



The Ecclesbourne PSFA Committee Meeting Minutes

Wednesday 11th June 2025

School Library, 7pm

Item	Agenda Item	Notes
1	Welcome and introductions	Vikki Small, Rita Patel, Rachel Humphries, Sue Small, Petra Owen-Moore, Jane Arnold, Rich Payne, Lorna O'Donnell, Sarah Leary, Matthew Leary, Steph Austin
2	Apologies	Sarah Troman, Jenny Hulme, Jess Jackson, Caroline Stalker, Claire Flowers
3	Minutes of previous meeting	Actions on action log No other items raised
4	Matters arising and action log	<p>5- Remains open</p> <p>26 - closed</p> <p>35 - closed</p> <p>39 - closed</p> <p>41 - keg of beer for next quiz n chips - close</p> <p>46 - closed by agenda item</p> <p>48 - remains open</p> <p>51 - remains open - to be sorted over summer holidays - PDO to send dates</p> <p>52 - closed</p> <p>53 - closed</p> <p>54 - close - use photo on school website</p> <p>55 - closed by agenda item</p> <p>56 - remains open</p> <p>57 - remains open - JA to follow up meeting with JMcN early July</p> <p>58 - remains open - reminder re: fundraising ideas</p> <p>59 - 100 club idea - to follow up with JMcN (action 57)</p> <p>60 - ES - school cant use easy fundraising as they have a commercial account. SA to raise with JMcN - action 57.</p> <p>Action: JA to speak to ES again.</p> <p>61 - closed</p> <p>62 - concert for SEN - no update as of yet - remains open</p> <p>63 - waterstones - on follow up with them they were not able to do anything - there is a discount in place anyway o</p> <p>other items - close</p> <p>64 - notice board - need some photos - summer holiday item - remains open</p> <p>65 - ES - made possible by PSFA - next order it would be good to have PSFA added. Opportunity to put Logo in the programmes for September. Action: VS to send wording and logo to school for inclusion.</p> <p>66 - Well dressing - Action: PNO/JA to raise with school council - close and linked to school council items</p> <p>67 - sixth form PE tops - school felt sixth formers would want to keep their tops - some donated - closed</p>

		<p>68 - closed</p> <p>69 - VS has spoken to DCA - willing to do but need to look at the relationship with the school. To discuss with Maggie.</p>
5	<p>Events update and planning:</p> <ul style="list-style-type: none"> • Preloved Uniform sale update • Year 6 Open Days and July Year 6 Parents evening • Whole school productions in July • Quiz and Chips – proposed date for Autumn in October • Autumn Ball • Planning dates early with school planned for the July meeting 	<p>Preloved</p> <ul style="list-style-type: none"> - CS sorting of uniform complete - 8th July 6-7 confirmed (set up at 5:30) - Action SA: Volunteer sign up sheet to be shared - Clothes upstairs - Action: RP to message Caroline with details of how much is there - RH raised that Student council could support - to be shared with CS <p>Year 6 open days</p> <ul style="list-style-type: none"> - went well from an engagement perspective - stand with some games and sweets - lots of interest from new parents and the new PSFA student council reps were a credit - Diversity champions were keen to get message to the parents and could they use the PSFA to support on this, advised best route is through school <p>July Year 6</p> <ul style="list-style-type: none"> - 3rd July - 6:30-7:30 - Some members of the PSFA to attend to talk for approx 5 mins before the parents go to meet form tutor - Action: SA and helpers to produce a powerpoint slide presentation - school need by 1st July <ul style="list-style-type: none"> - Highlight what we do - Highlight what we have bought - Flyer on seat with methods to support <p>Whole school productions</p> <ul style="list-style-type: none"> - To be promoted on facebook - PSFA to run bar and raffle for each evening - PSFA applied for a small lottery license - not yet arrived - hoping it will - if we get it we don't need to draw on each evening so could have one raffle. - Wait 2 weeks and then make decision on raffle approach - confirm by 20th June - Action: SA to discuss raffle options/prizes with SS <p>Quiz n Chips</p> <ul style="list-style-type: none"> - Dates to be agreed in July PSFA meeting - ask is for Friday in October ahead of half term - Sue to shadow lead for QnC - no lead stepped forward - Action: SA to send another call out for new lead on QnC

		<ul style="list-style-type: none"> - Jonathan Leach offered to be Quiz Master at next quiz - October (can't do 31st) <p>Autumn Ball</p> <ul style="list-style-type: none"> - November 15th - Progressing well - In anyone knows anyone who would be able to provide vouchers please let SA/RH/AA /VS know - Action: R Payne to see if he can get a signed shirt from DCFC - Action: PDO to see what the school would be able to offer - school lunch, golden tickets etc.. - DJ confirmed and sponsored - Welcome entertainment - would the school swing band be able to support - 6:30-7:15ish - Action: JA to speak to Mr Knapp - Tickets to go live in a couple of weeks - link will be shared via email - 15 tables of 10 or less <p>Planning in July</p> <ul style="list-style-type: none"> - confirmation from PDO that we will be able to start date planning for next academic year - Action: SA to send event list to PDO electronically so she can start to book in the dates based on the asked for dates/suggested months - PSFA meetings next academic year - to be agreed next meeting. - Action: SA to run poll on when would be a good evening for PSFA meetings.
6	School Council update	<p>School have appointed 4 new PSFA specific reps who were interviewed for the role last month. There are 4 students all of whom are in Year 10.</p> <p>SA provided positive feedback on the school council PSFA reps especially on their enthusiasm and approach at the Open Evenings.</p> <p>Engagement session was held by RH with the school council earlier in the year and a lot of ideas were raised. RH now has a core group of reps which we can now develop ideas. RH reported that due to exam season not much has happened with the student council so far - hoping to do some small things in school before the end of term. E.g. Discounted Krispy Kremes</p> <p>SL and ML raised that the PSFA leads were enthusiastic but they need to understand what their remit is and how/what they now do in that role with the time they have available. e.g. what is the communication link between the PSFA reps</p>

		<p>and the PSFA. JA raised that she can be a link from school and work with RH as the PSFA School Council link. PDO confirmed that the SC PSFA leads should communicate through a member of staff. Agreed in the meeting that this will be JA. RH to wait until exams finishes then arrange a catch up with them and JA. ML raised that the PSFA leads may be able to attend a PSFA meeting at a slot at the start of the meeting to further the engagement and then they can leave for the remaining agenda items.</p> <p>Action: RH to raise agenda items for school council with PSFA reps.</p> <p>Action: SA/AA School council agenda item to be added to the start of the next meeting.</p> <p>RP raised it would be good to have a school council view on bids - could they review the bids ahead of the PSFA meeting and PSFA reps provide their feedback at start of the meeting which can then be fed into the vote at a later part of the meeting.</p> <p>PDO - School council love to interview - could they interview the staff after they have had a wish list item or or interview PSFA members which we can then use on the newsletters etc. Action RH to raise with PSFA reps.</p>
7	<p>Treasurer's report and review of funds raised at recent events</p> <ul style="list-style-type: none"> • Current financial position • Easy fundraising and donation scheme • Forecast against fundraising target 	<ul style="list-style-type: none"> - £6928.89 + £150 in the bank - holding stock of approx £300 - bids approved awaiting spend £7167.95 - post bids being paid no funding available - £559.12 on sum up to be transferred - RP seeking assistance from sum up. - upcoming events (concerts, pre loved sale and non uniform day) yet to happen to year end may bring in another estimated £3000 based on previous years income <p>Parent pay donations reduced to £80 in May and £10 in June.</p> <p>CS suggested re-advertising the parentpay donation to leavers from the school (yr 11 and 13) - rather than apply for the refund from parent pay donate to PSFA.</p> <p>ML - asked the question if based on previous years are we up or down in terms of fundraising? Last year raised approx £12,000 and we are on target to improve on that position in this academic year.</p>

		<p>JA asked if we are paying for the Ball after the event. Confirmed that we have to pay a minimum amount to the venue in September and then pay any additional places by 2 weeks ahead of the event. Profit will be calculated once expenditure is clarified.</p> <p>RP - asked if PSFA can see who has donated via Parentpay? RP stated that it is possible to see who has donated on parent pay as part of the information sent, however caution was noted to ensure GDPR compliance. Action: VS send out a generic thank you to everyone that has donated (not making it person specific) and the total raised in 2025.</p> <p>Is there an option to push the PSFA donation every year and activate it as a new item each term? Otherwise it gets a little lost in parent pay.</p> <p>Action: RH to write a letter for the school summer newsletter with the student council.</p> <p>Action: JA to speak to ES about parent pay refunds and recurring payments/push options.</p> <p>Action RPayne to look into what is possible on parent pay.</p> <p>Action: PDO to seek permission for PSFA school Council reps to be on the PSFA section of the school website.</p>
8	<p>Bids</p> <ul style="list-style-type: none"> • Bids received • Summary of bids overall 	<p>6 additional bids submitted but waiting for funds.</p> <p>Action: JA to confirm that picnic table quote stands as this was from October</p> <p>6/16 have provided feedback on the outcome of the bids. Feedback has been received from students from TED talks - this was noted as the best and most interesting feedback to date. Discussion on the importance of receiving the feedback/outcomes for the PSFA to be successful as this demonstrates to our donors where the money has been spent and encourages further donations through the PSFA fundraising efforts.</p> <p>PDO raised that is something the PSFA reps could facilitate in the taking of pictures and providing feedback from the bids that have been funded. This was agreed would be a positive step.</p> <p>TED talk - JA raised could there be a cup for the TED talks. If it is a recurring event there could be a cup but then there</p>

		wouldn't be a cash prize. For discussion with sixth form for next TED talks. Post meeting note: SS suggested she would fund a cup herself for this purpose for which she was thanked by the Chair
9	Communication and publicity <ul style="list-style-type: none"> Promotional materials 	<ul style="list-style-type: none"> - Two page digital flyer being produced for the ball - Preloved sale poster updated and created as an event on facebook - School concert in the Duffield Scene - Thermometer update to be produced against the target and with photos - Banner produced and available for events - Regular posts on facebook - Action: all - please like the facebook posts and share for those on facebook - VS produced a video of events that have taken place and the fun that has been had !! - Action: VS to share flyer for the ball on the PSFA committee chat when finalised.
10	Compliance <ul style="list-style-type: none"> Charities Commission – constitution 	<ul style="list-style-type: none"> - Charities commission needs to be updated with the constitution - GDPR policy approved last meeting - Committee agreed that if anyone asks to see a copy of the documents they can be provided.
11	AOB	Gift Aid - Can we register with HMRC to be able to claim back gift aid. RH stated she used to do the gift aid for Duffield scouts. Can get it back but need to fill in additional information on payments. Action: SA to add to action list for future consideration.
	Next meetings: <ul style="list-style-type: none"> July 2nd 7pm library 	Planning meeting and calendar confirmation is the main agenda item for 2nd July.