

CCHS Parents' Association



Working to Support

Chelmsford County High School for Girls

A Grammar School with Academy Status

Minutes of AGM

Wednesday 20th October 2021, 7pm, MS Teams

Present:

Catherine Carby, Julie Martyn, Niki Sutton, Tracy Gigov, Stephen Lawlor, Emma Ledwidge, Rachel Dolan, Baishali Roy, Sarah Walsh

Apologies:

Michelle Wilkin, Sarah Burgess, Rick den Blanken, Dinesh Patel, Linh Nguyen, Sarah Dalton, Darren Lynch

Acceptance of previous minutes

The previous minutes were adopted.

Matters arising

There were no matters arising.

Chair's report

On behalf of the PA, I would like to formally welcome you all, especially parents who are new to the school and the PA, thank you for attending.

The PA was formed for “the advancement of the education of the pupils of CCHS by providing and assisting in the provision of facilities for education at the school”, which is a longwinded way of saying “to raise money”! Our role is very much a dual one – fundraising indeed, but secondly, and equally importantly, to foster relationships between parents, staff, students and the wider community.

A few examples of the many ways in which we achieve this are:

- * selling refreshments at school events like Parents evenings and concerts
- * second hand uniform sales
- * larger public events such as the Christmas Fayre, and the accompanying raffle and pudding sales

20-21 was a challenging year for us as a charity, with receipts down considerably from previous years, primarily due to the loss of our regular “face to face” fundraising opportunities. Despite this we were able to make two very large scale funding commitments using our existing reserves- £10K for protective flooring for the new Chapman Sports Hall and a further £12k for sporting and science equipment, and a

defibrillator. Our total revenue this year was just over £15K. To raise such a sum we rely on a great deal of goodwill and assistance.

We are especially indebted to:

Tony Liversedge, for the Wish List Lottery, which this year raised a staggering £4270

Jackie Patient, for auditing the accounts on a voluntary basis

PA representative prefects **Esther Brindle** and **Isabelle Keegan**

Staff and teachers of the school especially Ms Ledwidge, Ms Mulgrew, Mr Cable, the Buildings Team, and our special thanks to Mr Lawlor.

Members of the PA and Committee and all those parents who have helped this year in any capacity

A special mention to **Michelle Wilkin** and **Hazel Longbourne** for their superb effort in the previously uncharted waters of online uniform sales, no easy task.

As this is (in theory at least) my final AGM as Chair, I would like to extend my personal thanks to the dedicated and hard working Executive team: my Vice Chair Julie Martyn, Treasurer Niki Sutton and Secretary Tracy Gigov. It is my firm belief that any charity is only as successful as the people in it wish it to be. I would encourage parents of younger students to step up into elected roles. You've heard the old maxim that the human body is made from entirely new cells every 7 years, so too is the PA. Every year brings with it an end to some students' schooling, meaning parents are no longer involved in the PA. We are actively seeking to recruit new elected members for executive positions, including mine and the Secretary role so ably filled by Tracy. If this sounds like too much of a commitment, we would welcome your assistance on the committee on a casual basis.

With the return to school and the advent of the famous "new" normal we've all heard so much about, there is every reason to suspect that the PA will bounce back bigger and better than ever. Events such as the Junior disco, Christmas Fayre, raffle and concerts will go a long way to restoring our dwindling coffers and perhaps more importantly remind us that being part of the larger CCHS community is really why we do the work we do.

Upcoming events this term include:

Xmas Fayre, Saturday 27th November

Donut Day to coincide with Xmas Jumper Day, Friday 10th December,

Christmas Concerts 15/16th December

Plus Sixth Form Open night and various Parents Evenings.

Thank you for your attendance and for your continued support and commitment to excellence in the education of our young people.

Catherine Carby, Chair

Treasurer's report

Copies of the accounts for the year were circulated to the meeting. They will be made available to all parents on the PA section of the school website.

Niki raised the point that the PA would like to also fund smaller items requested by the girls, as well as larger school items. Suggestions should come from the girls via the Student Voice and School Council.

A resolution was passed to approve and sign the accounts.

Election of officers

The current officers have agreed to continue in their roles for another year.

Chair: Catherine Carby
Vice-chair: Julie Martyn
Treasurer: Niki Sutton
Secretary: Tracy Gigov (until July 2022 due to daughter leaving the school)

Election of committee members

The following agreed to stand and were accepted on to the committee:

Sarah Walsh

Special Business

Catherine proposed to make the following administrative changes to the PA constitution to update our original document and better reflect the smaller size of the committee:

Para 8: The Committee shall consist of up to 10 elected members of the Association

Para 8: No person shall be elected as Chair for more than 4 consecutive years

Para 12: The AGM shall be held in October each year

Para 14: Five members shall constitute a quorum, of whom at least two shall be officers

Para 17: A special AGM shall be convened on the written request of at least three Committee members and ten members of the Association

Para 20: One auditor shall be appointed annually

It was resolved to amend the constitution.

Any Other Business

Stephen offered his thanks and appreciation on behalf of the school, and also from the Governing Body, for all the efforts of the PA.

Date of next AGM

Wednesday 18th October 2022 at 7pm.

Date of next PA meeting

Friday 5th November 2021 at 1pm.