

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 2021

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)

Chair – Catherine Carby

Vice Chair – Julie Martyn

Treasurer – Niki Sutton

Secretary - Tracy Gigov

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 up to 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 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

As for most charities, it has been a challenge to fundraise in the normal way because of Covid. Many events had to be cancelled including large fundraisers such as the Xmas Fayre and many smaller events where we sell refreshments. However, we have successfully run some existing income streams in a different fashion to get around restrictions and introduced some new revenue streams.

In total we raised £14,782 against £20,095 last year. The Wishlist Lottery was our biggest fundraiser, earning more than the previous year and total Raffle income also increased as we moved the raffle on line and held an additional Summer Raffle in aid of the 'Build a Future' Campaign (the project for the new Sports Hall/Science Block and pool renovation). A full year of revenue from the Amazonsmile initiative helped as did the introduction of Xmas Pud sales. Another very successful initiative was moving the second-hand uniform sales on line which led to over £3,000 being generated (against £745 last year).

We gave £11,436 to the school to fund a wide range of items. Some of these were Covid related items to

make school life easier such as picnic benches, board games for form rooms, free school meal voucher top-ups, perspex screens and science goggles. Other items included a new Art Press, piano A-frame and library e-platform subscription. We still have considerable cash balances but are very pleased to report that £22,000 of these have recently been committed to the 'Build A Future' Campaign.

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 2020 to date)

Wishlist Lottery - ongoing monthly lottery. Generating £4,270 (£4,130 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.

Christmas Draw – some fantastic prizes were offered again this year. Another good fundraiser, generating £2,076 but less than last year (£3,253). A lot of hard work went into moving the raffle on line to allow it to go ahead but we could not sell tickets at our usual events.

Build A Future Raffle - We hosted a summer online raffle specifically to support the Build A Future campaign. This raised £1,807.

Quiz Night - we could not host a Quiz in person this year so we did an online version which was good from a community perspective but earned considerably less money (£165 vs £1,535).

CHAIRMAN'S REPORT continued

Second Hand Uniform – Sales of second-hand uniform at over £3,000 are at record levels following a move to online sales.

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. Before Covid this generated over £3,000 but this has dropped to £221 this year following event cancellations.

Easyfundraising and Amazonsmile- Easyfundraising income has dropped again despite promotions as more charities compete but the new registration to Amazonsmile has doubled that revenue.

Clothes Recycling – revenue has fallen, partly due to school closures and event restrictions but mainly as global wholesale rates have crashed.

Xmas Puds - this was a new initiative and was very popular raising nearly £400. We also ran a competition amongst the new year 7s to design the packaging. We are hoping to run this every year.

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 £11,436 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 £34,503. £26,580 of this is committed (£22,000 for 'Build a Future' Campaign and other smaller items for school) but we still have ample funds.

Future Events

We are currently planning a Xmas Fayre and hope over the course of the year that we will be able to hold more events that the girls enjoy, build community and raise money.

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 rise together to overcome the challenges presented and enjoy another successful year.

Catherine Carby
Chair
CCHS PA
20 October 2021

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 2021, 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
.....

**SUMMARY OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 August 2021**

	Note	2021 £	2020 £
Receipts			
Fundraising	1	14,782.64	20,095.11
Donations	2	340.00	1,170.98
Investment income	3	-	-
Total Receipts		15,122.64	21,266.09
Payments			
Fundraising	1	1,145.16	752.26
Charitable Activities	4	10,861.26	6,695.72
Other expenses	5	395.29	1,028.30
Total payments		12,401.71	8,476.28
Net receipts/(payments)		2,720.93	12,789.81
Cash balances B/Fwd from Prior Year		31,782.27	18,992.46
Cash Balances C/Fwd to Next Year		£34,503.20	£31,782.27

STATEMENT OF ASSETS AND LIABILITIES

Cash Funds			
Barclays Current Account PA Fund		34,502.97	31,782.04
Petty Cash		0.23	0.23
		£34,503.20	£31,782.27

Approved by the Trustees on 20 October 2021 and signed on their behalf by:

.....
Catherine Carby
Chairman

.....
Niki Sutton
Treasurer

Notes to Receipts and Payments Account

	2021		2021	2020
	Receipts	Payments	Net	Net
1 Fundraising Activities				
2nd Hand Uniform	3,022.00	-	3,022.00	745.00
Wish List Lottery	4,270.00	-	4,270.00	4,130.00
Commission – Easyfundraising	486.05	-	486.05	599.53
Clothes Recycling	551.75	-	551.75	958.10
Concerts	-	-	-	622.05
School Productions	-	-	-	292.14
Disco	-	-	-	856.70
Doughnut days	-	-	-	240.00
Parents' Evenings	-	-	-	309.94
Open Evenings	-	-	-	40.20
Productions Ticket Subsidy	-	-	-	460.00
Co-op Community Card	90.00	-	90.00	-
Xmas Draw and Summer Raffle	3,983.00	100.00	3,883.00	3,253.47
Xmas Fayre	-	-	-	3,978.52
Sixth Form Festival	221.80	-	221.80	-
Non Uniform Day	-	-	-	842.82
Quiz	285.00	120.00	165.00	1,534.69
Amazonsmile	553.04	-	553.04	277.44
Book fayre	-	-	-	202.25
Xmas Puds	1,320.00	925.16	394.84	-
Total Fundraising Activities	£14,782.64	£1,145.16	£13,637.48	19,342.85
2 Donations				
Personal/Corporate Donations	-			870.98
Charities Trust	340.00			300.00
	<u>£340.00</u>			<u>£1,170.98</u>
3 Investment Income				
Bank Interest	-			-

Notes to Receipts and Payments Account (cont'd)

	2021	2020
	-	-
4 Grants Payable in furtherance of the Charity's objects		
School Prizes	-	1,000.00
School Wish List (Note 6)	10,158.26	4,647.72
Newspapers for Library	208.00	208.00
Digital Theatre Subscription	-	840.00
Sixth form festival donation	-	-
Library e-platform subscription	£495.00	-
Total Grants Paid	£10,861.26	£6,695.72
Total payments in respect of charitable activities	<u>£10,861.26</u>	<u>£6,695.72</u>
5 Expenses		
Gifts	-	16.00
PTA Insurance	128.00	127.00
PA Cupboard Stock	103.96	441.05
Lottery License	20.00	20.00
ICO Charge	35.00	-
General Admin	31.92	388.69
Parentpay Transaction Charges	76.41	35.56
	<u>£395.29</u>	<u>£1,028.30</u>

6 Wishlist Purchases for 2020/21

Picnic Tables	3,796.00	
Free school meals voucher top-up	2,207.00	
Art Press and accessories	1,880.98	
Board games for form rooms	1,426.46	
Science goggles/overspecs and storage boxes	606.07	
Piano A-frame	395.00	
Screens for Music practice rooms	321.75	
Wipe-clean keyboard covers	100.00	
Total Paid	£10,733.26	
Library e-platform subscription	495.00	Recurring Item
Newspapers for Library	208.00	Recurring Item
Total Paid for Recurring Items	£703.00	
Overall Total Paid	£11,436.26	
NCGS Conference Refund	-575.00	
Net Payment to School	£10,861.26	

Notes to Accounts Year Ending 31st August 2021