



## Ecclesbourne PSFA Committee Meeting Minutes

Wednesday January 22<sup>nd</sup> 2025,

School Library 7.30pm

Item	Agenda Item	Minutes
1.	Welcome and introductions	<p>In attendance - Rachel Humphries, Jessica Jackson, Alison Askins, Vikki Small, Jane Arnold, Lorna O'Donnell, Rich Payne, Jenny Hulme, Sue Small, Rita Patel</p> <p>Apologies - Steph Austin, Petra Owen-Moore, Jacqui Davis and Sarah Troman</p> <p>Vote held to agree RH as chair in SA absence</p>
2.	Apologies	<p>See above</p> <p>PNO not in attendance - meeting agreed to be held in absence as JA in attendance</p>
3.	Minutes of previous meeting	Agreed - no amendments required
4.	Matters arising and action log	<p>Action 3 - closed</p> <p>Action 5 - ongoing - to be reviewed on a case by case basis to end this academic year. Review formal date change for next year.</p> <p>Action 7- £1681 raised at parents evening (profit) last year. ~£800 raised so far</p> <p>Action 14 - closed - comedy night cancelled</p> <p>Action 24 - ongoing - update to the bid form-add form to include when payment is needed/due</p> <p>Action 25 - ongoing - priority information from school to be provided for bids. This will increase in importance if we get more bids.</p> <p><b>NEW ACTION</b> - Meeting to be organised with JM to discuss the relationship between school and PSFA - what is the objective? JA to discuss with JM.</p> <p>Action 26 - on hold - picnic tables with ST</p>



5.	<p>Events update and planning:</p> <ul style="list-style-type: none"> <li>• Parents Evenings and School Council</li> <li>• Preloved Uniform sale – new stock</li> <li>• Quiz and Chips – event feedback/planning for March</li> <li>• Stars in Your Eyes – need coordinator</li> </ul>	<p><u>Parents Evenings</u></p> <p>Year 7 is the most profitable parents evening. Suggestion to move away from raffle tickets and make it an information/awareness event - located in hall. Donation QR code if people want to donate. Suggestion to stop raffle and use it as an engagement event - agreed by committee but recognised that this would impact on the funds raised.</p> <p><b>ACTION - RP</b> - is there a particular year that makes the most on the raffle e.g. continue with Y7 raffle</p> <p>Suggested to have some uniform on sale - is this suitable. Could we run a non-alcoholic bar being run by the school students.</p> <p><b>ACTION - Set up a parents evening working party -volunteers - RH/JJ/RP</b></p> <p>Suggestion made to have bid information there and some approved bids and what had been done. Agreed that this would be a positive thing to implement.</p> <p><b>Action: JA suggested bringing a whiteboard on wheels to next parents evening for information to be put up for parents.</b></p> <ul style="list-style-type: none"> <li>- 23/1/25 Yr 9 parents evening volunteer - JA can stay until 5:15 - RH to put out to wider group.</li> <li>- 29/1/25 - Message to be put out</li> <li>- 5/2/25 - Message to be put out</li> <li>- 26/2/25 - Message to be put out</li> </ul> <p><b>ACTION - RH to put ask out for volunteers</b></p> <p><u>School Council update</u></p> <p>RH spoke to the school council about PSFA and what they knew and wanted from us.</p> <p><u>Preloved Uniform</u></p> <p>IDEA - Preloved uniform - could anyone in school set up a web page/ uniform list of what we have for sale.</p> <p>Themes - they wanted to build the relationship with the community. Funding - resources, activities and events for the pupils - they feel like they are missing out on events e.g. disco, Y11 leavers event</p>
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		<p>A lot of enthusiasm to be more involved in the fundraising with staff involvement e.g. pupils vs staff football match.</p> <p><b>ACTION RH to circulate the output of the school council meeting to the PSFA committee. RH agreed to set up sessions with school council to engage with them on fundraising and event ideas.</b></p> <p>Request from CS for £100 to purchase storage boxes for the preloved uniform sale. Discussion on the committee. Vote held - agreed by vote.</p> <p><u>Quiz and Chips</u></p> <p>Feedback from Sue that BYO condiments was generally OK as was BYO cutlery. Clearing up was much easier. Idea - could we ask the F&amp;C supplier if we can get some chip forks as part of the delivery.</p> <p>Labels needed for the bin - glass/general etc - end of the night after 20 mins everyone could go home. Site like to pack away chairs themselves. Some cash at the bar - suggestion to go fully cashless for ticket payment. Agreed to make it BACS only for ticket.</p> <p>Printing - need to minimise colour printing and the amount of printing. Use of laptop and projector for the picture round suggested.</p> <p>Scores - more live scores throughout the quiz.</p> <p>Nev is happy to do it again - next Quiz and Chips is 14/3/25.</p> <p><b>ACTION VS - Start thinking about promotion.</b></p> <p><b>ACTION - Update needed for F&amp;C letter - SA/VS</b></p> <p><b>ACTION JA - speak to JM about whether school are happy to continue to provide the printing.</b></p> <p><u>Co-ordinator information</u></p> <ul style="list-style-type: none"> <li>- Stars in their eyes - 12/2/25 - bar and raffle             <ul style="list-style-type: none"> <li>- <b>ACTION: JJ to check and confirm if she can lead</b></li> <li>- RPayne for bar</li> <li>- SS to coordinate raffle</li> <li>- Idea - could we sell VIP tickets                     <ul style="list-style-type: none"> <li>- <b>ACTION JA</b> to discuss potential with music department</li> </ul> </li> <li>- Pre-order drinks?</li> </ul> </li> </ul>
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6.	Treasurer's report and review of recent events funds raised	<ul style="list-style-type: none"> <li>- 3 bid approved and not paid</li> <li>- £9868.18 in account (with approved bids taken out)</li> <li>- £150 cash as float with RP</li> </ul>
7.	<p>Bids</p> <ul style="list-style-type: none"> <li>• Bids received</li> <li>• Summary of bids overall</li> </ul>	<p>Thanks to JA for circulating bids ahead of the meeting.</p> <p>Reader pen bid submitted in December 2024 has been removed as they are moving to a new system so funding is not required.</p> <ul style="list-style-type: none"> <li>- National Poetry Day bid - £765 - approved by vote - will be billed in June/July</li> <li>- New stage lights for drama - £1600- approved by vote</li> <li>- Music - keyboards - £650 - approved by vote</li> <li>- Sociology books - £461.50 - approved by vote in principle</li> <li>- Access to History books - £440- approved by vote in principle (subject to discussion in action below)</li> <li>- Teacher History books - £108 - approved by vote in principle (subject to discussion in action below)</li> <li>- Revision History books - £350- rejected by vote</li> <li>- coursework resourced £100 - approved by vote in principle (subject to discussion in action below)</li> <li>- <b>ACTION: JA to speak to PNO/JM</b> about whether the intent is for the school to be paying for textbooks and how do we then prioritise how this is done. Books for teachers - can they request free copies from the publisher (raised by RH)</li> </ul> <p>Note: Books need to be labelled as provided by PSFA - <b>ACTION JA</b> to make teachers aware and ensure enacted in school.</p> <p>NOTE : Jenny and Lorna had to leave ahead of sociology and history vote.</p>
8.	<p>Communication and publicity</p> <ul style="list-style-type: none"> <li>• Comms subgroup update</li> </ul>	<p>Christmas Light turn on could be an annual thing.</p> <p>Carnival committee - Discussed cheerleading or band to take part in the carnival day - potentially do a display in the ring. School will be holding a stall at the carnival - Defibrillator funding.</p>



	<ul style="list-style-type: none"> <li>Rebranding and new logo</li> </ul>	<p>Could PSFA join stall - <b>ACTION JA</b> to speak to PB re: whether this would be possible.</p> <p>JA to speak to cheerleading club about involvement in procession and/or display in the arena - <b>ACTION JA.</b></p> <p>New Logo now in place.</p> <p>Donation letter to start promotion in Feb.</p>
9.	Donation Scheme	<p>R Payne - thank you initiating the donation letter.</p> <p>£1649 has been raised so far with the donation letter.</p>
10.	AOB	<p>JA raised the Y13 ask. Photos between 5 and 7pm on the day. Sixth form have asked if we want to throw them a refreshment event ahead of the prom.</p> <p>Agreed by committee - need to then organise nearer the time.</p> <p>RH - Risk assessment requires review May 2024 - JA to speak to SC about getting this updated. <b>ACTION JA.</b></p>
	Next meeting TBC	post meeting note, next meeting 19th March