

CCHS Parents' Association



Working to Support

Chelmsford County High School for Girls

A Grammar School with Academy Status

2022 AGM - Minutes -

Wednesday 19 October 2022, 7:00 PM

Apologies for Absence

- Melissa Mulgrew (CCHS)
- Rachel Dolan

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 local community.

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

- *PA led events like the Junior Disco, Winter Fayre and Mothers' Day sale
- *sales of items like puddings, cookbooks and CCHS branded articles, and second hand uniform
- *running refreshments stalls at school events eg. concerts

Following a challenging academic year in 20/21, with receipts down considerably due to Covid restrictions, we have bounced back with aplomb, raising a record breaking total of £30,479. This

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is largely due to increased revenues from in-person events such as the Winter Fayre (£6287) and the now infamous Junior Disco (£1750). Second Hand Uniform sales have also hugely increased in the last 2 years, (raising over £3000 last year) under the expert care of Michelle Wilkin and Hazel Longbourne, so our special thanks to them. Full details of all our fundraising ventures are included in the accounts which you should all have had via email.

Raising this not inconsiderable sum each year relies on the hard work and dedication of many people. We are especially indebted to:

Tony Liversedge, for the Wish List Lottery, which this year raised a staggering £4300

Jackie Patient, for auditing the accounts on a voluntary basis

PA representative prefects Victoria and Milly

Staff and teachers of the school especially Ms Mulgrew, Mr Cable, the Buildings Team led by Richard Free, 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

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 Baishali Roy for their sterling work this year. I will be away for much of this term and as such am doubly indebted to Julie, who will not only be running the Winter Fayre, but also deputising for me when I am unable to attend and chair meetings.

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 become actively involved on your PA executive. If this sounds like too much of a commitment, we would welcome your assistance on the committee on a casual basis. Every academic year end means the loss of some parents who are actively involved in the PA, and the loss of their time and energy needs to be replaced. Events such as the Junior disco, Winter Fayre, raffle and concerts remind us that being part of the larger CCHS community is really why we do the work we do. With a busy term coming up, even an hour of your time would help us enormously.

Upcoming events which the PA is involved with include:

Winter Fayre, Saturday 26th November 2022

Christmas Concerts 14th/15th December 2022

Grammaticus concert 17th December 2022

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

Catherine Carby, Chair

17 October 2022.

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 Sutton said that 2021-2022 has been financially the best year of the PA. Students encouraged to send in requests for funding to be spent on
- 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

New officer agreed to stand and was accepted:

- Secretary: Berenice Kude (having taken over from Baishali Roy Chowdhury)

Election of committee members

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

- Anna Marsland
- Dinesh Patel
- Anjelika Klamp
- Alex Hitch
- Hazel Longbourne
- Darren Lynch

Special Business – constitutional amendments

At the September PA meeting the Treasurer highlighted that the 2022 accounts show we had an income above £25,000 for the first time. In accordance with the Charity Commission, charities with an income over £25,000 but under £1m can choose to have either an independent review or an audit.

However, Trustees cannot choose an independent review if the charity's "governing document" requires an audit to be carried out. To allow an independent review, the trustees need to amend the governing document (Constitution in the case of CCHS PA) to remove this provision, so that they can choose an independent review.

Clause 20 of the CCHS PA Constitution currently reads as follows:

"An auditor, not being a member of the Committee, shall be appointed annually at the Annual General Meeting to audit the accounts and books of the Association."

The committee agreed to continue with the practice of an independent review. The committee therefore agreed to seek an amendment to clause 20 at the AGM and it is proposed that clause 20 be amended to read as follows:

"An independent examiner, not being a member of the committee, shall be appointed annually at the Annual General Meeting to perform an independent review or audit of the accounts and books of the Association."

Niki Sutton, Treasurer
19 October 2022

- It was resolved to amend the constitution

Any Other Business

- Stephen Lawlor offered his thanks and appreciation on behalf of the school, and also from the Governing Body, for all the efforts of the PA.
- Privacy policy to be sent to all PA members
- Winter fair - help is needed from 4-8pm on the Friday evening prior (25th Nov) and on the day (26th Nov) from 8am until approx 3pm, actual Fayre time is 11-2.

Date of next AGM

Next AGM to take place on 18 October 2023

Date of next PA meeting

Next PA meeting now planned for Thursday, 3 November 2022 7:30 pm (online only). Meeting link to be sent out