

CCHS Parents' Association



Working to Support

Chelmsford County High School for Girls

A Grammar School with Academy Status

CCHS PA Meeting – MINUTES

Friday 8th September 2023 13:00 to 14:00

Attendees

- In room: Catherine Carby, Julie Martyn, Melissa Mulgrew (CCHS staff) Michelle Wilkin Alex Hitch 3 x Sixth form PA reps Julia Maranca
- Online (*full names available where provided*): Berenice Kude, Hema Patel, Kala Patel, Hazel Longbourne, Anna Marsland, Karen Lees, Dixsha

Apologies

- Apologies (*full names available where provided*): Niki Sutton, Sarah Walsh,
- *Please can apologies in future be sent to the PA secretary (Berenice Kude) via email (berenice_kude@yahoo.co.uk), not WhatsApp group. Can full names be provided also.*

Previous Meeting Minutes

- Minutes approved, no issues raised

Treasurer's Report

- Report discussed in meeting.
- Niki is trying to reduce the Treasurer's role and hand over some of the tasks to someone else in the PA. Not a lot to do
- Email monitoring – need help doing that, ideally someone the executive committee.
- 22/23 academic year was very successful in terms of fundraising

Funding Requests

- German play for Year 9 - £450
 - funding not to be provided, to be paid by the students
- Increase to funds already committed for Sound system & screen in the Sports Hall - £5k already committed. Full cost likely to be c.£17k
 - funding committed agreed to be increased from £5k to £11k additional £6K, leaves us over £5k for rolling commitments
- Funding for ICGS conference – more expensive next year & estimated cost of £6500
 - funding not to be provided this year

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Risk Review Note 2023

- See file as provided by Niki Sutton

PA Privacy Policy

- See file as provided by Catherine Carby

Sixth Form Prefects (Hannah Bercasio and Eleanor Drage) Emily Brooks & Isabella Alder

- Comments from previous meeting (still relevant)
 - Committee asked prefects to help with Halloween disco
 - Committee also asked prefects to help at Year 7 New Parents intro evening , Thurs 21st September in case we are short of PA representatives to do a talk in each classroom just collecting completed volunteer forms, sixth form please note that the parent keeps the brochure, we only need the contact page back

Events and Fundraising initiatives

- Upcoming events (Comments from previous meeting - still relevant)
 - Year 7 parents evening –Thurs 21 Sept NB Date
 - Sarah Dalton to send out support request - done
 - PA to deliver presentation on the day?
 - Film (“Popcorn afternoon”)- Friday 29th September
 - Year 7 only event.
 - PA to offer new parents a chance to “Meet the PA”, from 5-6pm during this event, in dining hall, whilst students are in main hall, attendance from committee members and exec requested where possible. PA to provide tea, coffee, drinks and snacks as per previous Meet the PA, 2022.
 - Disco – 13th October
 - ~~PA to deliver presentation to parents about what it does while they wait for their children (8pm – 9pm) – agreed not to be done~~
 - DJ has offered a photo booth (£200) + £150, so £350 in total PA Agreed unanimously to take them up on this, ticket sale price to increase to £9 in advance and £11 on door to cover this additional expense
 - Winter fair – date set as Saturday 25th November
 - Subcommittee to be established – worked really well last year – Cath/Julie M/Alex H to head up the team
 - Email needs to be sent out soon to external stall holders – Alex to do this
 - Sub-committee to meet on 19th September NO
 - Cath to run a poll via WhatsApp
 - Date undecided for next meeting as yet

➤ ***Support to events & no-show: please let team know if you can no longer take part: This is a big problem and has caused problems at recent events.***

Publicising the PA

- Julie M to discuss with Dinesh

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Succession plans

- Comments from previous meeting (still relevant)
 - o Plans must be put in place for Catherine Carby (2024), Julie Martyn (2024), Niki Sutton and Berenice Kude (2026)
 - o The PA constitution will need amending again at the AGM to allow Cath to stand another year
 - o Needs to be discussed with potential candidates
 - o We will seek a new Treasurer in September 23 as it will take a while to handover and change signatory details etc. If anyone is interested please contact the PA.
 - o Julie to put advert in Summer Newsletter
 - o Idea to offer the chair and other key positions as job-share – this is not possible with our existing Constitution, would need an amendment at AGM to ratify this, as we currently operate with four trustees plus the Head.

Various

- PA Distribution list
 - o School to advise new governor representative -- PA to continue to liaise with school through Melissa Mulgrew
- Document storage
 - o Solution now provided by Tony Cable – Tony to explain how multiple people can access at the same time – agreed post meeting Darren Lynch to progress.
 - o Teams meeting/storage access is now available to all PA members, only requires the member to add the Authenticator app to their device
 - o Someone to take over from Cath who currently has PA Email plus Teams setup– volunteer needed
- Bank mandates
 - o In progress
- DBS checks
 - o Newer PA members needed to be DBS checked (1 DBS checked member needed per year group as per agreement with the school as per our own Risk Review document
 - o Karen Lees has agreed to be DBS checked, CC to follow this up with school
- Uniform sales for year 7
 - o orders by 24th Sept, week of 9th Oct distribution, online only event
- Christmas Pudding sale
 - o Seeking a volunteer to take this on, CC has approached Anjelika Klampe

This academic year meetings

- Always Friday 1pm, first Friday of each half term
- 3 Nov 23– online only as per request
- 12 Jan 24
- 1 Mar 24

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- 19 Apr 24
- 7 June 24
- AGM 2023 Wednesday 18th October at 7pm
- **Date not set for next Winter Fayre subcommittee meeting CC to send poll via whatsapp for preferred date**

Treasurer's Update 6th September 2023

The bank balance has decreased to £26,103 (after cheques clear - £1857 wishlist expenditure and £88 float refund). The balance at the last meeting was £44,558. The main reason for the decline in cash is wishlist expenditure of £20,336.

Significant income since the last meeting in June includes:

1. £932 from another successful second-hand uniform sale leading to a record-breaking year;
2. £811 from the popular Sixth form festival, albeit this does not include the stock costs;
3. £266 from the Cabaret concert. We generated a record £4,174 from refreshment sales (excludes costs);
4. £102 from the clothes bin;
5. £55 from Easyfundraising. This income has dropped – would be great to push it at start of school year.

This means we have raised c£29,696 – the most the PA has ever raised.

Key expenses include a PA Cupboard restock of £404 and the wishlist expenditure noted above.

Key contributors to income are listed below:

Key Fundraisers	2022/23	2021/22	2020/21	2019/20	2018/19	2017/18
Estimated	To date	annual	annual	annual	annual	annual
Winter Fayre	5593	6159	-	3978	3476	3385
Wishlist	3880	4300	4270	4130	3720	3910
2 nd Hand Uniform	3444	3073	3022	745	2102	1487
Xmas Draw (excl Fayre sales)	1972	2371	2076	3432	3892	2584
Cookbook	10	1120	-	-	-	-
Mother's Day Sale	1180	1171	-	-	730	761
BBF Raffle			1807			
Amazonsmile	566	488	553	277	-	-
Clothes Bin	223	232	551	958	1406	1278
Easyfundraising	560	618	486	599	1307	770
Xmas Puds	408	452	395	-	-	-
Sixth form Festival	811	564	222	-	399	346

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Quiz	1206		165	1534	-	-
Parent evenings/ Productions/Concerts	4174	1363	-	1264	2651	
Disco	3339	1750	-	857	501	85
Donuts	598	586	-	240	531	
Fundmatching	968	687				
Adventure Island	764	800	-	-	-	-
Non-uniform		682	-	842		
Commission Hoodies		353				
Net Receipts	29,696	26,769	13,637	19,342	23,272	19,982

Wishlist		
Commitments outstanding for 22/23		
Digital audio workstation software: Music	2025	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
Speech Day Prizes	1873	Agreed 3000 April 23. Paid £1127 (186+941) to date. Electronic payment of £1857 outstanding.
NACE Award	1595	Agreed 2095 in June 23. Paid 500.
Elevate Education	1106	Agreed 1357 in June 23. Paid 251.
	16,599	
Wishlist funded 22/23		
Speech Day Prizes	1127	Agreed 3000 April 23. Paid £1127 (186+941) to date.
Hockey goals	3400	5100 Agreed Feb 22 meeting. Paid.
LSOH set contribution	1000	Agreed Jan 23 meeting. Paid.
Electric drum kit	503	Agreed Jan 23 meeting. Paid.
Wheelers ebook platform	494	Agreed Jan 23 meeting. Paid.
Sixth form furniture	12058	13217 Agreed Jan 23 meeting. Paid.
Additional chairs	2002	Agreed Jan 23 meeting. Paid.
Microwave	70	Approved June 22. Paid.
The Times Subscription	114	Agreed April 23. Paid.
Digital Theatre Subscription	1019	Agreed April 23. Paid.
Summer Festival	250	Agreed April 23. Paid.
Music stands and trolley	1080	1100 Agreed April 23. Paid
NACE Award	500	Agreed 2095 in June 23.
Elevate Education	251	Agreed 1357 in June 23.
Total commitments approved	23,868	

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As total net funds currently stand at £26,103, after paying for the above commitments of £14,726 there would be c£11,377 left (£16,599 less £1873 uncleared payment), so we remain well-funded.

There are typically c£5,000 rolling commitments each year: £3,000 Speech Day Prizes, £495 Library e-books, £120 Newspapers, £250 Summer Festival, £1,000 Digital Theatre Subscription.

Other

1. Financial Conduct Authority procedures completed, still awaiting bank account signatories approval. Barclays have now asked for new forms post changing our account status to a trust account. Please could Julie sign at the meeting and pass to Melissa for Stephen's signature.
2. Tony Liversedge has been in contact re Wishlist Lottery and we now have to update info for this account too.
3. I am trying to slim the Treasurer's role to make it easier to pass on. Please can I pass on applying for licenses (very easy job – first one is Xmas Concerts) and overseeing the pa email. Very much a quick forwarding job - (all the person needs to do is sort out remote access and check twice weekly).
4. We need to circulate financial controls as part of audit – I will review and pass this on. If I have a chance to do this before the meeting please discuss it and minute it.
5. The independent auditor has agreed to do the accounts again. I will work on getting these done and the audit progressed in time for the AGM.
6. Wishlist lottery return due.

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