



Chelmsford County High School for Girls Parents' Association

Minutes of Meeting 6 May 2009

Present: Sara Coupe, Julian Dutnall, Sharon Harris, Jane Peckham, Sally Robinson, Kala Patel, Tracey Talbut, Sophie Stanger, Amy Cleaves, Colin Fludgate, Joanne Urry, Jackie Dowles, Meena McNamara, Lyndsay Waring

Apologies: Stuart Drake, Bev Drake, Sian Hurrell, Celia Munnings-Tomes, Beverley Barrall, Nicki Galbraith, Helen Carter, Maria Callaghan

- | | Action
by/Date |
|--|---------------------------|
| 1. <u>Apologies and Acceptance of last Minutes</u>
Apologies were received from those noted above and the Minutes of the previous meeting approved. Jane believes she has now received the final amount of £1000 relating to the Ball so Stuart will be able to finalise the amount made. The PA paying the subscription for The Times newspaper has been actioned and the New Parent Information Pack is being organised by Janice Gilroy to whom we will provide a PA Calendar for 2009/10. | Stuart

Sara |
| 2. <u>Treasurer's Report</u>
In his absence Stuart provided us with the current cash flow situation. Although there is currently c.£30k in the bank, once all commitments have been fulfilled there remains an amount of c.£1.5k. Julian reported that he has come across an account with PA funds of £1.3k. In reviewing the PA commitments, Julian has ascertained that all items have been bought, except for £100 for Reprographics, but that none have been invoiced to the PA. Therefore we need to have a completely new system for processing such expenditure and Julian to liaise with Stuart. | Julian/Stuart |
| 3. <u>PA Calendar 2009/2010</u>
The Calendar of Events which is to be included in the New Parents' Pack given out on 23 June 2009 will show the following dates: | |

PA AGM - 14 October 2009
Family Quiz Night - Saturday 17 October 2009
Bollywood Evening - provisionally Saturday 27
 February 2010
Mothers' Day Stall - March 2010
Family Quiz - Saturday 24 April 2010
Disco Years 7, 8 and 9 - Friday 2 July

4. **Theatre Trips**
 Mamma Mia has been cancelled due to insufficient uptake. We will try again in the Autumn Term. Sophie and Amy provided suggestions from the Sixth Formers for events they would be keen to see: X Factor Live, Britain's Got Talent, Strictly Come Dancing, Mamma Mia. Other suggestions were Chessington/Thorpe Park and Peter Pan Wrist ?? Bands. Jane will invite her contact from Elite to our next meeting to discuss further. Jane

5. **Parent/Staff Choir/Music Group**
 Colin has prepared a parentmail for Sara to review. This could be included in New Parent Pack. Colin/Sara

6. **Disco 3 July 2009-05-11**
 Kala is organising and tickets will go on sale 4 weeks before event. Joanne and two friends volunteered to help with refreshments, which Kala is organising via Tesco. Jane will organise Glow-sticks to sell. Kala
 Joanne
 Jane

7. **Bollywood Evening**
 Everyone was keen to hold this event, but with very little time available to organise for June 2009, it was agreed to move the Bollywood event to the Spring term 2010. The provisional date is Saturday 27 February 2010. Nearer the time Meena to speak to the Drama Dept/Simon French (technician) re lighting for the hall. An annual Alcohol Licence to be organised in September 2009 to cover all events. Meena

8. **Christmas Fair**
 The Sixth Formers are still keen to hold a Christmas Fair but asked if the PA would take overall responsibility for it, as they are concerned about the time and effort it would take to organise. However, the PA felt unable to do this. Amy/Sophie may still organise something on a smaller scale. Amy/Sophie

9. **MacMillan Coffee Afternoon 25 September 2009**
To be brought forward to our next meeting and Jane to email Julian to check hall availability 3pm – 4pm. Jane
10. **CCHS Newsletter**
Sara to provide update to Janice. Sara
11. **Christmas Draw Prizes**
Everyone to provide Jackie with any contacts whom they think may like to donate prizes for the draw. All
Jackie has drafted a letter for Sara/school to review. Jackie/Sara
Jackie also suggested we sell advertising space on the tickets and we need to check with Nicole if this is possible. Jackie to liaise with Stuart re costs of printing tickets.
12. **Donut Day**
There have been several Cake Days recently and we shall look to do Donut Day in September. Sally to get costings and to liaise with Julian/Dr Graham who co-ordinates dates for such events. Sally
13. **Benches for Sports Viewing**
Colin has researched and found sturdy benches at £150 via 'The Gardening Club' and he would propose purchasing four. Sara believes a CCHS pupil's family owns a garden centre and will try to obtain a contact to see if they can better this deal. Colin also identified the need for a 'dugout' for keeping the girls kit dry when outside. Colin to liaise with the PE Department to suggest they request these items from the PA. Sara
Colin
14. **PA Get Together - Lunch Friday 22 May 2009**
Lunch will be 12.30pm at the Blue Bridge in Writtle. Will everyone please email Sally to let her know if you can make it and we'll book a table. All
15. **Tea/Coffee Rota/Any Other Business**
The meeting closed before these items were discussed.
16. **Date of Next Meeting**
The next meeting will be Wednesday 17 June at 1pm. Sally