

# CCHS Parents' Association

Working to Support  
**Chelmsford County High School  
for Girls**

A Grammar School with Academy Status

Reports & Accounts for the year ended  
31<sup>st</sup> August 2019

Charity Registration Number	287962
Contact Name and address	Niki Sutton (Treasurer) Chelmsford County High School for Girls Broomfield Road Chelmsford Essex CM1 1RW

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registered in England and Wales (company number 07445392).  
Registered Office: Broomfield Road, Chelmsford, Essex, CM1 1RW

## **Status and administration**

### **Name**

The name of the Charity is the "Chelmsford County High School Parents' Association ".

### **Address**

The principal office of the Charity is:

Chelmsford County High School for Girls, Broomfield Rd, Chelmsford, Essex, CM1 1RW

### **Governing Document**

The Charity is governed according to its constitution, last amended 17 October 2012.

### **Trustees**

**PRESIDENT - Mr Stephen Lawlor (Headmaster) - appointed 1st September 2019**

**Chair – Catherine Carby - appointed 13th September 2019**

**Vice Chair – Julie Martyn - appointed 13th September 2019**

**Treasurer – Niki Sutton - appointed 26th April 2019**

**Secretary - Tracy Gigov - appointed 13th September 2019**

**Resignations received from Nicole Chapman, Theresa Buckland and David King  
(all effective 31st August 2019)**

### **BANKERS:**

Barclays, 60 High Street, Maldon, Essex, CM9 5PR

### **The Objects of the Parents' Association**

The OBJECTS of the Association are the advancement of the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school (not normally provided by the Academy) and as an ancillary thereto and in furtherance of this object the Association may:

a) Foster more extended relationships between the staff, parents and others associated with the school;

and

b) Engage in activities which support the school and advance the education of the pupils attending it.

### **Association Membership**

Membership of the Association shall be open to the Parents or Guardians of any girl attending the school. Parents or Guardians shall become members when their daughter joins the school and shall cease to be members when their daughter leaves the school. All members will be entitled to vote at a General Meeting.

The members of the staff of the school shall automatically become Associate members of the Association.

### **Appointment of Officers**

The President of the Association shall be the Head or his/her Deputy.

The Management and control of the Association shall be vested in the Management Committee (referred to hereafter as the Committee). The Committee shall consist of sixteen elected members of the Association (preferably in such a way that the Junior, Middle and Senior parts of the school are represented) from whom the following officers shall be elected annually at the Annual General Meeting:

- 1) Chairman
- 2) Vice-Chairman
- 3) Hon. Treasurer
- 4) Hon. Secretary

A Governor nominated by the Governing body, the Headmaster and two teachers nominated by the staff shall be non-voting ex-officio members of the Committee.

New Trustees will be given copies of the Association's governing document, most recent accounts and the Charity Commission's guidance: 'The Essential Trustee'.

### **Public Benefit**

The Trustees have had due regard to guidance published by the Charity Commission on public benefit when carrying out the activities of the charity during the year.

## **The Role of the Parents' Association**

### **Introduction**

All parents of CCHS students are automatically members of the Parents' Association, which exists to enable parents to participate in the community of the school and contribute to its success. As you might expect, fundraising is a major objective of the PA to provide the girls with extra materials and facilities which are no longer routinely provided from central funding.

But the PA is not just about raising money. We bring parents together through the various social events we organise or support, like the Xmas Fayre and concerts, promoting informal contact with teaching staff and we try to foster a welcoming atmosphere at school.

Examples of events the PA have chosen to organise or be involved in:

Providing refreshments for staff and parents at each of the Parents' Evenings;

The Wish List Lottery, a monthly in-house lottery scheme;

Second Hand Uniform Sales and Clothes Recycling Scheme ;

Xmas Fayre;

An Annual Prize Draw;

Refreshments for the open evenings and new starters afternoon;

Grammaticus Choir Concert;

Refreshments for the Christmas concerts and school productions;

Donut Days;

Providing refreshments for the annual 6th form festival;

Stalls for Mother's Day.

The PA committee is comprised of parents, teachers and governors who meet regularly to plan the various events. We are keen to encourage many more parents to join us, but understand that some parents can only give a couple of hours in a year to help.

## CHELMSFORD COUNTY HIGH SCHOOL

### PARENTS' ASSOCIATION ANNUAL GENERAL MEETING

#### CHAIRMAN'S REPORT

Theresa Buckland, Sarah Steel and Alison White have advised that they have stepped down as Chair, Vice-Chair and Secretary respectively. The PA would like to formally thank Theresa, Sarah and Alison for their hard work and contribution to the efforts of the PA. Catherine Carby has taken over as Chair, Julie Martyn as Vice-Chair and Tracy Gigov as Secretary. We wish them great success in their new positions. A lot of new parents came to the committee meeting in September and we hope that new volunteers will join the PA. We welcome fresh ideas and of course, more resources.

The PA have raised £24,442 which I am pleased to report is quite a bit more than last year when it raised just over £21,000. Most events contributed more than the previous year. We were not able to raise any money through fund-matching this year and income was also reduced by not hosting the Grammaticus Choir but we are pleased to say they will be back this year. Additional funds were raised by a £1 ticket subsidy to help finance all the new equipment in the hall. The challenge for the PA is to find new revenue streams to boost funds while continuing to promote and develop old favourites like the Xmas Fayre.

The PA principally exists to support the school by holding events which help to foster parental involvement and raise funds for much needed additional items for the benefit of the pupils of the school. The following is a summary of some of our key efforts:

#### **PA Events (from September 2018 to date)**

**Christmas Draw** – some fantastic prizes were offered this year. This was our best fundraiser generating over £3,800, £1,300 more than last year. A big thanks are due to the Senior Prefects who made a concerted effort to promote the Draw and helped to boost ticket sales considerably. Many thanks especially to Mr Mutlow for once again generously donating the star prize.

**Wishlist Lottery** - ongoing monthly lottery. Another great fundraiser, run single-handedly by Mr Tony Liversedge who deserves our heartfelt gratitude for all his hard work and dedication. Once again this has been a valuable contributor to our fundraising efforts with over £3,700 raised, slightly down on last year (£3,910).

**Xmas Fayre** – this was again very successful raising almost £3,500 a modest increase in profits over last year's event. Hopefully we will be able to build on this success in the years to come.

**Second Hand Uniform** – Sales of second hand uniforms have again proved very popular with a record £2,100 raised for the PA.

**Refreshments** - the PA continue to generate a steady income through the year from serving refreshments at concerts, productions, open and parent evenings. This activity raised £1800 last year and hopefully contributed to everyone's enjoyment of various events.

## **CHAIRMAN'S REPORT continued**

**Clothes Recycling** – one of the simplest and most consistent revenue streams we have, it continues to be very successful with over £1,400 raised.

**Easyfundraising** - this has gone from strength to strength raising over £1300 this year against £770 the previous year. We are continuing to promote this as much as we can and have also just registered with Amazonsmile.

### **Financial Review**

#### **Reserves Policy**

The Parents Association has few long term commitments and therefore requires only limited reserves.

It is the Policy of the Parents Association that we should:

i) have a reserve of £5,000

In line with policy the PA has funded the maximum number/value of items requested by the school. This year we have spent over £14,800 on a variety of items across many different school departments. For a detailed breakdown of the items funded by the PA see Note 6 on Page 11.

Reserves at the year end totalled £18,992.46. There are therefore excess funds to spend.

#### **Future Events**

The PA intend to continue to organise all of the events that have proved so popular in the past and where possible to find additional events to stage. These will include big events such as the Xmas Draw and Fayre but also smaller events such as Donut Days and Mother's Day stalls.

We hope to run a Quiz Night in the New Year to raise money and foster community relations. This is an event that we have not run for a number of years and would be very grateful for support from parents and staff to allow us to run more successful events.

We are working hard to improve communications from the PA and appreciate the school's support in this regard.

It is hoped that in future the PA will be able to encourage more parents who work for companies which support Charitable Fund Matching to assist us in our efforts to raise money for the school.

#### **Thanks**

Finally, my thanks to all who have contributed to the success of the PA:

- \* the school staff particularly those in the offices;
- \* the teachers of the school;
- \* the caretakers for helping us to set up for events etc;
- \* all members of the PA.
- \* Jackie Patient, our independent examiner, who very kindly provides her invaluable services on an entirely voluntary basis;
- \* The senior prefects who help raise awareness among the girls whenever the PA is staging an event the girls may wish to attend or contribute to.

Thank you for coming to the AGM. Hopefully, we will enjoy another successful year.

**Catherine Carby**  
Chair - CCHS PA  
**23 October 2019**

**Independent Examiner's Report to the Trustees of the  
Chelmsford County High School Parents Association**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 August 2019, which are set out on pages 8 to 11.

**Responsibilities and basis of report**

As the charity's trustees you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ("the Act").

I report in respect of my examination of the charity's accounts carried out under section 145 of the Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent Examiner's Statement**

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the charity as required by section 130 of the Act; or
2. the accounts do not accord with those records

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

**Jackie Patient FCA**  
146 New London Road  
Chelmsford  
Essex  
CM2 0AW

**24th October 2019**

**SUMMARY OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31 August 2019**

	Note	2019 £	2018 £
<b>Receipts</b>			
Fundraising	1	24,062.84	21,175.75
Donations	2	380.00	145.00
Investment income	3	-	-
<b>Total Receipts</b>		<b>24,442.84</b>	<b>21,320.75</b>
<b>Payments</b>			
Fundraising	1	790.52	1,193.55
Charitable Activities	4	14,804.78	23,085.14
Other expenses	5	651.86	1,008.05
<b>Total payments</b>		<b>16,247.16</b>	<b>25,286.74</b>
<b>Net receipts/(payments)</b>		<b>8,195.68</b>	<b>(3,965.99)</b>
Cash balances B/Fwd from Prior Year		10,796.78	14,762.77
<b>Cash Balances C/Fwd to Next Year</b>		<b>£18,992.46</b>	<b>£10,796.78</b>

**STATEMENT OF ASSETS AND LIABILITIES**

<b>Cash Funds</b>			
Barclays Current Account PA Fund		18,992.23	10,796.55
Petty Cash		0.23	0.23
		<b>£18,992.46</b>	<b>£10,796.78</b>

Approved by the Trustees on 23 October 2019 and signed on their behalf by:

**Catherine Carby**

Chairman

**Niki Sutton**

Treasurer

## Notes to Receipts and Payments Account

1	Fundraising Activities	2019		2019	2018
		Receipts £	Payments £	Net £	Net £
	2nd Hand Uniform	2,102.00	-	2,102.00	1,487.00
	Wish List Lottery	3,720.00	-	3,720.00	3,910.00
	Commission – Easyfundraising	1,307.90	-	1,307.90	770.62
	Clothes Recycling	1,406.47	-	1,406.47	1,278.57
	Concerts*	1,045.12	33.00	1,012.12	455.40
	School Productions	898.80	48.50	850.30	699.90
	Disco	711.00	210.00	501.00	85.00
	Doughnut days	934.59	403.50	531.09	684.10
	Fund Matching	-	-	-	1,000.00
	Mother's Day	730.36	-	730.36	761.00
	New Parents/Meet Tutor	-	-	-	50.00
	Parents' Evenings	288.20	-	288.20	494.96
	Open Evenings	501.00	-	501.00	570.60
	Productions Ticket Subsidy	1,288.00	-	1,288.00	-
	Co-op Community Card	90.00	-	90.00	-
	Xmas Draw	3,892.00	-	3,892.00	2,584.90
	Xmas Fayre	3,572.29	95.52	3,476.77	3,385.56
	Ballet Draw	349.00	-	349.00	-
	Sixth Form Festival	398.50	-	398.50	346.15
	Non Uniform Day	827.61	-	827.61	812.44
	Grammaticus Choir	-	-	-	606.00
	<b>Total Fundraising Activities</b>	<b>£24,062.84</b>	<b>£790.52</b>	<b>£23,272.32</b>	<b>£19,982.20</b>
2	<b>Donations</b>				
	Personal Donations	140			-
	Charities Trust	240			145.00
		<b>£380.00</b>			<b>£145.00</b>
3	<b>Investment Income</b>				
	Bank Interest	-			-

\*Please note 2018 only included the Christmas Concert

**Notes to Receipts and Payments Account (cont'd)**

	<b>2019</b> £	<b>2018</b> £
<b>4 Grants Payable in furtherance of the Charity's objects</b>		
School Prizes	3,000.00	2,978.25
School Wish List (Note 6)	11,346.78	19,648.89
Newspapers for Library	208.00	208.00
Sixth form Festival donation	250.00	250.00
Total Grants Paid	<b>£14,804.78</b>	<b>£23,085.14</b>
Total payments in respect of charitable activities	<u><b>£14,804.78</b></u>	<u><b>£23,085.14</b></u>
<b>5 Expenses</b>		
Gifts	72.99	39.75
PTA Insurance	122.00	122.00
PA Cupboard Stock	407.89	790.89
Lottery License	20.00	20.00
General Admin	-	15.00
Parentpay Transaction Charges	28.98	20.41
	<u><b>£651.86</b></u>	<u><b>£1,008.05</b></u>

**6 Wishlist Purchases in the year 1/9/18-31/8/19**

	£	
Digital mixing console for Hall	6,231.38	
Touch screen monitors for Hall	539.64	
Lights and scaffolding for Hall	2,292.58	
Digital theatre subscription	800.00	
Donation to Dance Show	500.00	
Donation to Oliver Production	500.00	
Music i-Pad	260.00	
Perspex display board	116.94	
Chemistry equipment	106.24	
<b>Total Paid</b>	<b>£11,346.78</b>	
Newspapers for Library	208.00	Recurring item
Speech Day Prizes	3,000.00	Recurring item
Donation to Sixth Form Event	250.00	Recurring item
<b>Total Paid</b>	<b>£3,458.00</b>	
<b>Overall Total Paid</b>	<b>£14,804.78</b>	