

CCHS Parents' Association

Working to Support
Chelmsford County High School
for Girls

A Grammar School with Academy Status

Reports & Accounts for the year ended
31st August 2017

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

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CCHS is an exempt charity and a company limited by guarantee,
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 - Mrs Nicole Chapman (Headmistress)

Chairman – Joanne Dennis

Vice Chair – Sarah Steel

Treasurer – David King

Secretary – Alison Maguire

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 Local Education Authority) 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 Headmistress or 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 Headmistress 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 Quiz Nights 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 organize 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 ;

Christmas Bazaar;

An Annual Prize Draw;

Refreshments for the open evenings and new starters afternoon;

Mock Interviews for 6th form students;

Grammaticus Choir Concert;

Refreshments for the Christmas concerts.

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

Joanne Dennis has advised that she intends to step down as Chairman with effect the AGM and it is hoped that one of the existing PA Committee or a new member will volunteer to take over. The PA would like to formally thank Joanne for all her hard work and dedication during her time as Chairman. Theresa Buckland has volunteered to shadow the Treasurer for the upcoming year with a view to taking over as Treasurer in September 2018. The PA is now functioning smoothly and it is hoped that further new volunteers will join the committee in September.

We have been fortunate this year to benefit from a very generous donation from the CoOp of in excess of £3,700 which has helped to disguise a continuing disappointing decline in the general level of support from parents. This has resulted in a costly cancellation of the Ball due to lack of ticket sales and declines of 29% and 22% respectively in support for the Xmas Draw and the Wishlist Lottery. The decline in uptake for the Wishlist Lottery is especially disappointing since it provides recurring revenue for the duration of the pupils' stay at CCHS. It is to be hoped that the changes agreed with the school to the manner in which the Lottery is promoted will help to reverse this trend.

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 October 2016 to date)

Christmas Draw – some fantastic prizes this year and a very important fundraiser for us generating over £1,800, albeit down from over £2,500 last year (see comment above). Many thanks especially to Mr Mutlow for once again generously denoting the star prize.

Wishlist Lottery - ongoing monthly lottery. This is 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 £3,000 raised.

Clothes Recycling – this really is one of the simplest revenue streams we have and it continues to be very successful with almost £1,200 raised.

Annual Ball – despite our best efforts to promote this event we were forced into a costly cancellation due to lack of interest from the parents. This is a real shame because fundraising has always been of secondary importance to simply having an enjoyable evening and the establishment and building of goodwill towards the other fundraising efforts of the PA.

Xmas Fayre – the increase in PA Committee numbers allowed us to reintroduce the Xmas Fayre this year which was a great success for this Committee's first attempt. The event raised in excess of £3,200 and we feel that with the experience gained this year together with a concerted effort to promote the event to the youngest girls and via social media that we can build on this and increase the level of funds raised next year.

Grammaticus Choir – a fantastic evening and a wonderful fundraiser for the PA saw in excess of £1,000 raised. Many thanks to all those who took part and to the generosity of those present.

Disco – a really fun event for the younger girls and boys from KEGS hosted this year by CCHS saw us raise over £1,000. A big thanks to all those who helped in the organisation or who attended to make it such a success

Quiz Night – the Quiz night always proves popular and this year's event was no exception raising almost £700.

CHAIRMAN'S REPORT continued

Sixth Form Practice Interviews - many thanks to all the volunteer interviewers for providing this valuable service for girls in Year 13 who are applying for university.

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 £3,000 available to the school at short notice in the event of it calling for it.

In line with policy the PA have run down our bank account and funded the maximum number/value of items requested by the school. This year we have spent almost £18,000 and have committed to a further £8,000 to improve facilities for the 6th form students. We anticipate this will be invoiced early in the Autumn term and will appear in next year's accounts. For a detailed breakdown of the items funded by the PA see Note 7 on Page 11.

Reserves at the year end totalled £14,762.77

Future Events

The PA intend to continue to organize all of the events that have proved so popular in the past and where possible to find additional events to stage. These will include;

Quiz Night - for adults and children.

Christmas Fayre.

Mother's Day Stalls.

Doughnut Days.

Fund Matching

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;

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

Joanne Dennis
Chair
CCHS PA
October 2017

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

I report on the accounts of the Parents Association for the year ended 31 August 2017, which are set out on pages 8 to 11.

Respective responsibilities of trustees and examiner:

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- state whether particular matters have come to my attention.

Basis of Independent Examiner's Report

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

Independent Examiner's Statement

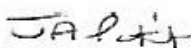
In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect, the requirements:

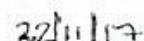
- to keep accounting records in accordance with section 130 of the 2011 Act; and
- to prepare accounts which accord with the accounting records and comply with the accounting requirements of the 2011 Act

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.


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


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**SUMMARY OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 August 2017**


	Note	2017 £	2016 £
Receipts			
Fundraising	1	20,975.05	24,498.64
Donations	2	4,090.10	262.69
Investment income	3	-	-
Total Receipts		25,065.15	24,761.33
Payments			
Fundraising	1	1,662.60	7,428.21
Charitable Activities	4&5	17,870.08	18,545.01
Other expenses	6	629.04	507.38
Total payments		20,161.72	26,480.60
Net payments over receipts		4,903.43	(1,719.27)
Cash balances B/Fwd from Prior Year		9,859.34	11,578.61
Cash Balances C/Fwd to Next Year		£14,762.77	£9,859.34


STATEMENT OF ASSETS AND LIABILITIES

Cash Funds

Barclays Current Account PA Fund	14,762.54	9,859.11
Petty Cash	0.23	0.23
	£14,762.77	£9,859.34

Approved by the Trustees on 18 October 2017 and signed on their behalf by:


Joanne Dennis
 Chairman


David King
 Treasurer

Notes to Receipts and Payments Account

1	Fundraising Activities	2017		2017	2016
		Receipts	Payments	Net	Net
	2nd Hand Uniform	1,760.25	-	1,760.25	2,178.00
	Wish List Lottery	3,150.00	-	3,150.00	4,050.00
	Commission – Easyfundraising	182.06	-	182.06	215.09
	Clothes Recycling	1,192.75	-	1,192.75	1,389.24
	Concert - Christmas	690.58	-	690.58	-
	School Productions	857.23	-	857.23	783.87
	Disco	1,228.82	210.00	1,018.82	883.62
	Doughnut days	851.82	385.00	466.82	212.21
	Fund Matching	1,000.00	-	1,000.00	2,000.00
	Mother's Day	760.00	-	760.00	1,000.31
	New Parents/Meet Tutor	-	-	-	100.00
	Parents' Evenings	309.75	-	309.75	166.81
	Open Evenings	84.50	-	84.50	487.35
	Quiz	740.00	75.00	665.00	-
	Spring Ball 2017	220.00	270.00	(50.00)	(1,000.00)
	Spring Ball 2016	-	-	-	605.50
	Xmas Draw	2,005.00	185.94	1,819.06	2,575.01
	Xmas Stalls	-	-	-	597.04
	Xmas Fayre	3,579.63	331.66	3,247.97	(25.00)
	Bluefest	400.00	205.00	195.00	-
	Non Uniform Day	790.00	-	790.00	851.38
	Gramaticus Choir	1,172.66	-	1,172.66	-
	Total Fundraising Activities	£20,975.05	£1,662.60	£19,312.45	£17,070.43
2	Donations				
	Personal Donations	145.00			102.69
	CoOp Local Charities Initiative	3,765.10			-
	Charities Trust	180.00			160.00
		<u>£4,090.10</u>			<u>£262.69</u>
3	Investment Income				
	Bank Interest	-			-

Notes to Receipts and Payments Account (cont'd)

	2017	2016
4 Activities in furtherance of the Charity's objects		
6th Form Mock Interviews	32.76	62.38
5 Grants Payable in furtherance of the Charity's objects		
School Prizes	2,936.00	3,000.00
School Wish List (note 7)	14,693.32	15,274.63
Newspapers for Library	208.00	208.00
Total Grants Paid	£17,837.32	£18,482.63
Total payments in respect of charitable activities	<u>£17,870.08</u>	<u>£18,545.01</u>
6 Expenses		
AGM Expenses (including payments in honorarium)	-	103.19
PTA Insurance	118.00	112.00
PA Cupboard Stock	460.75	158.04
Lottery License	20.00	20.00
General Admin	-	32.50
Parentpay Transaction Charges	30.29	81.65
	<u>£629.04</u>	<u>£507.38</u>

Wishlist Purchases in the year 1/9/16-31/8/17

Study carrels	2,490.00
DVD Storage Unit	230.00
Economist Subscription	125.00
Picnic Tables and Benches	2,000.00
Football Team Kit	375.17
Android Tablets for Science	538.61
Cases for Tablets	57.60
Measuring Instruments for Geography	269.88
Hall Equipment (monitors, radio mics etc)	2,600.12
Digital Camera	342.05
Heavy Duty Stapler	128.16
Measuring Instruments for Geography (2)	107.94
Electro Acoustic Guitar	250.00
Govt. and Politics Books for Library	150.44
Dining Tables	2,359.60
Picnic Tables (2)	2,150.00
Go-Pack Tables	518.75
Total Paid	£14,693.32

Newspapers for Library	208.00	Recurring item
Speech Day Prizes	2,936.00	Recurring item
Total Paid	£3,144.00	

Overall Total Paid	£17,837.32
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