



THE ECCLESBOURNE SCHOOL

PARENTS, STAFF & FRIENDS ASSOCIATION

Registered Charity No: 1047233

Chair: Steph Austin
Vice Chairs: Alison Askins and Rachel Humphries
Treasurer: Rita Patel

Wirksworth Road, Duffield, Belper, DE56 4GS
Tel: (01332) 840645 Fax: (01332) 841871
info@ecclesbournepsfa.co.uk



INVESTOR IN PEOPLE

PSFA Committee Meeting Minutes

Wednesday October 16th, 2024, School Library 7pm

Present:

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

Item	Notes	Actions agreed
1.	Welcome and introductions The Chair gave thanks on behalf of the committee to Jacque and Natalie for everything they have done for the PSFA.	
2.	Apologies – noted as above as A	
3.	Minutes of previous meeting Discussion on minutes moving forward – minimal printing – please review minutes and agenda ahead of meeting and bring on device or print at home. OFSTED old image now deleted – confirmed by S Austin. Please highlight if you see anything else that needs amending. <u>18/09 meeting minutes</u> – Actions added to action log. Approved minutes from 18/09/24.	ALL – If you have not received a copy of the agenda or minutes please contact S Austin.



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4.	<p>Matters arising and action log</p> <p>See separate action log</p>	<p>Action log to be reviewed each meeting and committee to ensure they review prior to meeting and bring updates as needed</p>
5.	<p>Committee</p> <p><u>Skills across committee members</u></p> <p>SA – Nurse, Organisation skills – loves a spreadsheet AA – Engineer, Baking CS – Change management – school experience as a parent. Has organised Christmas fair. Banking background. ST – People and organising skills – opportunities to save money CF – Happy to speak to people, trains people RH – Enthusiasm and organisation – customer contact LOD – Baking and volunteering – previous PTFA experience VS – Sales and marketing experience – also worked in retail LJ – Planning and organisation – trouble shooting – banking and PTFA previous experience in primary and secondary school SS – Primary teacher – organising skills JA – school link – PTFA previous experience organising ball - baking RichP – Technology and data – getting stuff done RP – banking experience – likes to deal with challenges – baking</p> <p><u>Committee meeting day</u></p> <p>Proposal to move committee meeting to a Tuesday but not all committee can do Tuesday so possibility to alternate days/dates. Decision made to keep frequency as is currently and to amend in future as needed. RH raised that sub groups would make meetings more efficient for specific topics e.g. events and report back to the committee meetings.</p> <p><u>Suggested roles needed across committee /nominations</u></p> <p>Communications lead – Vikki Small</p> <p>Volunteer co-ordination – Steph Austin</p> <p>Bar co-ordinator – Rich Payne</p> <p>Bid Co-ordinator – Jane Arnold</p> <p>Raffle Co-ordinator – Sue Small</p> <p>Quiz & Chips Co-ordinator – Sue Small</p>	<p>ACTION – SA/JA to check whether there is potential to alternate committee meetings between Wed and Tuesday.</p>



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	<p>Nearly New sale co-ordinator – Caroline Stalker</p> <p>Comedy night co-ordinator – TBC</p> <p>Easy Fundraising co-ordinator – Rita Patel</p> <p>Discussion (raised by CS) re: the aim of the PSFA – what is our purpose and what are we aiming to do. A separate task and finish group to be planned to discuss PSFA aims, objective and branding (see comms item 10)</p>	
6.	<p>Events update and planning:</p> <p>Clash identified on 26/02 with parents evening and PSFA meeting</p> <p>Parents Evenings Discussion on whether there is value in PSFA running the parents evening. Priority is to speak to the teachers. For the volunteers it is labour intensive. Suggestion to run as is for the next phase of parents' evenings and do a LFE (learning from event) review following. Consider other options to be more effective for the PSFA. Could the sign up sheet be run by school and the PSFA table be placed in the refectory where parents are. Then do 5-6 slot for each parents evening. JA reported that options for sixth form to support had been considered but this was not a viable option for manning support. Volunteer sign up sheets in place. Question – are we using good will on volunteers on parents evening that we then need later on for other events.</p> <p>Nearly new sale, planned for 6th November Currently planned for 6/11/24. Stock is in a portakabin outside. Low stock following last nearly new sale. Washing previously done no longer needed due to storage boxes now being in place. Call for stock – parent pay message and facebook Lead for 6/11 sale – Caroline Stalker Helper – Sarah Trowman, Alison Askins Sale support – Rita Patel, PSFA committee to attend What needed? Co-ordinate stock drop off – reception Stock sort and set up</p>	<p>ACTION: JA to speak to PNO re: confirmation of the dates.</p> <p>ACTION: PNO to send confirmation (or not) of dates ASAP.</p> <p>ACTION: SA to add LFE on parents evening on from this round of events to enable decision to be made going forwards.</p> <p>ACTION – RP to bring information on how much money we have made from the parents evenings.</p> <p>ACTION SA: Send call out on parent pay</p> <p>ACTION: VS to co-ordinate with SA and CS for poster and Facebook for nearly new sale.</p>



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	<p>Rails – buy some from PSFA funds – for consideration</p> <p>Quiz and Chips</p> <p>Sue – sold 8 tables in first week – can fit in 24</p> <p>SA to do welcome at start of the quiz and ask for people to help clear up at the end.</p> <p>New quiz master (Nev Needham)– thanks to Rachel for helping to organise this</p> <p>Heads and Tails – cancel for next Q&C – agreed by committee.</p> <p>Discounted rate for staff and PSFA volunteers – should volunteers have a discounted ticket. Volunteers do not pay as they are not on a quiz team. Decision: If you are volunteering you are free if you are attending you pay. Committee decided – staff pay full price if attending for the next event. This can be reviewed for next time if needed.</p> <p>Changes suggested:</p> <ul style="list-style-type: none"> - Bring your own cutlery and condiments - Car park being shut – add to info sheet - Plastic glasses – no glass on site due to spillage and breaking – keep plastic glasses - Bins – 4 to be placed in the room - Cashless event (with an emergency float) <p><i>Question: is there an option to do the quiz but not provide chips going forwards if the chips add too much of a time challenge for the volunteers. See how it goes this time.</i></p> <p>House plays</p> <p>Need to start asking for volunteers (volunteer sign up sheets ready to go) – Rich Payne aware from bar perspective.</p> <p>Comedy night</p> <p>Do we want to book the comedy night so we can market the event at the Q&C? Would need a deposit to be paid.</p> <ul style="list-style-type: none"> - Risk: if we book and cancel we lose the deposit - Currently planned for 24/01/25 – date confirmed - Committee voted to pay deposit – Natalie contact for this 	<p>ACTION: SS to produce info sheet for those attending the Q&C – see notes</p> <p>ACTION: RichP to ensure plastic glasses are available with the bar stock for Q&C.</p> <p>ACTION: RichP to ensure alcohol license is in place for Q&C</p> <p>ACTION: Add LFE session from recent events to the standard agenda.</p> <p>ACTION: SA to start volunteer list for the house plays.</p> <p>Action: RichP to link with SS for bar stock required.</p> <p>Action: RP to link with Natalie to book comedian</p>
7.	<p>Treasurer's report and review of recent events funds raised £8389.02 in the bank account</p> <p>Bids approved by previous meeting totalling £5761.25</p>	<p>Action: RP to review whether QR codes could be introduced for quick payment e.g. raffle tickets</p> <p>ACTION: PDO/SA – could we use parent pay for payment for PSFA items</p>



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	<p>Total remaining: £2620 with £202 cash and some bar stock</p> <p>Need money to pay for Q&C and deposit for comedy (£300)</p>	
8.	<p>Bids</p> <ul style="list-style-type: none"> • 5 bids received • Criteria for bid approval <p>Future bids – could they be sent out and reviewed with a week minimum for review. If in after cut off then reviewed at next meeting.</p> <p>Committee decision – roll bids over to the next meeting.</p>	<p>ACTION: Next meeting bring bids and review them against criteria – tracking of where the money is spent.</p> <p>ACTION: JA to bring more info re: criteria for how money is spent – is there any guidance from school.</p>
9.	<p>Volunteers</p> <ul style="list-style-type: none"> • WhatsApp group/Email list • Engagement <p>WhatsApp group started and volunteer number being targeted.</p>	
10	<p>Communication and publicity</p> <ul style="list-style-type: none"> • Branding (school approval needed?) • Facebook • Comms plan <p>Need to be clear on terms of reference – what are we aiming to do. Could we use WhatsApp community as well as Facebook. Committee – can we like and support messages to push through our networks.</p> <p>Can PSFA brand ourselves? JMcN sensitive to social media. Do we need to have a discussion with school re: publicity and branding of events.</p>	<p>ACTION: VS to set up sub group on comms – looking into WhatsApp communities</p> <p>ACTION: All – Let VS know if you are interested in supporting.</p> <p>ACTION: SA to speak to school about what we can do re: publicity and branding.</p>
11	<p>Donation letter</p> <p>Letter drafted – agreed that the letter can be put on parent pay and donation can be done through parent pay. However the letter needs improving to engage the parents.</p> <p>Donation to different years – year 13 leavers?</p>	<p>ACTION: RichP and VS to work on existing letter. Final draft for approval at 6/11/24 meeting.</p> <p>ACTION: CS to work on year 13/leavers letter. To be sent summer term.</p>
12	<p>Compliance</p>	<p>ACTION: JA to check where the existing event risk assessment is and send to</p>



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	<ul style="list-style-type: none"> • Risk assessments for events • Constitution <p>See actions.</p>	<p>Sue Small for review ahead of event.</p> <p>Action: SA/AA/RH/RP/VS to review constitution and bring back recommendation to next meeting 6/11/24 and then agree at extraordinary AGM.</p> <p>ACTION: Corrections to AGM minutes to be drafted for agreement at next meeting.</p>
12	AOB	
	Next meeting Wednesday 6 th November 2024	