



THE ECCLESBOURNE SCHOOL

PARENTS, STAFF & FRIENDS ASSOCIATION

Registered Charity No: 1047233

Chair: Jacqui Davis

Secretary: Vacant

Wirksworth Road, Duffield, Belper, DE56 4GS

Tel: (01332) 840645 Fax: (01332) 841871

info@ecclesbournepsfa.co.uk

www.ecclesbourne.derbyshire.sch.uk/psfa



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MINUTES for PSFA Meeting

Wednesday 15 May 2024 at 7pm, School Library

1. **Present** : Jacqui Davis, Petra Owen-Moore, Lorraine Jenkins, Sue Small, Jane Arnold, Rich Payne, Natalie Hickman

Apologies : Vikki Small, Rita Patel

2. **Previous Minutes** - accepted

3. **Matters Arising**

3.1 PSFA Noticeboard / banner outside school – progress? POM has checked with Steve Cocking who can see no problem. Need to check with JAM. Suggested School could maybe make one? J Minton to be approached?

3.2 PSFA Noticeboard – in school – Caroline S was supposed to be dealing with this. JD has chased but no response. Sue Small has offered to progress this going forward. Can we somehow have a digital noticeboard? JA to speak to Alan Hardy. Or maybe make more use of the one in Main Reception?

3.3 DCA funding of table tennis tables / Pricing – VS forwarded a DCA bid form; PDO to ask Oliver Quail to complete and return prior to 5 June DCA meeting so that it can be considered there.

3.4 Sixth Former involvement with DCA & Nearly new Sales? JA to ask year 12 HOY for volunteers

3.5 PSFA recruitment letter – was amended and sent out on Parent Pay – to date, no response.

3.6 Missing jugs – Now found

3.7 Photos of things provided by PSFA – still not received, apart from 2 photos from Mr Davies from Art showing new Art display stands in action. POM feels that HG may have a number of these already but just not been able to pass on. POM to chase and to also chase all Depts who have received funding for this year.

3.8 Date/room for Nearly New Sale stock clear out – POM to ask for room for Thursday June 20th from 12pm onwards.



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4. Treasurer's Report & Review of Past Events

4.1 Treasurer's Report inc Easy Fundraising – see attached report.

4.2 No past events at this time to review.

5. Bids

5.1 **Art bid** – Aprons – accepted but pending funds

5.2 **Prize Day** – bid includes decorations that PSFA purchased last year on the assumption that they would be reused annually and not requested each year. Bid approved (pending funds) minus the item of decoration as School already has these from last year.

5.3 We have insufficient funds at present to cover both of these bids, but can approve on the basis that we will receive additional income before the end of the year from Comedy Night, Non-uniform day, Nearly New Sales and Summer Concert.

6. Future events

6.1 **Open Evening** – 23 / 24 May – agreed that PSFA will have a stall with recruitment info, nearly new sale details, EasyFundraising, and a free *Guess the Name of the Teddy* competition to get people to come to the stand (with also a bottle of bubbly to be won by parent). PDO will mention in the OE presentation and ask student volunteers to ensure walk through the Refectory.

6.2 Comedy Night – 21 June

6.2.1 Agreed that Teachers and PSFA volunteers can purchase £5 discount tickets for themselves and 1 other. NH to investigate a separate link for payment at this reduced rate. **UPDATE:** link set up and circulated

6.2.2 JA to put up displays in school of posters and email staff to advise. JD to email PSFA Volunteers to advise.

6.2.3 To date only 1 ticket sold, so this needs to be promoted as much as possible. JD has scheduled posts and stories on Facebook. VS has set up as an Event on FB. Reminder letter to be sent out to parents after half



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term. JD will send another reminder to PSFA email list over half term holiday.

6.3 Nearly New Sale – 3 July

6.3.1 PDO / JA to find a room for stock sort out for 20 June.

6.3.2 Advertise around school at Open evenings.

6.3.3 JD has already emailed Years 11 and 13 asking for uniform donations. A letter will go out to remaining parents after half term.

6.3.4 JD has created a volunteer sign up sheet for this event

6.4 Summer Production – need volunteers. JD to set up volunteer sign up sheets.

6.5 Thursday 4 July – Year 6 Parents' Induction Evening – info pack to include details about PSFA and Nearly New Sales, including date of AGM in Sept and first PSFA Committee meeting in Sept 24. JD to do a talk about PSFA alongside teachers.

7. AOB

7.1 Discussion about future of PSFA and new ideas

7.1.1 With reduced number of volunteers need to look at different ways of raising money. May not be able to run same events next year, as pool of volunteers will be depleted again as parents/pupils leave the School.

7.1.2 Suggested that most info goes to the female parent and many dads will not know what PSFA is or does. Suggested that we could contact dads and ask for a one-off fee at the beginning of the year to support the PSFA – min £5 per child, but can donate whatever amount they wish. Not compulsory (and some parents may decline to contribute), but RP (as a dad) suggested many dads will be happy to do this and would see this as their way of helping for the year. Assuming c1500 dads at the School, this could potentially raise £7,500 if all dads donated just £5.



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7.1.3 PDO / JA to discuss with student finance and Alan Hardy (?), but Committee keen to get this set up and in place to be operational by September intake. Could be set up on Parent Pay as an item to pay at the beginning of the year on each student account, with the possibility of increasing donation amount to whatever level the parent wished.

7.2 Online Meetings Suggested that PSFA 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.

7.3 Reduced number of events - Suggested that like Meadows we maybe need to look at fewer larger events. 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. **UPDATE:** *since meeting JD has been looking on ParentKind for "bigger" events that could get the community involved. They have a Colour Run which would be a great way of getting the whole community involved. Needs further investigation.*

7.4 Update of mailing lists – JD has gone through all the PSFA Mailing lists.

- 13 people removed
- 8 people asked to move to the 'Events Only' mailing list
- 52 people on the Volunteer mailing list (including 5 staff)
- 24 people who wish to hear only about Events
- 110 in total on PSFA "All info" Mailing list
- Committee – currently 22, of which 6 are staff (Petra, Jane A, Penny B, Emma Stott, Clarissa, Helen G). 6 of the remaining parents have left or are leaving the School this summer and have asked to be removed from



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the Committee at the AGM. POM / JA suggested that all other staff be removed from PSFA Mailings. That leaves only 12 active Committee members, although we will be able to add Vikki S, Rich P, Sarah Troman and Rita P at the AGM taking the total to 16 active members. There may be others who come to the AGM who wish to join the Committee.

8. Date of Next Meeting

2022-23 AGM (rescheduled from Sept '23) & PSFA meeting - Wednesday 12 June
7pm school library.