

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 2020

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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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 23 October 2019

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

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 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 Mothers' Day;

Quiz Night.

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

It has really been a year of two halves, with a busy Christmas term and first half of the Spring term followed by a lot of event cancellations in the following months as a result of Covid.

The PA have raised £20,095 which is less than last year, when it raised just over £24,000, because of not being able to run the usual events such as the Mother's Day Sale in the second half of the school year. Key fundraisers like the Xmas Fayre and Wishlist Lottery earned more than recent years and income was boosted by new initiatives such as the Quiz Night, Amazonsmile and the Book Fayre. We also managed to generate additional income from fundmatching events and corporate donations from sponsoring a new banner. The challenge for the PA this year is to find ways of running some of the existing events in a Covid-friendly fashion as well as introducing new revenue streams that are less affected by Covid restrictions. Fortunately we have significant cash balances so meeting recurring commitments is not a problem.

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 2019 to date)

Wishlist Lottery - ongoing monthly lottery. Generating £4,130 (£3,720 last year). This was our best fundraiser, run single-handedly by Mr Tony Liversedge who deserves our heartfelt gratitude for all his hard work and dedication.

Xmas Fayre – this was again very successful raising almost £3,978, a good increase in profits over last year's event when it raised £3,476. Income was boosted by fundmatching.

Christmas Draw – some fantastic prizes were offered again this year. Another good fundraiser, generating £3,253. Many thanks especially to Mr Mutlow for once again

Quiz Night - this was a new addition this year and very well supported by the CCHS community. It generated £1,534, again boosted by fundmatching and is something we would like to repeat when allowed.

Second Hand Uniform – Sales of second hand uniforms last year raised £2,100 for the PA but event cancellations have reduced this to £745.

Refreshments - the PA normally generate a steady income through the year from serving refreshments at concerts, productions, open events, the sixth form festival and parent evenings. Last year this generated over £3,000 but this has dropped to £1,263 this year following event cancellations.

CHAIRMAN'S REPORT continued

Clothes Recycling – one of the simplest and most consistent revenue streams we have, it continued to raise £958 despite the school closure (£1,400 last year).

Easyfundraising and Amazonsmile- Easyfundraising income has broadly halved from £1307 to £599 so we are heavily promoting this to try and improve income. We registered with Amazonsmile which has generated £277 so far.

Book Fayre - this was a new initiative. We hosted a book and cake sale on World Book Day which raised £232. It was well received and is something we would like to repeat when possible.

Disco - the Xmas disco was very popular this year raising nearly double the previous year's profits at

Non-uniform - Only one day was held but it generated £842 in line with previous years.

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 have a reserve of £5,000.

This year we have spent almost £7,000 on a variety of items across 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 increased to £31,782. There are therefore excess funds to spend.

Future Events

We are working with the school to find ways around Covid restrictions where possible, for example moving the raffle online. Some events like the Xmas Fayre will not be possible but we are looking at new ideas such as selling Xmas Puddings to mitigate this. As part of building community we are organising a competition to design the packaging for the puddings.

More parents who work for companies which support Charitable Fund Matching have assisted us this year and this is something we would like to continue to build on.

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 Thank you for coming to the AGM. Hopefully, we will rise together to overcome the challenges presented

Catherine Carby
Chair
CCHS PA
21 October 2020

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 2020, 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

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**SUMMARY OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 August 2020**

	Note	2020 £	2019 £
Receipts			
Fundraising	1	20,095.11	24,062.84
Donations	2	1,170.98	380.00
Investment income	3	-	-
Total Receipts		21,266.09	24,442.84
Payments			
Fundraising	1	752.26	790.52
Charitable Activities	4	6,695.72	14,804.78
Other expenses	5	1,028.30	651.86
Total payments		8,476.28	16,247.16
Net receipts/(payments)		12,789.81	8,195.68
Cash balances B/Fwd from Prior Year		18,992.23	10,796.78
Cash Balances C/Fwd to Next Year		£31,782.04	£18,992.46

STATEMENT OF ASSETS AND LIABILITIES

Cash Funds			
Barclays Current Account PA Fund		31,782.04	18,992.23
Petty Cash		0.23	0.23
		£31,782.27	£18,992.46

Approved by the Trustees on 21 October 2020 and signed on their behalf by:

.....
Catherine Carby
Chairman

.....
Niki Sutton
Treasurer

Notes to Receipts and Payments Account

1	Fundraising Activities	2020		2020	2019
		Receipts	Payments	Net	Net
	2nd Hand Uniform	745.00	-	745.00	2,102.00
	Wish List Lottery	4,130.00	-	4,130.00	3,720.00
	Commission – Easyfundraising	599.53	-	599.53	1,307.90
	Clothes Recycling	958.10	-	958.10	1,406.47
	Concerts	643.05	21.00	622.05	1,012.12
	School Productions	292.14	-	292.14	850.30
	Disco	936.70	80.00	856.70	501.00
	Doughnut days	240.00	-	240.00	531.09
	Mother's Day	-	-	-	730.36
	Parents' Evenings	309.94	-	309.94	288.20
	Open Evenings	40.20	-	40.20	501.00
	Productions Ticket Subsidy	460.00	-	460.00	1,288.00
	Co-op Community Card	-	-	-	90.00
	Xmas Draw	3,253.47	-	3,253.47	3,892.00
	Xmas Fayre	4,151.31	172.79	3,978.52	3,476.77
	Ballet Draw	-	-	-	349.00
	Sixth Form Festival	-	-	-	398.50
	Non Uniform Day	842.82	-	842.82	827.61
	Quiz	1,983.06	448.37	1,534.69	-
	Amazonsmile	277.44	-	277.44	-
	Book fayre	232.35	30.10	202.25	-
	Total Fundraising Activities	£20,095.11	£752.26	£19,342.85	£23,272.32
2	Donations				
	Personal/Corporate Donations	870.98			140.00
	Charities Trust	300.00			240.00
		<u>£1,170.98</u>			<u>£380.00</u>
3	Investment Income				
	Bank Interest	-			-

Notes to Receipts and Payments Account (cont'd)

	2020	2019
	-	-
4 Grants Payable in furtherance of the Charity's objects		
School Prizes	1,000.00	3,000.00
School Wish List (Note 6)	4,647.72	11,346.78
Newspapers for Library	208.00	208.00
Digital Theatre Subscription	840.00	-
Sixth form festival donation	-	250.00
Total Grants Paid	£6,695.72	£14,804.78
Total payments in respect of charitable activities	<u>£6,695.72</u>	<u>£14,804.78</u>
5 Expenses		
Gifts	16.00	72.99
PTA Insurance	127.00	122.00
PA Cupboard Stock	441.05	407.89
Lottery License	20.00	20.00
General Admin	388.69	-
Parentpay Transaction Charges	35.56	28.98
	<u>£1,028.30</u>	<u>£651.86</u>

6 Wishlist Purchases for 2019/20

Library e-platform	620.83
Electric pianos	914.99
NCGS Conference	1,473.77
Year 11 Revision Folders	333.15
Microwave	85.99
Sleepers for veg boxes	300.00
Free school meals voucher top-up	880.00
Hamper	38.99

Total Paid £4,647.72

Senior Speech Day Prizes	1,000.00	Recurring item, normally £3,000
Digital theatre subscription	840.00	Recurring item
Newspapers for Library	208.00	Recurring item

Total Paid £2,048.00

Overall Total Paid £6,695.72

