



THE ECCLESBOURNE SCHOOL

PARENTS, STAFF & FRIENDS ASSOCIATION

Registered Charity No: 1047233

Chair: Jacqui Davis

Secretary: Liz Page

Wirksworth Road, Duffield, Belper, DE56 4GS

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

events@ecclesbournepsfa.co.uk



INVESTOR IN PEOPLE



Minutes of Meeting on Tuesday 1st May, 2018

1. Present: Jacqui Davis, Jane Arnold, Jenny Price, Clarissa Ourabi, Martin Boyce, Natalie Hickman, Kathryn Chapman, Sandy Cawley, Emma Smith, Tanya Spilsbury.

Apologies: Liz Page, Emma Stott, Gail Mann, Pete Heath, Lisa Kamen, Esther Crookes.

2. Previous Minutes: Accepted.

3. Matters Arising:

3.1: Diamond Necklace Raffle – more raffle tickets were sold at the Spring concert bringing ticket sales total to £400 and £200 profit.

3.2: PSFA Noticeboard – going up in the new reception next week. Martin has made some displays of how the money raised is used.

3.3: Ball Update – The profit from the 60th Ball is now totalling £11,500. The feedback has been very good and people seem keen to have one in 2019. This would probably be a more social event without an auction.

4. Treasurer's Report:

Current situation -	Cash in bank:	£6,757.08
	Cash in hand:	£287.05
	Stock:	£384.30
	Total funds:	£7,428.43
Bids Paid -	Prizes for STEM week rocket car project	£85.00
	New trophies for prize day	£442.00

5. Review of past events:

5.1: Spring music concert - £173.15 raised from the bar.

5.2: Year 9 BECU Parents evening - £50.00 profit from the 50:50 raffle.

5.3: Quiz and Chips – A record £2164.99 profit made. Prosecco sold out. It was suggested at future quizzes to have a pre-order option for bottles of prosecco/wine to allow sufficient stock to be bought and reduce the initial bar queue. Paper tickets will be replaced by an email confirmation sent to the head of each table. Following a request for a refund on one ticket, a cancellation policy will be added to the e-mail confirmation. Roger is only available on Friday the 19th of October, so the next Quiz and Chips will be set for that date.

5.4: 60th Anniversary Film Evening - £2.86 profit from Forrest Gump. Next film will be The Truman Show on June the 6th.

5.5: Non-uniform Day - £1,215.00 profit so far, with money still incoming.

6. Bids: None received

7. Future Events:

7.1: Technology Show – Tuesday 8th May – Refectory, 7.30 to 9pm
100 tickets to be initially sold, 150 maximum if needed. All ticket sales to go to PSFA funds. Work of Graphics, Textiles and Food Tech Students. Bar in interval.
Bar set up 3pm - **Liz and Clarissa**.
Raffle from 6.30 – **Tanya**.
Bar from 7pm - **Sandy, Caine, Rachel, Pete and Clarissa**.

7.2: Year 6 Induction evenings – Wednesday 23rd & Thursday 24th May.
Run a PSFA stall 6.30 – 8.00pm in the new reception instead of a speech.
Jacqui to produce a single page PSFA flyer to be produced with info on annual events (info from **Clarissa**), examples of bids funded (slides from **Martin**), and instructions on joining easyfundraising.com. **Clarissa** to print out flyers at school. **Jacqui** to organise a raffle prize for the 2 evenings – require names and phone numbers on the back
23rd – **Tanya, Clarissa + 1**
24th – **Sandy, Emma and Natalie**.

7.3: 60th Anniversary Summer Event – details and date to be arranged, but possibly Friday 6th July after school, 4-8pm. With stalls, raffles, exhibitions of pupils work, music, BBQ, fun run.

7.4: Nearly new uniform Sale – Tuesday 3rd July, Library 6.30pm.
Catherine and **Esther** to run. **Jacqui** to send an email to the caretaker to request stock to be brought to the library. **Tanya** to publicise.

7.5: Summer production - The Sound of Music, Wed 11th to Sat 14th July, New Theatre. Bar to be provided in the interval for all 4 evenings, 4 people required each evening to provide bar cover. To be discussed next meeting, but provisionally:
Wednesday – **Clarissa, Tanya, Emma, Nat**
Thursday – **Sandy, Tanya, Emma, Nat**
Friday – **Tanya, Jane A, Nat + 1**
Saturday – **Jacqui, Tanya, Nat + 1**
Pete to buy stock, **Martin** to provide floats, **Jacqui** to provide raffle (1 prize for 4 evenings)

8. AOB:

8.1: Clarissa to produce next year's PSFA dates for the year 6 induction evenings and bring to next meeting.

8.2: It was decided it would be good to wear some visible id if selling raffle tickets in future, eg, school lanyard with PSFA badge.

8.3: Easyfundraising.com is steadily raising money. To date £242.98 has been raised by 26 members. Ideas were discussed to encourage more people to sign up:

Advertising at the year 6 induction evenings.

Jacqui to advertise on the PSFA facebook page (eg by regularly highlighting the retailers offering large donations)

Have a free draw at the end of term for those that are signed up if there are 100 people registered. Prize TBC.

8.4: Changes to the Data Protection Act (becoming GDPR) mean the PSFA have to update the privacy policies. **Liz** Page to draft new policies – one for PSFA committee members where names, email address and phone numbers are held (sign at June's PSFA meeting), and one for those on the PSFA email mailing list (containing names and email addresses only). **Liz** to liase with **Pete** to organise email to distribution list. **Jenny** to help with updating email list once responses are collated.

Date of next meeting: Tuesday 12th June 7.30pm in the library