



The Ecclesbourne PSFA Committee Meeting Minutes

Wednesday 17th September May 2025

School Library, 6:30pm

	Agenda Item	Notes
1	Welcome and introductions	<p>SA welcomed everyone to the meeting and welcomed Clarissa who is taking over on the PSFA from Petra Owen-Moore. Welcome to the new volunteers on the PSFA WhatsApp groups.</p> <p>Present:</p> <p>Steph Austin (Chair), Ali Askins (Secretary), Rita Patel (Treasurer), Sue Small, Clarissa Ourabi, Jess Jackson, Vikki Small (Publicity), Jane Arnold, Sarah Troman, Caroline Stalker, Claire Flowers</p>
2	Apologies	Rachel Humphries (Vice Chair), Lorna O'Donnell, Rich Payne
3	Minutes of previous meeting	Minutes from last meeting agreed by attendees
4	Matters arising and action log	<p>All actions relating to events from 24/25 academic year are now closed. Steph Austin stated that there are some more strategic actions re: funding that remain open. These will be added to a new action log for academic year 25/26 and will be circulated ahead of the next meeting.</p> <p>Action: SA to share 25/26 Sept action log.</p>
5	School council update	<p>Thanks to the PSFA student reps for all their help in the events last academic year. They helped on various events and their support is much appreciated.</p> <p>Scarecrow trail was discussed. Reps willing to provide support on refreshments on Saturday and Sunday requested. RH leading on refreshment stall organisation, stall to sell soft drinks and snacks. Paddington Bear scarecrow to be put outside school for the trail.</p> <p>JA raised that the QR code left last term with the doughnuts in the staff room did not work. JA also raised she would like to share edited minutes with the School Council PSFA reps but unable when the file is a PDF.</p> <p>Action: SA to provide Word minutes so they can be edited and shared with the school council reps.</p>
6	Events update and planning:	25/26 Dates

	<p>25/26 Dates are now agreed with school and will be sent round for awareness and to put in diaries! Action SA to send the dates sheet round.</p> <p>Parents Evening</p> <p>SA confirmed that the PSFA committee would support the parents evenings in the refectory as an engagement event. Discussion in the meeting around the selling of drinks/raffle. The consensus in the meeting was to sell refreshments but no raffle.</p> <p>Action: JA/CO to ensure parents evening includes that snacks and soft drinks will be on sale but no raffle.</p> <p>Pre-loved sale</p> <p>July pre-loved sale was a big success – big thanks to CS and team for their work on this. The room was very busy – there may be a need for an alternative venue for the summer sale. Note: comms next year would be worth adding that doors open at 7 and based on previous sales, we are expecting it to be busy 😊</p> <p>CO raised the main hall may be a better venue.</p> <p>Shirts and trousers did not sell well. Main sellers are blazers, PE kit, ties. Discussion that we could be more focussed on the ask for kit for these items.</p> <p>Learning from Event (LFE) – the prep over the Easter holiday was very effective in terms of managing the sale and stock. This should be done next year.</p> <p>An issue with Sports day clash as it caused additional effort for site management. CO confirmed that sports day is on 7th July so Preloved will be on 6th July.</p> <p>Decision made to hold one pre-loved sale in academic year 25/26 to allow time to accumulate stock, spend Easter sorting and then hold one big sale. Decision to hold this on July 6th. Action: SA to update dates to state pre-loved sale on 6th July.</p> <p>CO stated that it would be best to send the requests to site support to her so she is the single contact.</p> <p>CS stated that it would be good to ask for pre-loved uniform donations. Action: VS to post and ask for donations towards the end of each term.</p> <p>Prize Day</p> <p>Prize day is on 26/09. Attendees have been confirmed.</p>
--	---

	<p>Quiz and Chips</p> <p>Big thank you to Sue for all she has done on this event and thanks for remaining as a Quiz and Chips consultant! Thanks to Sarah and Claire for picking this up.</p> <p>Tickets are now on sale on ticketsource and sales are currently at 30. Sue to hold a handover meeting with Claire and Sarah.</p> <p>Action: VS to send letter to JA to staff can sign up!</p> <p>Action: SA to set up volunteer sheet for the event. The WhatsApp group remains in place.</p> <p>Sue Small raised that we need to provisionally book the fish and chips and to put an order in for bar stock.</p> <p>Action: JA to organise 6th form helpers – approx. 6</p> <p>Raffle prizes to be organised from central raffle prize stock. SA to liaise with CF/ST.</p> <p>Autumn Ball</p> <p>The Autumn Ball is taking place on 15th November. We have currently sold 141 tickets. Currently looking for additional sponsorship specifically for the welcome drinks. If anyone knows anyone/company that may be willing to donate please let us know.</p> <p>JA raised it may be worth asking CarWise – Action: JA to reach out to CarWise and Katie Weeds. Action: JA to speak to Katie Weeds.</p> <p>CO raised it may be worth writing to parents asking for raffle prizes/ sponsorship. Action: SA to send a letter for donations for academic year 25/26 to be sent to all parents from PSFA and Clarissa.</p> <p>SA asked CO whether the school could provide some prizes eg. Golden lunch for you and x friends. Action: CO to consider</p> <p>Action: SA to send generic letter to committee to ask for support/prizes. Action: All to see what they can do!</p> <p>CS has volunteered to do the Duffield High Street and Patternmakers 😊</p> <p>CO stated the Bowmer and Kirkland have supported before. JA may have a contact.</p> <p>Action: All to contact SA with any contacts.</p>
--	--

7	<p>Treasurer's report and review of funds raised at recent events</p>	<p>RP gave an overview of the current financial position.</p> <p>Balance (once agreed bids have been paid): £7792.51</p> <p>Float of £150 in cash</p> <p>Stock balance as of 17/09: £475.50</p> <p>ParentPay donations to date: £81.63</p> <p>Discussion on donation letter – when should we send this out again? Also consider sending to outgoing year 11 and 13.</p>
8	<p>Bids</p> <ul style="list-style-type: none"> Bids received and summary of bids overall 	<p>Bids already approved</p> <p>Bid 29 – 3D printer for technology</p> <p>JMc has stated that technology is a priority for the school. They have 2 3D printers but this is not sufficient to support the classes. £1350. (£400 per printer plus £162 for box).</p> <p>Vote by committee - in principle - yes</p> <p>Bid 23a – light panels</p> <p>£858 – used to all GCSE and A-Level students. Some light panels are in use currently but more are required.</p> <p>Vote by committee – in principle - yes</p> <p>Bid 26 – corner sofa for learning support</p> <p>£987 – for use in the Learning support hub. Could not be purchased without PSFA funding. Needed for September 2025.</p> <p>Agreed by committee that bids above (23a, 26 and 29) have already been agreed and now funding is available they can go ahead.</p> <p>Feedback</p> <p>SA raised that Annie Bell has contacted PSFA to say thank you for the support received in PD&C and literacy department. Thank you to Annie, this feedback is appreciated.</p> <p>New bids</p> <p>CO stated that the purpose of the PSFA needs to be clear with staff to ensure that items that enrich the lives of the students are put in rather than items that could/should be department funded.</p> <p>There is a small meeting taking place on 19/09 to discuss the strategic funding route for the PSFA going forward between school and PSFA. The output of this will be shared with the committee</p>

		<p>and then communicated to all parents to ensure that the message is clear and the vision for 25/26 is clear.</p> <p>Discussion on how bid information is presented and timelines for bids. E.g. set a final date for submissions for each academic year/term. Then look at where the funding has gone e.g a pie chart showing what has been funded – this can then be used in the promotion of the PSFA.</p> <p>CO stated that we need to make sure that the items that come to the PSFA are in line with the strategic decisions. The committee agreed.</p> <p>Action: JA/CO to share the purpose and vision of the PSFA with staff and to review bids to ensure those that are submitted to the PSFA are in line with the aims of the PSFA.</p> <p>Bid 1: PE, Football kits for Girls Football Team</p> <p>Amount: £853.78</p> <p>Discussion: Promotion of girls football was seen as a good thing. It was recognised that this would also mean boys' kit should also be considered.</p> <p>Additional info: Action: CO to see if PSFA logo can be added to the kit as a sponsor. This is possible on standard football kit.</p> <p>Outcome: Approved by committee with PSFA logo to be added.</p> <p>Bid 2: Health day funding</p> <p>Amount: £500</p> <p>Discussion: This should be promoted ahead of the event.</p> <p>Outcome: Approved by committee</p> <p>Bid 3: Belper first responders CPR training for 450 kids</p> <p>Amount: £150</p> <p>Discussion: School to pay and then PSFA to re-imburse the school to pay for the first aid training for the kids. PSFA very supportive of the CPR training for the children.</p> <p>Outcome: Approved.</p> <p>Thank you to the DCA for the funding for the picnic table for school 😊 Aaron to do a plaque for the table. Action: JA/VS to agree wording for the plaque.</p>
9	Communication and publicity	Big thanks to VS for all her hard work on comms!

		<p>VS provided copies of Duffield Scene. Action CS: to speak to Duffield about advertising for donations.</p> <p>VS has spoken to Treetops shop to advise of pricing so they get the same benefit from the uniform.</p> <p>Everything Duffield website discussed – do charities need to pay to be on this?</p> <p>VS considering how the PSFA can provide more support/help to the school community – Top Tips especially with year 7 in mind ! CO asked whether PSFA contributed to the school newsletter – we have not yet. PSFA have been mentioned but it was agreed it would be positive for the PSFA to have a section on the newsletter and publicise the successes.</p> <p>Action: CO to provide deadline dates for comms and newsletters to enable PSFA to provide input to school communications:</p> <p>Action: CO to remind staff to provide photos for use in publicity – this is part of the bid process.</p> <p>Fireworks event looking for a sweet stall – 7th November – tray bakes and cupcakes etc for sale. VS has volunteered the PSFA 😊 Action RH: to speak to student council regarding this.</p> <p>Action SA: to add to dates.</p> <p>VS has spent a lot of time reaching out to villages and local publications and organisations to raise the profile of the PSFA in the school community which is reaping rewards.</p>
10	Compliance	<p>Constitution now shared with the charities commission. Constitution to be reviewed as part of the next AGM and normal process.</p> <p>Some recent changes to Whatsapp permissions to enhance security. Recent issue with someone joining with intent of ‘selling Oasis tickets’. No harm done and security has been increased.</p> <p>Discussion on whether any additional security should be considered and all committee members to monitor.</p>
11	AOB	<p>Year 12 information evening on 23/09 and Year 7 tomorrow. CO stated she is happy to mention PSFA at year 7 evening. Action: SA to provide updated information pack and slides for year 12 (and maybe year 7) evening to school to CO for use.</p> <p>SA stated the slides are available on the website.</p>

	<p>CS raised that there is a 6th form section on the website. Action: CS to look on 6th form website and see if PSFA link is there. If not this should be added.</p> <p>House plays were raised. Not on agenda as later in the year. There will be a bar etc. JJ stated she would lead the House plays again.</p> <p>CS raised that rugby shorts are still on the kit list. All kids wear the football style shorts instead. Action: CO to raise this with school and remove it from the kit list.</p> <p>SS – raffle – not intending to buy anything. Sue has confirmed that is happy to make the raffle prizes look fabulous 😊</p> <p>VS raised the Year 7 parents meet the teacher – the PSFA payment of the news website was not mentioned. Link back to the strategy meeting – where PSFA have paid for items we need to make sure that they are promoted.</p> <p>AGM is planned for October 16th. Need to make sure that this is advertised to meet the 21 day requirement. Action: VS to make sure this has been advertised.</p>
Next meetings:	AGM is on October 16 th 2025