



The Ecclesbourne PSFA Committee Meeting

Minutes

Thursday 6th November 2025

School Library, 6.30pm

| Item | Agenda Item | Notes |
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| 1 | Welcome and introductions | Steph Austin, Ali Askins, Vikki Small, Rachel Humphries, Clarissa Ourabi, Lauren Fordham, Jane Arnold, Sue Small, Rich Payne Lauren was warmly welcomed to her first committee meeting |
| 2 | Apologies | Sarah Troman, Jess Jackson, Rita Patel, Lorna O'Donnell, Caroline Stalker, Claire Flowers |
| 3 | Minutes of previous meeting | Minutes from last meeting agreed by committee Welcome to Lauren :) |
| 4 | Matters arising and action log | References for actions have been updated for this academic year. Action 1 - closed Action 2 - parents evening snacks - closed Action 3 - Vikki to post - action to remain open Additional action: JA to make CS aware that there are 22 bags of uniform being stored at school for the next sale. Action 4: Closed Action 5: letter written - closed Action 6: Closed Action 7: strategic fundraising meetings - ongoing conversations - now part of normal business - closed Action 8: share purpose with staff to support bid process - part of normal business - students asked to provide ideas - closed. Action 9: closed for picnic tables - ongoing for all items. Normal business item now. NOTE: The new football kits have arrived with PSFA logo Action 10: picnic table - closed. Action 11: deadline for comms and newsletter - CO confirmed 2 weeks before the end of each full term (Christmas, Easter and summer) - closed. Additional action: VS/committee to provide info for 10/12/25 Action 12: closed Action 13: closed Action 14: closed - PSFA item in own right on website Action 15: closed - Jess to lead Action 16: closed Action 17: closed - AGM was held |
| 5 | School Council update • Cookie sale | CO commented the link with the council is going well. Additional support from the 6th form has been identified. |

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| | <ul style="list-style-type: none"> • Fireworks night | <p>RH stated that the members of the council have been brilliant at recruiting friends to support.</p> <p>CO shared that the students (6th form) would like to attend a PSFA meeting. This is something that SA was supportive of - this agenda item could be utilised.</p> <p>CO stated it is important that they have the opportunity to feed their ideas into the PSFA and what we can do to enhance their school experience. This is perfectly aligned to the purpose of the PSFA and the committee were very supportive of this.</p> <p>Student cookie fundraising</p> <ul style="list-style-type: none"> - The students led on this - Profit of approx £230 - Next term the intention is to do a 'form competition' <p>The potential for the students to do a sweet stall at the house plays was discussed. This was supported by committee and CO.</p> <p>2 student council members have volunteered to man the stall at the fireworks - VS stated that they would be needed from 6pm. Action CO to advise council.</p> <p>Fireworks update</p> <ul style="list-style-type: none"> - Over 200 baked items pledged for the stall - Set up VS/AA to set up at 5:15 - Cakes to be sold at £1 per a cookie and £2 for a cake |
| 6 | <p>Events update and planning:</p> <ul style="list-style-type: none"> • Preloved Uniform sale - agree next date • Quiz and Chips - feedback from October event • Parents' evenings Year 8 - Thurs Nov 13th and 19th • Autumn Ball Sat Nov 15th • House Plays Thurs Nov 27th • Christmas Concert Wed Dec 17th | <p>Preloved uniform</p> <ul style="list-style-type: none"> - Next date - agreed for 6th July - CS to lead <p>Q&C</p> <ul style="list-style-type: none"> - Really successful event - Thank you to Claire and Sarah for picking this up and to Sue for her support on the handover - Food price had increased significantly for the meal - Need to continue to negotiate and look at potential suppliers - Action: LFE from the event to be added to the Jan meeting - Action: RP - more pint glasses please ! <p>Year 8 parents evening</p> <ul style="list-style-type: none"> - Action: SA to put an ask for volunteers on the group |

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| | | <p>Autumn Ball</p> <ul style="list-style-type: none"> - Is a week on Saturday - Volunteers found to set up on the day - 5 sponsors have been found - thanks to those that have supported on getting the sponsorship. - 150 tickets have sold - thanks to everyone who has supported by attending - Online raffle is ready to launch - this will be available for all parents so those that cant attend the ball can still support the event and the school - Action: SA to speak to CO re: sending comms on the raffle - Action: VS to post raffle on facebook etc - Lauren F offered a sports massage voucher - thank you Lauren! <p>House plays</p> <ul style="list-style-type: none"> - Next is 27/11/25 - Action: SA to set up volunteer sheet - Jess leading <p>Christmas Concert</p> <ul style="list-style-type: none"> - 17/12/25 - No lead currently for Christmas concerts - Action: SA to put an ask on committee whatsapp group for a lead. - |
| 7 | <p>Treasurer's report and review of funds raised at recent events</p> <ul style="list-style-type: none"> • Current financial position | <p>Current bank balance: £16,595.28 (this includes approx 2.7k needed to pay for the ball)</p> <p>Bids awaiting payment of £5906.73</p> <p>Total raised so far this year: £2702.24</p> |
| 8 | <p>Bids</p> <ul style="list-style-type: none"> • Bids process timeframe • Summary of bids overall • Bids for approval • Picnic table | <p>Bids for approval (R Patel to add formal bid numbers)</p> <ol style="list-style-type: none"> 1. Circus skills club <p>Equipment in need of replacement. The ask is for various equipment supporting all students who attend (open to all years). Amount requested is £192.16</p> <p>Committee vote: passed</p> <p>No more bids submitted for consideration at this meeting.</p> <p><u>Bid process</u></p> <ul style="list-style-type: none"> - Initial deadline for bid submissions for items for each department to be set to allow for review ask |

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| | | <p>for academic year. This will allow for more strategic view and to enable prioritisation discussions with school if needed. Proposed to be end of Feb 2026 for this year.</p> <ul style="list-style-type: none"> - Intent is for academic year 26/27 for all bids for the year to be submitted by end of first term. - Note: emergent/exceptional/great ideas can always be submitted to PSFA. - Action: SA to update bid process to ensure this is clear for those using the bid process. - RP stated he felt it was more important to get all bids put in so the PSFA can support as much as possible. - Vote: Agreed by committee to trial an end of Feb 2026 - majority vote of 6-2 - Large amount of discussion about the best way to manage bids. Everyone agreed that the aim should be new items to be submissible throughout the year but that a more strategic approach would be beneficial. - A review of this approach can be undertaken at Easter to seek feedback from school and any amendments made. This would be led by feedback from the school. - Action: Committee to review bid process change at Easter meeting. <p>CO raised the idea of having a 'funded by PSFA' area for the school. This would be a collaborative community space led by the wants of the children e.g. tables, benches, plants. This would be an area that all children can use to have a space they can use for break, 6th form free time etc...</p> <ul style="list-style-type: none"> - Vote held for agreement in principle - all committee agreed. - RH raised there are potential grants available for a community garden for the school but we would need a vision of the space. - CO raised the potential for the kids to name the space - this was supported by committee. - VS raised the idea of setting a budget initially and challenging the kids to design it. - RH raised the opportunity to have a working group/committee on this to utilise the kids ideas and also the skill base of the parents to make this a success - everyone was in agreement. RH/CO to lead. - SA raised that this would sit under the student council 'bridge' - this was agreed. |
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| | | <ul style="list-style-type: none"> - CO raised that this would align with the anti-bullying message - CO stated we need to get staff involved - Action: CO to speak to staff and to get a high level proposal to bring to the Jan meeting. - Action: SA to add to the agenda for Jan 26 |
| 9 | Easyfundraising - how to increase uptake | <p>SA provided a bit of context to the benefits of easyfundraising. The committee have not pushed this revenue stream hard in the last 12 months - this may be down to this not having a specific lead.</p> <p>RP asked if a business studies student would be interested in take it up as part of student council.</p> <p>197 people are signed up but some people have registered but not used the platform.</p> <p>Leaflets are available at parents evening and QR codes available for people to use.</p> <p>VS stated that we need to show the benefit.</p> <p>RP stated it is a difficult process to set up and is annoying to use. These may be blockers for the use of the product. This is a flaw with the product which may be impacting on the take up. RP has tried to feedback to the provider with the issues he has experienced. JA stated that you can only give to one beneficiary so those linked to a primary school may already be linked to that.</p> <p>RP stated that the effort required to use easy fundraising may be better spent advertising the parent pay donation option. Discussion that some people don't find it too difficult in the committee others disagreed and stated they had turned it off due to the pop ups etc.</p> <p>CO stated it may be better to provide an aim for the parents and ask for donations to support this may be a better way to fundraise. This aligns to a re-launch of the parent pay process and link a donation to an output. There is an opportunity to do this following a large ask e.g. wellbeing garden or after the Feb submissions.</p> <p>Action: LF - offered to look into wellbeing grants to support the garden.</p> |
| 10 | Communication, Engagement and publicity | <ul style="list-style-type: none"> - Promoting events e.g. ball and fireworks - DCA intending to run a garden competition - is there any opportunity to support on this? |

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| | | <ul style="list-style-type: none"> - RP - Is there an opportunity to put a report into the Duffield Scene - Action: VS to look into this. - DCA engagement - asked for bulb planting volunteers - responded with yes <ul style="list-style-type: none"> - Need to buy bulbs and they will reimburse to approx £50 - If it's a green space - potential for outside school - Action: CO to pick up |
| 11 | Compliance <ul style="list-style-type: none"> • Charities Commission – constitution | Agreed to adopt the parent kind constitution - this requires update with charities commission. Action: SA/AA to complete this |
| 12 | AOB | <p>RP raised that the parent pay funds had been reported as 0 in the last treasurer's report. It was questioned whether this needs re-launching especially considering new parents in year 7.</p> <p>Action: VS to refresh poster and relaunch on social media and through school at the end of November so it doesn't clash with the ball.</p> <p>Action: School/CO- can the item be refreshed as new on parent pay?</p> <p><u>Potential approach</u></p> <ul style="list-style-type: none"> - Kick off at start of year - Mid year progress and remind - End of year thank you and donation? <p>VS raised gift aid for PSFA - something to pick up in Jan meeting. Action: SA to add to Jan agenda. Need to look into HRMC Reclaim Form.</p> <p>PSFA Social date to be circulated by SA. Happy Christmas PSFA and thank you for everything you have done so far this academic term :)</p> |
| | Next meeting: Wed Jan 7th 6.30pm | |