



THE ECCLESBOURNE SCHOOL

PARENTS, STAFF & FRIENDS ASSOCIATION

Registered Charity No: 1047233

Chair: Jacqui Davis
Secretary: Liz Page

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INVESTOR IN PEOPLE



PSFA Meeting Minutes Wednesday 16 February 2022 7.30pm School Library

1. **Present:** Jacqui Davis, Clarissa Ourabi, Penny Bamber, Martin Boyce, Pete Heath, Liz Page, Jane Arnold, Kathryn Chapman, Yvonne McNamee, Natalie Hickman, Sarah Eate, Nicola O'Neill, Lisa Kamen, Heather Foo, Sue Small, Lorraine Jenkins, Gail Mann

Apologies: Ruth Day, Helen Fox White

2. **Previous minutes:** accepted

3. Matters arising:

- 3.1 Ideas for the bingo night under new fundraising ideas

4. Treasurer's Report:

Events since the last meeting – money raised

4.1 Nearly New Sale £163.70

4.2 Year 7 Parents' Evening a = £76.50 (total raised £153)

Year 7 Parents' Evening b = £62.00 (total raised £124)

Likely that may Parents Evenings will now continue online, with the exception of Year 7, Year 13 and possibly Year 11. **To be discussed at later meetings when decision taken by School.**

4.3 House plays raffle = £100.25

House plays bar = £203.88

4.4 Christmas concert raffle = £102.10

Christmas concert bar = £192.82

Money raised so far this year: £902, Excludes PTA Christmas raffle £280

4.5 Easy fundraising total is £149.21 with a further £534.24 in the pipeline

There are now 95 supporters – which is much better than previously but still very disappointing considering there are in excess of 1500 parents at the school.

Current situation:	Cash in bank:	£1,354.30
	Cash at hand:	£1,464.49
	Stock balance:	£ 547.05
	Total funds available:	£3,365.84

Martin mentioned it was a good idea to explore opportunities for cashless payments for future events (e.g., bar and raffles) as many parents are now turning up at events without cash; he and Natalie will investigate. There is likely to be a charge for this and we will need to weight costs against potential to raise extra funds. Parentkind may be able to recommend?

MB and NH to investigate

5. New and replacement Committee Members

Natalie Hickman will be taking over from Martin as Treasurer – currently in transition and handover will happen over the next few months. Martin suggested adding Natalie as a Trustee at the Charity Commission – everyone was happy with this. Natalie will be looking at getting a new bank account for the PSFA (not many Barclays banks around, no online capacity). **NH to investigate.**

This will leave Quiz & Chips Co-ordinator role vacant. Sue Small and Lorraine Jenkins agreed to take on the organising of Quiz Tickets. **SS and LJ to liaise with NH on what needs to be done.**

Pete Heath has been doing a number of roles, which we will split into more bite size chunks in the hope of getting more people willing to sign up and help. **Pete to send brief bulleted job spec and forward to Jacqui. Once received, Jacqui will email parents to encourage more to join PSFA.**

Heather Foo will be stepping down organising raffle and Quiz prizes in Summer as Lilly will be leaving the school. **Jacqui to ask new PSFA Member Kate Dudgeon if she would be able to take this on.**

Liz Page will also be leaving in summer. **Jacqui and Ruth Day** will take over these responsibilities and Ruth will assume the title of Secretary, rather than Minutes Secretary. has agreed to be the secretary as well as the minutes secretary

6. Bids

Bids satisfied since last meeting:

Equestrian team skins £104.00

Music trolleys £389.00

Prize Day book tokens £2,000

These were agreed.

A bid for music stands was proposed by Penny who will forward the number required to Martin. Everyone was happy with this if it is the similar amounts to the music trolleys. £316 okayed by the group.

7. Future events:

7.1 Stars in their Eyes Thursday 3 March

A number of hampers were donated to school by Croots at Xmas and SMT has 15 remaining, contents of which can be used as raffle prizes. **Heather to access from Clarissa.**

Kathryn, Jacqui, Gail, Heather, Martin, Liz to do raffle/bar. Pete to take care of stock.

7.2 Parents' Evenings.

These are currently under review. Clarissa to furnish details of Information Evenings at a future meeting.

7.3 Nearly New Sales

This could take place in July and will be discussed at the next meeting

7.4 Spring Concert – Wednesday 6 April

Bar/raffle - Kathryn, Natalie, Yvonne, Kathryn, Jacqui, Sue

7.5 Technology Show

This will take place in the summer term – date to be confirmed. Emma Stott is organising this.

7.6 Summer Quiz and Chips

Clarissa needs to check about the dates of the school production before a date can be arranged for this. Jacqui has spoken to Dave Atkinson and he is happy to take over the running of the quiz. **Gail Lowe is happy to do slide show, highlighting where PSFA money is spent that was originally scheduled for the quiz two years ago.**

7.6.2 Fish and Chips supplier

Up until now the fish and chips have been supplied by George's which went into liquidation. **Jacqui is going to talk to the people who have taken over to see if they can still supply food for Quiz.**

7.7 Other future events

7.7.1 Year 7 Open Evenings in 25 & 26 May. Great opportunity to promote PSFA & Easy Fundraising. **Discuss at next meeting.**

7.7.2 Non uniform day before Easter was proposed and agreed. **CO to advise date.**

8. New fundraising ideas

Horse racing, bingo, murder mystery, fashion week, Christmas shopping event – companies all paid to have stalls at the event, good money raiser were all discussed

previously and agreed would investigate Bingo Night. However, parked for now as lots of activities happening between now and Summer break.

9.AOB

Heather wondered if there would be a Year 11 prom. Clarissa said that once again a surprise event is being planned for Year 11s.

10 Date of next meeting

Wednesday March 16th at 7.30 pm in the library.