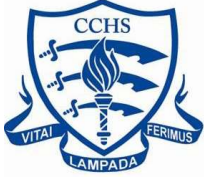


# CCHS Parents' Association



*Working to Support*

## **Chelmsford County High School for Girls**

A Grammar School with Academy Status

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### **2023 AGM Minutes (Wednesday, 18th October 2023)**

#### **Meeting purpose**

The purpose of the meeting was to formally accept the accounts for the previous year and to elect officers and the committee as well as to give an overview of activities held during the year and the ways in which funds raised have been applied for the benefit of the girls.

The current officers are:

- Chair: Catherine Carby (year 12 parent)
- Vice chair: Julie Martyn (year 12 parent)
- Treasurer: Niki Sutton (year 11 and 13 parent)
- Secretary: Berenice Kude (year 11 parent)

#### **Attendees**

- Catherine Carby; Julie Martyn ; Niki Sutton, Alex Hitch, Ruth Ellis, Karen Lees, Stephen Lawler, Darren Lynch (online); Anna Marsland (online)

#### **Apologies for Absence**

- Annarella Prime, Michelle Wilkin, Julia Maranca, Dinesh Patel, Berenice Kude, Kala Patel

#### **Previous meeting minutes ( 2022 AGM)**

Minutes approved, no issues raised.

#### **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 few years post-covid, we have bounced back extremely well, with record breaking receipts totalling £37,551, up on last year's previous record of £30,478. This is largely due to increased revenues from in-person events, such as the Winter Fayre (£5600, £6568 after matched funding) and the introduction of a second Junior Disco (raising a combined total of £4790). Second Hand Uniform

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Sales have also hugely increased in the last 2 years, (raising over £3400 this year) under the expert care of Michelle Wilkin and Hazel Longbourne, so our special thanks to them. Full details of all of our fundraising ventures are included in the accounts, which have been distributed 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 £3880
- Jackie Patient, for auditing the accounts on a voluntary basis
- PA representative prefects Hannah and Eleanor
- 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 Berenice Kude, for their sterling work this year. I will be away for the second half 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 25<sup>th</sup> November 2023, 11am-2pm
- Christmas Concerts                      evenings of 13<sup>th</sup> /14<sup>th</sup> December 2023

Next PA meeting: Thursday 2<sup>nd</sup> October 2023, 7-9pm                      Meeting + social event

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<sup>th</sup> October 2023.

### **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 reported that 2022-2023 has been financially the best year of the PA and has enabled the school to benefit from almost £40,000 of additional funding, which has been spent to fund a wide range of different items.
- Students are encouraged to identify and submit requests for funding for other potential products/projects.
- Continue to pursue potential match-funding opportunities, as this is an effective way to raise funds.
- 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.

1. Chair: Catherine Carby
2. Vice-chair: Julie Martyn
3. Treasurer: Niki Sutton
4. Secretary: Berenice Kude

## Election of committee members

The following agreed to stand and were accepted on to the committee: Anna Marsland, Ruth Ellis, Alex Hitch, Hazel Longbourne, Darren Lynch, Karen Lees

## Special Business – constitutional amendments

Currently Clause 8 in the Constitution states that:

*“Subject to the requirement that no person shall be elected as Chair for more than **four** consecutive years.”*

It was resolved to amend the constitution (Clause 8) to:

*“Subject to the requirement that no person shall be elected as Chair for more than **five** consecutive years. A Governor nominated by the governing body, the Headteacher and two teachers nominated by the staff shall be non-voting ex-officio members of the committee. Two senior prefects will represent the student body, attend the Committee meetings in a non-voting capacity, support the Association activities and liaise with the students.”*

## 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.
  - He would like to appeal for more parents to engage with the PA and encourage the next generation of members to sign up to ensure the sustainability of this group.
  - In order to attract more parents to engage with the PA, it was suggested that the next meeting would include an opportunity for people to socialise, with a cheese and wine/snacks focus.  
Date suggested: 3.11.23, 7-9pm, venue: school library.
- Winter fair – help is needed from 4-8pm on the Friday evening prior (24<sup>th</sup> Nov) and on the day (25<sup>th</sup> Nov) from 8am until approx. 3pm, actual Fayre time is 11am-2pm.

## Date of next AGM

Next AGM to take place on 16<sup>th</sup> October 2024

## Date of next PA meeting

Next PA meeting now planned for Friday, 3 November 2022 7:00pm



If you have any queries please feel free to get in touch via email at:  
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or QR code for CCHS PA Whatsapp group.