



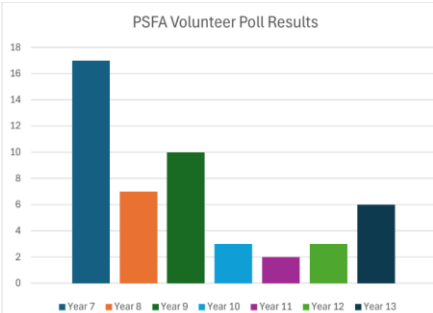
The Ecclesbourne PSFA Committee Meeting Minutes

Wednesday 19th March 2025

School Library, 7pm

Item	Agenda Item	Notes
1	Welcome and introductions	In attendance -Steph Austin, Petra Owen-Moore,, Jessica Jackson, Alison Askins, Vikki Small, Jane Arnold, Rich Payne, Sue Small, Claire Flowers,
2	Apologies	Rachel Humphries, Jenny Hulme, Sarah Troman, Rita Patel, Lorna O'Donnell, Caroline Stalker
3	Minutes of previous meeting	Agreed by committee Thanks to RH for acting as chair
4	Matters arising and action log	POM gave SA two bank statements for RP Action 5 - Outstanding SA Action 20 - Leavers donation 'farewell gift'. Leavers day - drinks and snacks 5-7pm. Agreement that action should be updated to May 9th support to leavers day from PSFA. Action: JA to liaise with RH re: what should be included in the letter for parents for the day. Action 29 - closed Action 30 - closed - being led by RH Action 31 - VIP tickets for SIYE - Update in agenda Action 34 - cheerleading in duffield carnival - closed - not able to get staff on the day - potential for music or drama to get involved - see agenda Action 36 - risk assessment - updated and sent to SS Action 37 - Meeting with JMcN - SA held meeting 19/3/25. SA to provide details of the meeting at a later date. Action closed Action 38 - closed
5	Events update and planning: <ul style="list-style-type: none"> Parents Evenings and School Council Non uniform day - can we run one 4th April? Preloved Uniform sale – new boxes 	Parents evening and school council <ul style="list-style-type: none"> No more parents evenings this academic year Sub group re: parents evenings started Students left at 17:50 leaving burden on Tracey - need school council to make sure full time period is covered Action RH to understand what happened last time

	<ul style="list-style-type: none"> • Quiz and Chips – event feedback • Stars in Your Eyes - event feedback • Bar prices - consider uplift • Spring Concert • Year 6 opportunities - volunteers for planning sub group • Autumn Ball - volunteers for planning sub group 	<p>Non school uniform day for PSFA</p> <ul style="list-style-type: none"> - Action POM to speak to JMcN about PSFA non uniform day (£2) - proposed 11th July <p>Post meeting note: PDO confirmed date moved to 11th July</p> <p>Pre-loved</p> <ul style="list-style-type: none"> - CS has purchased boxes - Request for support during Easter - Currently planned for 02/07 <p>QnC</p> <ul style="list-style-type: none"> - Thanks to Sue for leading - Made approx £2k - Request for gluten free - agreed to reduce ticket price instead to reflect the fact the food is not being provided - Action: have this option available for next time. <p>SIYE</p> <ul style="list-style-type: none"> - Thanks to Jess for leading - Volunteers may not need to be there so early - interval is late (during judging) - Action: Next time arrange for majority of volunteers to come later - Raffle was really good - Thanks Sue - Action 31 - VIP tickets - creative arts team - what is a 'good seat', suggested to offer a VIP reception with head teacher and staff and drinks. Could VIP seats get an earlier start and a drink included? Action - consider introduction for future? Leave 31 open for now - Spring concert - Mr Napp - PSFA email with reluctance to have priority seats <p>Bar prices</p> <ul style="list-style-type: none"> - 50p added for QnC - RP - some feedback on Malbec. Somebody asked about G&T cans - RP to do a trial on G&T cans. - Comment to have another type of beer - RP - emailed tollgate brewery and nothing heard. - CF may have a contact for beer - to discuss with RP - Thanks to Rich for management of the bar <p>Spring Concert</p> <ul style="list-style-type: none"> - 2nd April - SA to circulate volunteers - JJ to lead - SS to manage the raffle
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		<p>Year 6 opportunities</p> <ul style="list-style-type: none">- Leaflet to be printed mid May- 21/22 May - starts at 7pm - kids and parents- 3rd July parents only- Promotion opportunities- Sub group to be set up - Opportunity to lead to be put on WhatsApp group <p>Autumn Ball</p> <ul style="list-style-type: none">- 15 November 2025, Shottle Hall- Committee agreed to support this fundraiser- Can accommodate 150 sit down- Planning sub-group to be set up- Auction?- Potential for drinks reception? <p>School Shakespeare</p> <ul style="list-style-type: none">- 22nd April- PSFA bar?- JJ attending so happy to lead- JA to ask school re: running bar- If agreed, SA to put ask for volunteers out <p>Post meeting note: JA confirmed the event is a low key short event and PSFA bar would not be required</p>																
6	Volunteers poll results	<p>The recent poll on volunteers was shared. It shows a good spread of volunteers across the school in all age groups, with the largest number from Year 7 and the majority from the Lower School.</p> <div><p>PSFA Volunteer Poll Results</p><table border="1"><thead><tr><th>Year</th><th>Volunteers</th></tr></thead><tbody><tr><td>Year 7</td><td>17</td></tr><tr><td>Year 8</td><td>7</td></tr><tr><td>Year 9</td><td>10</td></tr><tr><td>Year 10</td><td>3</td></tr><tr><td>Year 11</td><td>2</td></tr><tr><td>Year 12</td><td>3</td></tr><tr><td>Year 13</td><td>6</td></tr></tbody></table></div> <ul style="list-style-type: none">• 52 volunteers on volunteer group• 79% volunteers responded to the poll• 7 people have more than one child in Year groups across the school• 3 people in Year 12 have no other students in school• 2 people in Year 13 have no other students at school	Year	Volunteers	Year 7	17	Year 8	7	Year 9	10	Year 10	3	Year 11	2	Year 12	3	Year 13	6
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7	<p>Treasurer's report and review of recent events funds raised</p> <ul style="list-style-type: none"> • Current financial position • Easy fund raising and donation scheme • Forecast against fundraising target 	<ul style="list-style-type: none"> - Apologies from RP - VS presented data on behalf of RP - £11800 (ish) in bank - £5468 waiting to be paid in bids - £7000 available - JA - prized day expected to be £4200 - Action: RP to produce forecast to end academic year re: what likely to raise
8	<p>Bids</p> <ul style="list-style-type: none"> • Update on bid process • Bids received and summary of bids overall 	<ul style="list-style-type: none"> - JA/SA/VS/RP met with school finance to discuss the bid process and identify any opportunities to improve/clarify - Updated form circulated via email and approved for use - JA to remain bid co-ordinator and link with school - Bid process document to be updated <p>Merit Ties</p> <ul style="list-style-type: none"> - Ties to include 'gifted by PSFA' on label - FOC - Ties included in £5468 waiting to be paid in bids - Action: RP to confirm included in the bids (B22) - Merit ties approved virtually by committee vote - passed <p>Defib Bid</p> <ul style="list-style-type: none"> - Incident highlighted vulnerability during DofE walk - Ask for portable device - 1kg item - to be used for DoE events - Will also be used for outward bounds trips - a portable defib device for use in school - part of first aid equipment - Y11/12/13 - JA spoken to the supplier - item requested not available until Sep 25 - ask for approval in principle to purchase a suitable model if item in bid not available - Batteries last 4-5 years then need a new battery - if you use the pads you need to buy new pads. Maintenance money may be needed. - Agreement for £760 - SA requested bid updated with new form and if additional maintenance money needed an additional bid to be submitted - Note: PSFA recognised the students were amazing in the way they responded to the incident

		<ul style="list-style-type: none"> - VS did a quick calc and based on income from previous academic year and adding assumption for leavers day, subtracting prize day, there is the potential for end of year to be an additional £6k - RP to confirm - Action JA to promote new form with staff
9	<p>Communication and publicity</p> <ul style="list-style-type: none"> • promotional materials • Facebook • links with DCA and Carnival Committee • School website - "meet the team section" 	<ul style="list-style-type: none"> - Facebook 776 followers - 8643 views in last 28 days - Interactions - 91 in last month - Likes are events focussed - VS reaching out to local facebook pages and feeder schools - have had some success - VS to continue - Pop up Banner for PSFA - VS spoken to Derby print - VS to do artwork - £50 approved by vote at meeting - DCA and carnival links - Mr Napp - school will perform - to be confirmed - Mrs Bamber wanted a stall - not heard anything else - JA to confirm with Mrs Bamber and let VS know - Do PSFA want a stall to raise money - school council? RH to raise with School Council - School website - PC has tidied up PSFA section - Meet the committee/volunteers section? - SA to ask for a few sentences and a photo of committee members - General agreement
10	<p>Compliance</p> <ul style="list-style-type: none"> • Signed constitution • GDPR policy 	<ul style="list-style-type: none"> - SA has the signed copy of the constitution <ul style="list-style-type: none"> - SA to review who this needs to be sent to - JA asked re: photocopying reimbursement - school happy to provide printing and photocopying for PSFA - GDPR - SA/AA to get parent-kind version and review for adoption as part of process update -
11	AOB	<ul style="list-style-type: none"> - raffle - prices going up - Donations? - Regifted items? (post christmas opportunity) - Local businesses for donations, vouchers etc.. - Any opportunity to ask for donations to PSFA? - RP offered some wine for next raffle



		<ul style="list-style-type: none"> - Agreement for SS to carry on at the moment and ongoing action to review how this can be supplemented with donations/local business vouchers etc.. - School joined plastic free Duffield - QnC - ask for people to bring cups - no glass - need to consider - General events - use up plastic ones - for concerts use biodegradable - RP to look at prices - PSFA glasses - being stored in school - wine and pint glasses - agreement to donate to treetops or similar - SS volunteered to sort - SA to look through the PSFA storage -
	Next meeting April 23 rd 2025	SA to review if this meeting is needed - if not this will be communicated to the committee.