non-uniform days, and the FREE MONEY from Easyfundraising. If you haven't already signed up to support our school, I'd like to encourage you to do so as this is the easiest way to help the PSFA raise money for our school.

This year we have seen the money we've raised go towards new History & Geography text books, Drama workshops and play texts, a new picnic table, a 3D printer, aprons for the art department, prize day book tokens and much, much more. You can see the full list of approved bids in the Treasurer's Report (Appendix 2).

So, thank you for supporting the PSFA events, thank you for your donations, and thank you if you've given your time to volunteer, we simply couldn't do it without you.

PSFA Treasurers Report 2023-2024

Thank you

The generosity of parents & carers, staff, students, volunteers and the local community who support the PSFA fundraising events, has enabled us to donate an incredible

£14,442.81

*to The Ecclesbourne School in the last 12 months
to enhance the education of pupils at the school*

The Ecclesbourne School

Parents Staff and Friends Association

Analysis of Receipts and Costs for the year ending 31/07/2024

| Event | Receipts | Costs | Profit/(Cost) to PSFA |
|------------------------------|--------------------|-------------------|-----------------------|
| Clothes Swap | 68.42 | 1.19 | 67.23 |
| Autumn Quiz and Chips | £4,147.15 | £1,885.90 | £2,261.25 |
| Spring Quiz and Chips | £3,513.38 | £1,490.01 | £2,023.37 |
| Autumn Non-Uniform Day | £1,740.00 | 0.00 | £1,740.00 |
| Parents' Evening Raffles | £2,181.44 | £500.00 | £1,681.44 |
| House Plays | £702.16 | £256.22 | £445.94 |
| Christmas Concert | £843.47 | £248.67 | £594.80 |
| Sales of Second Hand Uniform | £1,146.19 | 0.00 | £1,146.19 |
| Spring Concert | £649.22 | £210.65 | £438.57 |
| Stars in Your Eyes | £716.12 | £275.28 | £440.84 |
| Year 6 Open Evening Raffle | 0.00 | £29.09 | (£29.09) |
| Comedy Nights | £2,424.71 | £1,520.88 | £903.84 |
| Summer Production | £1,754.55 | £507.68 | £1,246.87 |
| Easyfundraising | £954.41 | 0.00 | £954.41 |
| Donations & Misc Income | £3,976.09 | 0.00 | £3,976.09 |
| Miscellaneous Costs | 0.00 | £132.60 | (£132.60) |
| Subscriptions | 0.00 | £163.00 | (£163.00) |
| | £ 24,817.31 | £ 7,221.17 | £ 17,596.15 |

Approved Bids

| Description | Dept | Bid Total |
|--|-----------------------|-----------|
| GCSE AQA Text Books | Geography | £ 559.80 |
| Geography Field Trip Equipment | Geography | £ 313.86 |
| Scarecrow Resources | Student Council | £ 50.00 |
| Funding for Workshop & LED Cubes | Drama | £ 830.00 |
| Hayley Piper - Anti-Bullying Ambassadors | Minibus Hire & Agency | £ 332.00 |
| Spray Paint - Spectrum 18 Pack PTSP18 | Art | £ 120.00 |
| Annual Subscription to First News | Literacy/Pastoral | £ 451.05 |
| Chelsea's Story | PDC | £ 590.00 |
| SV2 Talks | PDC | £ 200.00 |
| Panjango Lessons | Careers | £ 125.00 |
| SkilledIn Careers Films Resource | Careers | £ 150.00 |
| Gemma Shuttleworth - Shakespeare | Drama | £ 250.00 |
| Gemma Shuttleworth - New Playtext | Drama | £ 90.00 |
| Catering Trolleys x 2 | Reception | £ 122.00 |
| Board Games etc | Pastoral | £ 117.30 |
| House System - Bibs and storage | House System | £ 100.00 |
| House System - Coin Counter | House System | £ 174.48 |
| Picnic Table | Site Team | £ 775.00 |
| 4 Pasta Machines | Technology | £ 271.96 |
| 3D Printer | Design & tech | £ 535.00 |
| Translations Package & Equipment | Languages | £ 386.00 |
| Pyrography Tool, tips & Stand | Art | £ 150.00 |

| | | |
|---------------------------------------|-----------------------|--------------------|
| 60 x OCR History Books | History | £ 1,320.00 |
| Reading Overlays, Fiction Books etc | Literacy Intervention | £ 125.00 |
| Garden planters, bench, arches etc | Learning Support | £ 383.96 |
| Footballs for use on MUGA | Lunchtime Cover | £ 74.16 |
| Mannequins & Tailors Dummies | Textiles | £ 1,111.60 |
| Train Tickets for Debating Team | Debating Team | £ 150.00 |
| Badges | Diversity | £ 250.00 |
| Photos from Shakespeare Production | Drama | £ 318.00 |
| 110 x Bib Aprons for Art department | Art | £ 857.89 |
| Prize Day Tokens and associated costs | Prize Day | £ 3,158.75 |
| | | £ 14,442.81 |

Treasurer's Report 01.08.23 – 31.07.24

Opening balance at 01.08.23 **£4,801.85**

Made up as below:

(Bank current account £3,774.13)

(Bank project account £0.01)

(Cash £606.45)

(Bar stock £421.26)

Income for period 01.08.23 – 31.07.24 **£24,817.31**

Made up as below:

(Bar sales £7,274.18)

(Ticket sales £5,391.28)

(Raffle sales £4,335.12)

(Donations £3,840.64)

(Unspent Bids returned £3,976.09)

Expenditure for period 01.08.23 – 31.07.24 **£21,663.97**

Made up as below:

(Event Costs £6,054.02)

(Raffle Prizes £871.54)

(Subscriptions & Fees £295.60)

(Bids paid £14,442.81)

Closing balance at 31.07.24 **£7,955.19**

Made up as below:

(Bank current account £7,417.29)

(Bank project account £0.01)

(Cash £202.00)

(Bar stock £335.89)

5. Nominations and Election of Officers

- **Chair of the Association** – Steph Austin nominated by Alison Askins, Seconded by Jacqui Davis
- **Treasurer** – Rita Patel nominated by Jacqui Davis, seconded by Jane Arnold
- **Vice Chair** – Alison Askins / Rachel Humphries, nominated by Jacqui Davis seconded by Natalie Hickman
- **UPDATE:** *Alison Askins will now take on Secretary role.*
- **Publicity Officer** – Vikki Small – nominated by Jacqui Davis seconded by Jane Arnold
- **Current positions – all to be discussed further at next PSFA meeting:** Rich Payne – Bar stock; Lorraine Jenkins – Quiz condiments; Sue Small – Quiz tickets & table allocation, raffle prizes; Jane Arnold offered to take on the role of Bids co-ordinator
- Steph Austin, Alison Askins and Rachel Humphries will become the new Trustees
- Vikki Small, Steph Austin and Rita Patel will be bank signatories

6. Nominations of Committee Members (maximum 25)

The following will be removed from the Committee

Helen Green, Clarissa Ourabi, Lisa Kamen, Emma Stott, Nicola O'Neill, Caroline Stalker, Penny Bamber, Kate Dudgeon, Helen Fox-White.

Remaining Committee Members

1. Jacqui Davis
2. Gail Lowe
3. Petra Owen-Moore (Staff)
4. Lorraine Jenkins
5. Jane Arnold (Staff)
6. Sue Small
7. Claire Flowers
8. Sarah Trowman
9. Natalie Hickman
10. Jessica Jackson
11. Rita Patel
12. Vikki Small
13. Rich Payne

New Committee Members

- 14 Steph Austin
- 15 Rachael Humphries

- 16 Alison Askins
- 17 Lorna O'Donnell
- 18 Lauren Fordhams ?? Need to confirm with her

7. AOB

PSFA Constitution needs revising to include Trustee duties; Bank signatories duties; responsibilities of Committee members i.e. should only they have voting rights; also could specify that if a Committee member should attend a minimum of X number of meetings per year. To be discussed and agreed at the next PSFA meeting and then new Constitution to be forwarded to Charities Commission for ratification, and ParentKind for their records.

8. Closing Remarks

The out-going Chair thanked everyone for attending and wished the new Officers and Committee members the best of luck for the coming year.