



# THE ECCLESBOURNE SCHOOL

PARENTS, STAFF & FRIENDS ASSOCIATION

Registered Charity No: 1047233

Chair: Jacqui Davis

Secretary: Liz Page

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INVESTOR IN PEOPLE



## Minutes of PSFA Meeting on Tuesday 6<sup>th</sup> November, 2018

**1. Present:** Tanya Spilsbury, Gail Mann, Jane Arnold, Emma Smith, Lisa Kamen, Miranda Mills, Jenny Price, Martin Boyce, Kathryn Chapman, Pete Heath.

**Apologies:** Jacqui Davis, Clarissa Ourabi, Liz Page, Natalie Hickman, Sandy Cawley, Satwant Panesar.

**2. Previous Minutes:** October's minutes accepted.

### 3. Matters Arising:

**3.1: 2019 Ball** – Pride Park, Saturday 23<sup>rd</sup> March. A letter has been sent out via parent pay. Names, payment and menu choice is being collected together to ease workload. 8 tables sold so far.

**3.2: Xmas night out** – Friday the 14<sup>th</sup> of December at the White Hart, Duffield. Email confirmation to Jacqui if interested, £10 deposit to Clarissa.

**3.3: PSFA / Foundation Merger** - Ongoing.

**3.4: PSFA email situation** – Pete to investigate mail chimp as an alternative to Gmail.

### 4. Treasurer's Report:

Current situation -	Cash in bank:	£5,205.62
	Cash in hand:	£101.80
	Stock:	£317.60

Bids Paid -	Training for Anti-bullying ambassadors	£220.00
	Music merit ties	£300.00
	Chelsea's Choice	£537.50

Tanya contributed a £50 cheque on behalf of Ocado. They will donate a percentage of online grocery shopping to the PSFA via EasyFundraising.com, but only for first time customers. Tanya emailed Ocado and asked why it wasn't available for returning customers, Ocado sent a cheque for £50.

## 5. Review of past events:

**5.1: Year 13 parents evening** - £72 profit from the 50:50 raffle.

**5.2: Quiz and Chips** – A successful evening and a record profit of £2,785.41 was made. There were 4 more tables than last time with 27 extra people. Tables collected their own fish and chips this time, which worked very well. The use of 4-pint jugs for beer reduced trips to the bar.

The table allocation was an issue. There is currently no way of confirming the true order that the forms are received. Forms are going via children to both the new reception (as requested), and the PSFA box in the old reception. The tables are also allocated from the front backwards. Some people were upset as they were at the back of the hall when they had sent the form in on the first day, and others didn't get a table at all despite sending their form in in time. It was proposed that using Box Office to buy tables (currently used for performance tickets) would solve this. **Clarissa** to check the feasibility of this. Any cost incurred could be added onto the ticket price. The PSFA box could also be moved to the new reception.

Roger is willing to do the next quiz. A provisional date is now Friday 5<sup>th</sup> April to avoid clashing with the ball. **Tanya** to email Roger and check his availability for the 5<sup>th</sup>.

## 6. Bids:

None received.

## 7. Future Events:

**7.1 Year 7 Parents Evening – Tuesday 13<sup>th</sup> November.**

4.30 – 5.45pm

**Kathryn Chapman + Tanya**

5.45 – 7.00pm

**Emma Smith + 1**

**7.2 Year 7 Parents Evening – Monday 19<sup>th</sup> November.**

4.30 – 5.45pm

**Kathryn + Liz Page.**

5.45 – 7.00pm

**Gail Mann + Jenny Price**

**7.3 Year 12 Parents evening – Wednesday 28<sup>th</sup> November.**

4.30 – 5.45pm

**+2**

5.45 – 7.00pm

**Gail Mann + Jane Arnold**

**7.4: House Plays – Thursday 6<sup>th</sup> December, Main Hall.**

Bar required for interval, mainly soft drinks. **Clarissa** to check if there will be an interval half way through (8.15pm?) or after all 4 plays. **Liz** to request for volunteers.

Bar set up at 3pm/start? - **2.**

Interval – **Pete, Tanya, Kathryn, Jenny + 1**

**7.5: Christmas Concert – Wednesday 19<sup>th</sup> December 7.30pm.**

Bar required for before and interval. **Liz** to request for volunteers.

Bar set up at 3pm/6.30pm? - **2**

Bar from 7pm - **3**

Interval - **Pete + 3**

**8. AOB:** None

**Next meeting:** Christmas meal, White Hart, Duffield. Friday 14<sup>th</sup> December 7.30pm.