



Chelmsford County High School for Girls Parents' Association

Minutes of Meeting 6th November 2009

Present: Sara Coupe, Nicole Chapman, Julian Dutnall, , Jane Peckham, Sally Robinson, Stuart Drake, Maggie Keeble, Sharon Harris, Amy Cleaves, Alison Cleaves, Sophie Stanger, Nicki Galbraith, Joanne Urry, Jackie Dowles, Lyndsy Waring, Hui Fong Shen, Caroline Dollery, Margot Deasy, Raymond Worley, Colin Fludgate

Apologies: Tracey Talbut, Bev Drake, , Meena McNamara, Celia Munnings-Tomes, Beverley Barrall, Melvyn Hodgson, Maria Cheek, Claire Oldroyd, Kala Patel

Action by/Date

1. **Apologies and Acceptance of Previous Minutes**

Sara Coupe welcomed everyone to the meeting
Apologies were received from those noted above.
Previous minutes and those of AGM were accepted.

2. **Sixth Form Interviews**

Mrs Chapman reminded everybody of the need to sign in at reception and wear a visitor badge/sticker at all times when walking around the building as all students have been told to alert a member of staff immediately if they see someone without a staff or visitor badge. The 6th form Mock University Interviews have been scheduled for the weekends of 27/28 Feb and 6/7 March 2010 and Mrs Chapman asked if anyone would volunteer to take on the task of organising the interviews - Alison Cleaves offered to take on the task for 2010 and Sara Coupe offered to consider the role for 2011 onwards when she has relinquished the role of PA chair. Thank you to both.

NC/AC/SC

3. **Hall Project Update**

Mrs Chapman advised that the order can not be placed for this project until a 3rd quote has been received and this is actively being chased. Stuart Drake advised that he is still awaiting figures from the school as to the amount of money they would normally receive from the sale of concert tickets.

NC/SD

Mrs Chapman left the meeting at this point.

4. **Christmas Fayre Update 12th December 12-3pm**
 Sophie Stanger advised there are now 17 stalls being manned by either staff or students. PA will man the following - chocolates & drinks tombola(SC/JP), hot drinks including mulled wine(SH/LW), entrance gate(RW) (entry 50p per adult), soup stall(MK), Xmas Draw(JD/JU). Stuart to provide floats for all PA stalls. Sophie to send out Parentmail advising Fayre details and asking for donations of chocolates & drinks. RW advised licence has now been received covering the Xmas concerts & Fayre. Currently 7 stalls run by businesses who have been charged £15 (student stalls are £10). Sophie to provide SC with wording for outside banner by 11th Nov which will be £176 with reusable dates for subsequent years.
 JP to provide Father Christmas costume for Mr Owens. Colin Fludgate and PA choir to provide live music. Xmas Draw to be held at 2.30pm. Set up is from 9am. SC thanked SS,AC and AC senior for all their hard work in organising this event. ALL named
5. **Christmas Draw Update**
 JD advised £837 received so far. Julian will push further ticket sales at school. JP will liaise with Angela Martin (librarian) to collect further monies and will return the sales details via Angela to Georgina Dowles in 8H. Jackie to update Julian weekly with sales details JP/AM
 JD
6. **Wish List Update**
 Julian advised that it is very difficult getting exact model numbers etc from staff in order that Ray can provide accurate pricing. However, small savings have already been made on equipment purchased and JD will continue to liase with RW on this matter to achieve future savings. JD/RW
7. **Any Other Business**
PA E Mail Account – Nikki Galbraith and Margot Deasy will now clear and redirect e mails on a weekly basis. NG/MD
 Julian Dutnall thanked **Sophie Stanger and Amy Cleaves** for their contribution to the PA as this will be their last meeting
 Colin Fludgate confirmed the **PA Choir** will be performing at both Xmas concerts and the Fayre. The choir is now 30+ strong!
PA Xmas Lunch –Jackie Dowles to book The Lion Inn at Boreham for 12pm 4th Dec JD
 Jackie Dowles advised she may be able to obtain a

Martin Johnson signed shirt for auction

8. **Next Meeting**

The next meeting is to be held on Friday 15th January at JD
1pm (in a larger room if possible!).