



# THE ECCLESBOURNE SCHOOL

## PARENTS, STAFF & FRIENDS ASSOCIATION

Registered Charity No: 1047233

Chair: Steph Austin  
Vice Chair: Rachel Humphries

Secretary: Alison Askins  
Treasurer: Rita Patel

### PSFA Committee Meeting Minutes

Wednesday November 6th 2024, School Library 7pm

Present:

Steph Austin (Chair)	Y	Alison Askins (Secretary)	Y	Jessica Jackson	Y
Rachel Humphries (Vice Chair)	Y	Rita Patel (Treasurer)	Y	Lorraine Jenkins	A
Vikki Small (Publicity)	Y	Rich Payne	A	Natalie Hickman	N
Sue Small	Y	Jacqui Davis	A	Gail Lowe	N
Petra Owen-Moore	Y	Jane Arnold	Y	Lauren Fordhams	N
Lorna O'Donnell	A	Sarah Trowman	Y	Claire Flowers	A
Caroline Stalker	Y	Jenny Hulme	Y		

Item	Notes	Actions agreed
1.	Welcome and introductions	The Chair welcomed a new member to the meeting
2.	Apologies – noted as above as A	N/A
3.	Minutes of previous meeting	Agreed minutes – agreed by committee
4.	Matters arising and action log	Actions not covered on the agenda and captured by the minutes discussed – updates captured in action tracker by SA. For updates see most recent copy of Action Log.



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	See separate action log	<p>Discussion on meeting days – agreement to run a poll outside of the meeting. Idea raised to consider Online meetings- noted by SA.</p> <p>For info: Wed 26/02 committee meeting moved to Tues 25/02 due to clash with parents evening</p>
5.	Events update and planning:	<p><u>Parents Evening Yr 13</u></p> <ul style="list-style-type: none"> <li>- Student council covering registration and meet and greet.</li> <li>- Students not allowed to sell raffle tickets – SA attending.</li> </ul> <p><u>Nearly New sale</u></p> <ul style="list-style-type: none"> <li>- Thanks to CS for leading and to those that supported</li> <li>- Low turn out and seemed to be majority lower school</li> <li>- Idea: could students run a session for upper school?</li> <li>- CS to record LFE (What went well/could be improved) to feed into next sale</li> <li>- Y6 for transition – July sale in 2025</li> <li>- SA to ask school council about how engagement could be improved. Push sustainability benefits.</li> <li>- Need to have a plan for when and where new donations could be stored so new and sorted uniform is not mixed up.</li> <li>- Low use of rugby shorts highlighted to school – PNO took note of the observation and will talk to PE department.</li> </ul> <p><u>Quiz and Chips</u></p> <ul style="list-style-type: none"> <li>- 19 tables sold</li> <li>- All prizes sorted and raffle items</li> <li>- Chip order to be finalised after the end of this week.</li> <li>- Bar order and glasses – to be checked by R Payne. <b>ACTION: SS</b> to confirm with R Payne</li> <li>- PNO confirmed that license in place and risk assessment complete</li> <li>- <b>ACTION SA</b> to tell new volunteers on bar to come to school at 6</li> <li>- PNO and JA confirmed that fridge would be moved</li> <li>- Volunteer numbers confirmed as meeting needs by SS</li> <li>- <u>£1785 income with approx. £750 cost currently</u></li> <li>- <b>ACTION JA</b> to confirm sound and IT with school contact</li> <li>- <b>ACTION SS</b> to send confirmation email/ticket with information</li> </ul> <p><u>Comedy night</u></p> <ul style="list-style-type: none"> <li>- School not able to host comedy evening</li> <li>- Opportunity to host event in wider catchment area and to hold an event on a Saturday evening</li> </ul>



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		<ul style="list-style-type: none"> <li>- Little Eaton Village Hall – cost of hire is £75 for 4 hours</li> <li>- Would need to pay for TENS and pay £250 holding deposit to cover damages as alcohol being served</li> <li>- Need a lead to organise the comedy night – Natalie is contact with comedy night</li> <li>- VS raised that comedy night is linked with Shiny Brewery in Little Eaton so need to make sure no clash</li> <li>- RP stated that first date available is 08/02</li> <li>- CS raised question – if it is not suitable to be at school then is it an event the PSFA should be running. Discussion on this topic. It was confirmed by PDO that the event did raise money when completed.</li> <li>- Agreed this event needs more discussion and not enough time in this meeting to do that. Need to consider how many tickets would need to be sold to break even with cost of company and then the rent for the hall.</li> </ul> <p><u>House Play 28/11/24</u></p> <ul style="list-style-type: none"> <li>- JJ volunteered to lead the co-ordination of this</li> <li>- <b>ACTION: SA</b> to set up WhatsApp group</li> <li>- Volunteers required – 2 on raffle and 4 on the bar</li> <li>- Volunteers will not be able to watch very easily.</li> <li>- 6 performances for the children so tickets limited</li> <li>- RH suggested that tickets for volunteers were offered to people who had already volunteered for PSFA</li> <li>- 1 ticket per child</li> <li>- PNO to confirm whether volunteers could watch at the back – numbers need to be agreed with respect to fire regs</li> </ul>
6.	Treasurer's report and review of recent events funds raised	<ul style="list-style-type: none"> <li>- £7507.26 in bank- bids to be paid £3876 – leaving free balance of £3833. This includes BACS payments from Quiz and Chips. Need £750 to cover expenses from Quiz and Chips and some money needed to spend on the bar.</li> <li>- QR codes successfully used at the nearly new sale.</li> <li>- Easy fundraising – in last 5 weeks approx £72 raised and payment due in the next few weeks. Feedback from meeting attendees that easy fund raising can be a little difficult to use.</li> </ul>
7.	Bids <ul style="list-style-type: none"> <li>• 5 bids received</li> <li>• Criteria for bid</li> </ul>	<ul style="list-style-type: none"> <li>- Confirmed by SA and JA that approval in principle on bids can be completed if funds not yet available.</li> <li>- JA provided bid process for the PSFA – this has been circulated via email. JA</li> </ul>



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	approval	<p>went through document in the meeting.</p> <ul style="list-style-type: none"> <li>- SH highlighted that PSFA constitution needs to include resolution of disagreements for bids. SA identified that part payment should be included – <b>ACTION: SH/AA/SA</b> to update constitution (to then be agreed at E-AGM). <b>ACTION: SA/JA</b> to update bid process.</li> <li>- Discussion on how many students benefit from a bid. It was agreed that this is subjective and needs to be considered on a case-by-case basis – some items will be re-used.</li> <li>- <b>ACTION: JA</b> to update process to state that bids should benefit as many students as possible. JJ raised that it would be useful to add where items can be used multiple times. <b>ACTION JA/SA</b> to add this.</li> <li>- CS – could school provide more priority information for the PSFA about where funds are best spent – some priority indication from the school – whether prize day is a priority for school was raised – noted by PNO. <b>ACTION: PNO</b> to provide response from school about whether priority guidance can be provided.</li> <li>- RH clarified that lack of funds may be a reason as to why bids are not accepted – PNO accepted this. Part funding could also be provided.</li> <li>- PSFA responsibilities – <b>ACTION JA/SA</b>: Add that agreement in principle could be added to the process where a bid is agreed but funding is not available.</li> <li>- SA requested more information on what is required from us e.g. responsibility of PSFA to feedback on outcome and successful bids have a responsibility to provide receipts (required for payment from PSFA), provide evidence of use etc. JA agreed. <b>ACTION JA/SA</b> to update bid process to make clear.</li> <li>- SA asked where the liability is for items that have been paid for by PSFA. <b>ACTION: JA/PNO</b> to confirm and provide written confirmation. If school purchase item it should sit with school.</li> <li>- Request to circulate bids a week before the meeting to allow for consideration – <b>ACTION SA/JA</b> to update process and embed</li> </ul>
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		<p><u>BIDS</u></p> <p>Bid 1 – Cheerleading club - £700 for 40 uniforms – <b>APPROVED by committee</b></p> <p>Bid 2 – Sixth Form - £250 for balloon arch and decoration items for use in community tea party and prom items – <b>APPROVED by committee</b></p> <p>Bid 3 – Art - £416 for art materials for KS4/5 coursework – could support opening an art club. Query – why are art not asking for parental input as per technology. <b>APPROVED by committee</b></p> <p>Bid 4 – Site Team - £775 for a new picnic table – ST may be able to provide another option – <b>ACTION ST</b> to speak to school and feedback at next meeting. <b>On hold until more info.</b></p> <p>Bid 5 – Reader pens - £2300 for 10 – <b>APPROVED in principle for full contribution following Quiz and Chips</b></p> <p>Bid 6 – Library - £765 for year 7 students to do a poetry workshop following national poetry day Guinness world record attempt. PNO – ask if online meeting is an option – <b>ACTION JA</b> to ask originator to see how much it would be online only. <b>On hold until more info.</b></p> <p>Bid 7 - £175 to pay for prizes for public speaking event – <b>Action JA to speak to originator and feedback to PSFA. On hold until more info.</b></p> <p><b>ACTION JA/PNO</b> to ask bidders to inform PSFA of the required dates by which their items are needed to enable payment to be managed as per required by dates. This is due to insufficient funds currently in the PSFA budget to cover all bids and therefore priority can be given where items are required sooner. Additional funding will be available after Quiz and Chips.</p> <p>This will then be agreed outside meeting with SA/RP/PDO/JA. Agreed follow up of above actions can be shared virtually and committee can approve outside of the committee meeting as there is no meeting planned until Jan 2025.</p> <p>Note: need to keep a list of where items have been approved and where money has been spent.</p>
8.	Communication and publicity	<p>VS gave overview of communication plans. Sub group set up and will plan first meeting before Christmas</p> <p>PSFA tab has been moved on Ecclesbourne website to be more prominent.</p>



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Academy

9.	Donation letter	<p>Donation letter has been reworded – sent out by email.</p> <ul style="list-style-type: none"> <li>- Agreed in principle</li> <li>- Parent pay option available</li> <li>- SA requested if the letter could this be a poster as well.</li> <li>- <b>ACTION: JM</b> to review updated letter and let PSFA know when agreed. Once agreed this can then be put out on parent pay and letters sent out.</li> </ul>
10	<p>Compliance</p> <ul style="list-style-type: none"> <li>• Constitution</li> </ul>	<ul style="list-style-type: none"> <li>- Constitution has been reviewed and updated</li> <li>- <b>ACTION: SA</b> to arrange date for an E-AGM to agree this updated document. Consider use of online meetings.</li> </ul>
12	AOB	None
	Next meeting Wednesday 22 <sup>nd</sup> Jan 2025	