



# Chelmsford County High School for Girls Parents' Association

## Minutes of Meeting 15 January 2010

Present: Sara Coupe, Nicole Chapman, Julian Dutnall, Jane Peckham, Sally Robinson, Sharon Harris, Alison Cleaves, Jackie Dowles, Lyndsay Waring, Hui Fong Shen, Margot Deasy, Raymond Worley, Colin Fludgate, Tracey Talbut, Meena McNamara, Beverley Barrall, Melvyn Hodgson, Dayne Owens, Sharon Jones, Emma Stratford, Aarthi Menon

Apologies: Stuart Drake, Bev Drake, Celia Munnings-Tomes, Maria Cheek, Kala Patel, Tania Smith, Nicki Galbraith, Wendy Twinn, Funke Ojutiku, Anthea Bloom, Helen Carter

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- |  | <b>Action by/Date</b>                        |
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| <p>1. <b><u>Apologies and Acceptance of Previous Minutes</u></b><br/>Sara Coupe welcomed the new Sixth Formers, Emma Stratford and Aarthi Menon, to the meeting and Sharon Jones. Apologies were received from those noted above. The Minutes of the last meeting were accepted. Emma, Aarthi and Sharon to forward email addresses to Sally for her to update lists.</p>  | <p>Emma/ Aarthi/<br/>Sharon</p> <p>Sally</p> |
| <p>2. <b><u>School Hall Project - Lighting and Sound</u></b><br/>Dayne Owens came to update us on progress. Sound system - cabling, speakers and small sound system at front of hall all completed. New sound desk about to be installed and will be in place for Hairspray. Cabling still to be laid to the two classrooms which will link to the whiteboard. All completed within the budget c. £13k. The new lighting system will mostly be ready for Hairspray - the lighting cabling on the stage still needs to be replaced but is all within budget. An opening ceremony and PA Plaque to be discussed for a future date.</p> | <p>Dayne/Sara</p>                            |
| <p>3. <b><u>Christmas Fayre Review</u></b><br/>We made £832. For future reference, it was noted that 8 external stallholders was considered to be the right number. A date at the end of November would be preferable and 27 November was pencilled in for 2010. The Technology Dept made £370 on their stall - great</p>  |  |

result. More chocolate and alcohol were required for the tombola. Ray and Melvyn volunteered to organise this year. In summary, a great success and thanks to Alison Cleaves, Amy and Sophie who coordinated the event.

Ray/Melvyn

4. **Christmas Draw Update**

We made £3,798 which is an increase on the previous year. Mutlows Driving School have agreed to donate again in 2010. A new PA volunteer is required to coordinate the draw this year - please all give this some thought. To try and improve the return rate of tickets it was suggested that this year tickets go out week of 18 October 2010. One/two reps per class will be given responsibility to ensure tickets are given out to everyone and then these reps will chase the return of the stubbs/money.

ALL

5. **Sixth Form Interviews**

Alison Cleaves took this on at very late notice - thank you Alison - and has organised interviews for 27/28 February and 6/7 March. These will be held at the Whoosh Centre in Chelmsford and there will be 39 interviewers. Ray will help weekend 27/28 Feb and Margot afternoon of 27<sup>th</sup>. Jane/Sara volunteered to help 6/7 March. Jane and Alison to meet on 22 Feb to check on arrangements for entering building.

Alison/Ray

Margot/ Jane  
Sara

6. **Bollywood Evening 13 March 2010**

Meena updated us on arrangements. The hall can hold about 200 people seated around tables. The caterers will be providing 'sit down' starters and buffet mains and a dessert plus all crockery and linens at a cost of £13 a head. They will need access to cookers and fryers and Julian will speak to Julianne. There will be 8 to a table (originally thought 10). The DJ is Peter Knowle at a cost of £250 and Bev will be getting all drinks for the bar and hiring glasses (it could be worth speaking to Maggie to see if she has contacts). Colin/Ray/Melvyn will co-ordinate the setting up of the bar. The price per person will be £25 and a Parentmail will be drafted and sent out asap with details and ticket application. Start time will be 7.30pm. Meena will look into the Sixth Formers doing some Indian dancing during the meal. A henna tattoo table will be run by the Sixth formers at a cost of £5 a hand. Melvyn agreed to MC for the

Julian

Bev

Colin/Ray  
Melvyn

Sara

Meena

event. A raffle will be organised - tickets £1 each and Meena suggested 3 hampers as prizes. Melvyn/Celia (as class reps) and Meena to source items for hampers from their classes. Meena will arrange flowers/candles/decoration of hall. Simon French who has responsibility for sound/lighting to be informed of event and invited. Hall to be set up on evening of Friday 12 March from 3.30 pm. Volunteers to help include Sharon, Sharon Jones, Ray, Jackie, Margot, Colin. It is proposed that there be a Silent Auction and suggestions included: Flight in light aircraft over Chelmsford (Robert Talbut, Tracey's husband), possibly meal cooked at home (Maggie's husband), Beech Hut, one set of New Uniform. Indian dress would be encouraged but not at all compulsory.

Jackie  
Meena/Celia  
Melvyn

Meena

Sharon, Sharon J,  
Ray, Jackie,  
Margot, Colin

**7. Treasurer's Report**

Stuart forwarded an update. Although we are showing a negative balance, this is because it includes all our commitments, but we expect to raise more money before we have to pay out for them. The new system of the school producing a Wish List has worked really well.

On other funding issues, Colin has secured a £450 sponsorship towards the Netball trip to Malta. Colin is also assisting the Music Department by lending them several instruments.

**8. Mothers' Day Stall**

Mothers' Day is 14 March 2010. We shall set up a stall in the Hall at lunchtimes on Wednesday 10 March, Thursday 11 March and Friday 12 March. Wednesday helpers are Sara, Tracey and Ray, Thursday Sharon, Sally and Margot, and Friday Sharon Jones, Colin and Hui Fong. Julian to inform the Tech Department of date as they may want to do a stall - we shall ask for 10% to go to the PA. Any items to be sold to be put in PA cupboard. Aarthi and Emma to organise 4 Sixth Formers to help each day with gift wrapping.

Sara, Tracey, Ray  
Sharon, Sally,  
Margot  
Sharon J, Colin,  
Hui Fong  
Julian

Aarthi/Emma

**9. Donut Day**

We are keen to hold another Donut Day. However Julian reported that there are several similar events organised for this term so we will look to do this after Easter.

Sally

10. **Any Other Business**

Vineleasing – this was considered but it was felt that we would struggle to cover our costs.

Year 7 Bowling Evening – unintentionally Melvyn/Ray made £124. It was a great success and Melvyn will look into another event for the future which they would hold as a fund raiser.

Melvyn/Ray

Summer Event – Colin suggested holding a 60s/70s/80s Rock Pop evening with parents making up the band. A fish and chip supper/pie and chips was suggested. Colin to speak to Maggie for her input on the food front and to liaise with Melvyn on how this might be progressed.

Colin/Melvyn

Teas/Coffees – Sharon needs some help from Aarthi/Emma on the Sixth Form Rota for helping with teas/coffees as girls are not turning up.

Aarthi, Emma

Fashion Evening in Great Dunmow – Sara has found another boutique wanting to host an evening fashion event as Wardrobe have done before. We would get a 10% discount and 10% of proceeds would be given to the PA. Date to be organised.

Sara

Theatre Trips – Jane will look into theatre trips again. It was suggested that we could have one coach that went to two different shows giving more choice.

Jane

11. **PA Lunch**

The next proposed date is Friday 26 March at Grahams on the Green in Writtle.

12. **Next Meeting**

The next meeting will be on Friday 26 February at 1pm. Would everyone please bring contributions for the Mothers' Day Stall (chocolates, smellies etc).

Sally  
All