

# CCHS Parents' Association



*Working to Support*

## Chelmsford County High School for Girls

*A Grammar School with Academy Status*

---

### **CCHS PA Meeting – MINUTES**

*(summary of what was discussed is in italics, grey font)*

**Thursday 23 February 2023 at 7:45 (virtual meeting via Zoom only)**

Topic: CCHS PA - Feb 23 Meeting  
Time: Feb 23, 2023 07:45 PM London

Join Zoom Meeting

<https://us04web.zoom.us/j/78945525514?pwd=t4QzEqZq1T2aExewYhOD9fsxa3ji4j.1>

Meeting ID: 789 4552 5514  
Passcode: wGrB6m

---

**Apologies:** Baishali, Dix, Ruth Ellis, Annarella, Parmeet, Kala Patel

#### **Previous Minutes**

*- No comments, agreed*

#### **Treasurer's Report**

*The main highlights of the latest report are:*

- Current balance of PA account is very healthy (£40k)*
- Income from events*
  - Quiz was very successful, income mainly from ticket sale. Raffle donations, sweet cones, etc also contributed to it*
  - Drinks were served over the three nights of the Little Shop of Horrors. Drink sales meant we are now on track to beat 2018 numbers. Event was financially worth doing*
  - Spring disco: so far has generated £685 in sales. More sales will come through parent pay.*
  - Various: there was also a smaller contribution from other events.*
  - Easyfundraising now reduced from previous amount*
  - Amazonsmile – scheme now closed, negative impact to PA account*
  - Adventure Island: currently at loss because all money invested in tickets. Loss expected to turn into £700 when tickets are sold*
- Expenses: continued restocking of PA cabinet*

*Net balance is of circa £8k given commitments, so very healthy amount at the moment.*

Broomfield Road, Chelmsford, CM1 1RW

**T:** (01245) 352592 **F:** (01245) 345746 **E:** office@cchs.essex.sch.uk **W:** www.cchs.co.uk

### *Admin items*

- *Fundmatching application:*
  - *need to resubmit application to Santander*
- *Bank Account Signatories Update*
  - *Catherine Carby to be other signatory*

*See full report at the bottom of this document*

### **Funding Requests**

- *No requests*

### **Sixth Form Prefects** (Hannah Bercasio and Eleanor Drage)

- Year 13 charity ball
  - *Proposal to have a charity ball similar to the one done at KEGS, in Sept/Dec, which the prefects believe raise a significant amount of money*
  - *Money to be raised for a charity, or the school PA*
  - *Costs to be investigated*
    - *Team have found a couple of potential venues*
  - *Support needed from the PA*
    - *Finding venue*
    - *Volunteers to help with the event*
  - *Open points*
    - *Need to agree event with the school*
    - *Who will hire the venue – insurance considerations if PA does that.*
    - *PA then to potentially provide support*

### **Co-operation with KEGS**

- Catherine Carby has been in touch with both KEGS PA and KEGS school itself, who are aware of our interest in liaising on events.
- KEGS also queried how Grammaticus events fundraising monies were to be divided between the schools.
- Catherine Carby's understanding is that the host school receives any monies raised.

### **Events and Fundraising initiatives**

- Quiz Night
  - Event debrief
  
- *No comments*
  
- Adventure Island (lead Sarah Dalton)
  - Sales onto Parentpay asap - cost £12, sell price £17.
  - Previous years sales: 160 wristbands
  - pre-sold tickets have been taken to form rooms to be handed out
  - Need to agree strategy to sell tickets

*Updates:*

Broomfield Road, Chelmsford, CM1 1RW

**T:** (01245) 352592 **F:** (01245) 345746 **E:** office@cchs.essex.sch.uk **W:** www.cchs.co.uk

- 76 tickets have been sold so far, with circa 60 to be sold (need to sell 30 of those to break even)
  - tickets have been taken to the form rooms to be sold
  - Sarah Dalton has asked for tickets to be put back on ParentPay for sale, at new price of £ 18 with a cut-off before Easter
- Book Sale (10<sup>th</sup> March) – lead needed
- No volunteers to lead it, question to be asked via the PA WhatsApp group tomorrow*
- Dates for the following needed (MM to follow up with school)
- Mothers Day sale (17<sup>th</sup> March)
    - *Items to be sold:*
      - *prizes from the Christmas Fair could be repackaged for this event;*
      - *Tea towels, cookbooks*
      - *Plants to be bought also to be sold (Julie?) – were sold out in 2022*
    - *Volunteers needed to help out with gifts on the Tuesday 14th 11am to 1pm (Sarah to put out a request)*
    - *Gift collection: Friday 10<sup>th</sup> March; or donation via Amazon ?*
  - Donut Day
    - *Donut Day is 23rd March (Cath to check Rachel available to lead)*
  - Spring disco
    - *Volunteers needed for Friday 24<sup>th</sup> Feb event*
- Alcohol purchases
- *School not allowed to buy alcohol*
  - *Niki to investigate with the supplier the possibility of having Easyfundraising*
  - *Agree to continue with current arrangement with school*

## **Publicising the PA**

- Discussion items from Jan meeting:
- Website to be updated – Catherine Carby and Michelle Wilkin/Hazel Longbourne to help with update re second-hand uniform
  - Niki Sutton to write something to put in newsletter

Broomfield Road, Chelmsford, CM1 1RW

**T:** (01245) 352592 **F:** (01245) 345746 **E:** office@cchs.essex.sch.uk **W:** www.cchs.co.uk

## **Admin items**

- DBS checks
  - o All in hand
  - o Catherine Carby has requested most up to date list from school
- Document storage
  - o not sorted as yet, waiting on Tony Cable assistance
  - o *No update*
- Bank mandates
  - o Niki Sutton reports only 2 signatories, awaiting electronic banking to be finalised
- bank signatories/Barclays dual signatories
- SumUp machines
  - o Awaiting new SumUp machine to replace broken one (Niki Sutton)
  - o *Issue now fixed, 3 machines available again*
- PA Email
  - o Anna Marsland to take over running PA email
  - o *Need update from Tony Cable*
- Transferring of funds raised by the PA
  - o ALL MEMBERS - FUTURE EVENTS When transferring funds raised at any PA event, please email (rather than WhatsApp) a brief financial summary/amount banked etc, to facilitate proper audit trail: **[nikisutton@yahoo.com](mailto:nikisutton@yahoo.com)**
- Distribution list
  - o Name/contact detail of new governor rep to be provided by school ?
  - o *Berenice Kude requested from Melissa Mulgrew*

## **Date of next meeting**

*Friday 21<sup>st</sup> April – 1:00 at school & virtual (TBC)*

## **AOB**

- *2<sup>nd</sup> Hand Uniform sale – circa £700 raised*
- *Hoodies*
  - o *Last time this sale took place people interested needed to opt in (was done for Year 13)*

Broomfield Road, Chelmsford, CM1 1RW

**T:** (01245) 352592 **F:** (01245) 345746 **E:** office@cchs.essex.sch.uk **W:** www.cchs.co.uk

## Treasurer's report

### Treasurer's Update 21<sup>st</sup> February 2023

The bank balance has increased to £42,406. The balance at the last meeting was £39,671. Significant income since the last meeting in January includes:

1. The Quiz was very successful generating £1206.
2. We served drinks over three nights of LSOH Production which generated £788 after licensing and alcohol costs. Now on track to beat pre-Covid records.
3. The Spring disco has generated £685 sales into the account so far and after £75 of merchandise costs funds have increased by £610. The last disco generated £2729.
4. Easyfundraising contributed another £77. This is less than we would expect so we need to keep marketing this.
5. The Clothes Bin generated £121.
6. Amazonsmile contributed £142 but unfortunately the scheme is being discontinued.
7. £1292 was generated from Adventure Island sales and we bought £1680 of tickets (140 at £12 each), hence the net loss of £388 shown below. With a sale price of £17 further sales should turn this into a profit of up to £700. Last year we sold 160 tickets in total. 99 tickets need to be sold to breakeven.
8. We have also received £45 from the Co-op scheme.

Key expenses include a PA Cupboard restock of about £120. A new SumUp machine (£28) and a waffle maker (£42) have also been purchased.

Key contributors to income are listed below:

Key Fundraisers	2022/23 To date	2021/22 annual	2020/21 annual	2019/20 annual	2018/19 annual	2017/18 annual
Winter Fayre	5593	6159	-	3978	3476	3385
Wishlist	3880	4300	4270	4130	3720	3910
2 <sup>nd</sup> Hand Uniform	971	3073	3022	745	2102	1487
Xmas Draw (excl Fayre sales)	1972	2371	2076	3432	3892	2584
Cookbook	10	1120	-	-	-	-
Mother's Day Sale		1171	-	-	730	761
BBF Raffle			1807			
Amazonsmile	266	488	553	277	-	-
Clothes Bin	121	232	551	958	1406	1278
Easyfundraising	353	618	486	599	1307	770
Xmas Puds	408	452	395	-	-	-
Sixth form Festival		564	222	-	399	346
Quiz	1206		165	1534	-	-
Parent evenings/ Productions/Concerts	2562	1363	-	1264	2651	
Disco	3339	1750	-	857	501	85
Donuts	336	586	-	240	531	
Fundmatching	204	687				

Broomfield Road, Chelmsford, CM1 1RW

T: (01245) 352592 F: (01245) 345746 E: office@cchs.essex.sch.uk W: www.cchs.co.uk

Adventure Island	(388)	800	-	-	-	-
Non-uniform		682	-	842		
Commission Hoodies		353				
<b>Net Receipts</b>	<b>20,833</b>	<b>26,769</b>	<b>13,637</b>	<b>19,342</b>	<b>23,272</b>	<b>19,982</b>

<b>Wishlist</b>		
<b>Commitments outstanding for 22/23</b>		
Hockey goals	5100	Agreed Feb 22 meeting
LSOH set contribution	1000	Agreed Jan 23 meeting
Digital audio workstation software: Music	2025	Agreed Jan 23 meeting
Electric drum kit	503	Agreed Jan 23 meeting
Wheeler's ebook platform	495	Agreed Jan 23 meeting
Sixth form furniture	13217	Agreed Jan 23 meeting
Additional chairs	2000	Agreed Jan 23 meeting
Swimming Pool Cover contribution	5000	Agreed Jan 23 meeting (c£28,000 total)
Sound System Sports Hall contribution	5000	Agreed Jan 23 meeting
<b>Total committed</b>	<b>34,340</b>	
Paint for prefects event	35	Agreed Feb 22 <b>clarify if needed</b>
Microwave	70	Approved June 22 <b>clarify if needed</b>

As total net funds currently stand at £42,406, after paying for the above commitments of £34,340 there would be c£8,066 left so we remain well-funded.

There are typically c£5,000 rolling commitments each year: £3,000 Speech Day Prizes, £495 Library e-books, £200 Newspapers, £250 Summer Festival, £971 Digital Theatre Subscription.

## Other

1. Fundmatching applications (Anna's company and Santander)
2. Bank Account Signatories Update
3. Electronic dual signatory (Julie to do)
4. Alcohol licence re spring concert
5. Hoodies
6. Mr Carter Refund cheque due
7. Lottery returns due

Broomfield Road, Chelmsford, CM1 1RW

**T:** (01245) 352592 **F:** (01245) 345746 **E:** office@cchs.essex.sch.uk **W:** www.cchs.co.uk