

# CCHS Parents' Association

Working to Support  
Chelmsford County High School  
for Girls

A Grammar School with Academy Status

Reports & Accounts for the year ended  
31<sup>st</sup> August 2023

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 20 October 2021

### **Trustees**

**PRESIDENT - Mr Stephen Lawlor (Headmaster)**

**Chair – Catherine Carby**

**Vice Chair – Julie Martyn**

**Treasurer – Niki Sutton**

**Baishali Roy Chowdhury, our previous Secretary, resigned October 2022**

### **BANKERS:**

Barclays, 40 - 41 High Street, Chelmsford CM1 1BE

### **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) Chair
- 2) Vice-Chair
- 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 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:

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 concerts and school productions;  
Donut Days;  
Providing refreshments for the annual 6th form festival;  
Stalls for Mothers' Day;  
Quiz Night.  
Film 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

#### CHAIR'S REPORT

In total we raised a record-breaking £37,551, significantly more than the £30,478 generated last year which in itself was a new fundraising high. The Winter Fayre remained our biggest fundraiser at £5,600 (£6,568 after matchfunding is included) and also really brought the CCHS community together. The second biggest fundraiser was the Year 7/8 Discos which were hugely successful. This is the first time we have added a Spring Disco. Bringing back the Quiz and selling refreshments at more concerts and productions added significantly to income. Existing income streams such as second hand uniform, the wishlist lottery, Ymas

We gave almost £40,000 to the school to fund a wide range of items. This is the most in one year. Funding was approved for a large number of different items benefitting various Departments. The largest items were sixth form furniture, science equipment and books included books for French Club, games for the library and a new student microwave.

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 2022 to date)**

**Wishlist Lottery** - ongoing monthly lottery. Generating £3,880 (£4,300 last year). This was our third 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 £1,972, similar to last year.

**Second Hand Uniform** – Sales of second hand uniform are still going very well, raising over £3,400 following a successful move to online sales.

**Year 7/8 Disco** - the first year we have added a second disco raising over £4790 through ticket sales, refreshments and stalls.

## **CHAIR'S REPORT continued**

**Mother's Day** – This was very popular again with the students and staff with £1,179 raised, similar to last year.

**Refreshments** - the PA normally generate a steady income through the year from serving refreshments at concerts, productions, open events and the sixth form festival. With extra events and more products on sale over £4,850 was raised in this way.

**Easyfundraising and Amazonsmile**- these continue to generate good income although the Amazonsmile scheme is no longer operating.

**Clothes Recycling** – revenue has fallen mainly as global wholesale rates have crashed.

**Xmas Puds** - this was very popular again raising £426 net profit. We also ran a competition amongst the new year 7s to design the packaging.

## **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 over £39,500 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 decreased to £28,014. £22,599 of this is committed to buy other things for the school but we still have ample funds.

### **Future Events**

We are currently planning the Disco, Winter Fayre and a Film Night to help raise funds for the swimming pool. We hope over the course of the year that we will be able to hold more events that the students 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
- \* The senior prefects who do a great job helping at events and publicising them amongst the students.

Thank you for coming to the AGM. Hopefully, we will enjoy another successful year.

Catherine Carby  
Chair  
CCHS PA  
18 October 2023

## **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 e  
2023, 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**

**October 2023**



**SUMMARY OF RECEIPTS AND PAYMENTS  
FOR THE YEAR ENDED 31 August 2023**

	<b>Note</b>	<b>2023</b>	<b>2022</b>
		£	£
<b>Receipts</b>			
Fundraising	1	-	29,441.72
Donations	2	-	1,037.10
Investment income	3	-	-
<b>Total Receipts</b>		<b>37,551.85</b>	<b>30,478.82</b>
<b>Payments</b>			
Fundraising	1	-	3,830.28
Charitable Activities	4	-	-
Other expenses	5	-	-
<b>Total payments</b>		<b>47,830.27</b>	<b>26,688.71</b>
<b>Net receipts/(payments)</b>		<b>(10,278.42)</b>	<b>3,790.11</b>
Cash balances B/Fwd from Prior Year		38,293.31	34,503.20
<b>Cash Balances C/Fwd to Next Year</b>		<b>£28,014.89</b>	<b>£38,293.31</b>

**STATEMENT OF ASSETS AND LIABILITIES**

<b>Cash Funds</b>			
Barclays Current Account PA Fund		28,014.66	38,293.08
Petty Cash		0.23	0.23
		<b>£28,014.89</b>	<b>£38,293.31</b>

Approved by the Trustees on 18 October 2023 and signed on their behalf by:

**Catherine Carby**  
Chairman

**Niki Sutton**  
Treasurer

## Notes to Receipts and Payments Account

1	Fundraising Activities	2023		2023	2022
		Receipts	Payments	Net	Net
	2nd Hand Uniform	3,457.00	38.96	3,418.04	3,059.02
	Wish List Lottery	3,880.00	0.00	3,880.00	4,300.00
	Easyfundraising	560.07	0.00	560.07	618.16
	Clothes Recycling	222.80	0.00	222.80	232.50
	Concerts	2,608.50	178.67	2,429.83	454.20
	School Productions	1,456.50	203.49	1,253.01	274.65
	Discos	5,736.55	944.27	4,792.28	1,750.60
	Doughnut days	1,388.21	790.00	598.21	586.62
	Parents' Evenings	8.00	0.00	8.00	266.77
	Open Evenings	443.70	8.64	435.06	368.52
	Mother's Day	1,357.69	177.83	1,179.86	1,170.88
	Xmas Draw	1,972.00	0.00	1,972.00	1,910.00
	Xmas Fayre	5,833.04	233.17	5,599.87	6,159.69
	Sixth Form Festival	763.30	37.70	725.60	564.98
	Non Uniform Day	0.00	0.00	0.00	682.50
	Quiz	1,918.52	712.94	1,205.58	0.00
	Amazonsmile	566.25	0.00	566.25	488.06
	Adventure Island	2,444.00	1,680.00	764.00	800.00
	Xmas Puds	1,686.00	1,260.00	426.00	451.40
	Commission New Clothing Sales	0.00	0.00	0.00	352.89
	Other	100.65	0.00	100.65	1,120.00
	<b>Total Fundraising Activities</b>	<b>£36,402.78</b>	<b>£6,265.67</b>	<b>£30,137.11</b>	<b>25,611.44</b>
2	<b>Donations</b>				
	Personal/Fundmatching Donations	968.05			£687.10
	Charities Trust	<u>181.02</u>			<u>350.00</u>
		<u>1149.07</u>			<u>£1,037.10</u>
3	<b>Investment Income</b>				
	Bank Interest	0.00			0.00

## Notes to Receipts and Payments Account (cont'd)

	2023	2022
<b>4 Grants Payable in furtherance of the Charity's objects</b>		
School Prizes	3,260.74	3,000.00
School Wish List (Note 6)	-	17,781.44
Newspapers for Library	114.00	228.00
Digital Theatre Subscription	1,989.98	0.00
Sixth form festival donation	500.00	0.00
Library e-platform subscription	494.38	495.00
Total Grants Paid	<b>£39,535.72</b>	<b>£21,504.44</b>
Total payments in respect of charitable activities	<u><b>£39,535.72</b></u>	<u><b>£21,504.44</b></u>
<b>5 Expenses</b>		
Crockery	25.00	23.99
PTA Insurance	140.00	128.00
PA Cupboard Stock	1,533.54	896.09
Alcohol License	0.00	21.00
Lottery License	20.00	20.00
ICO Charge	35.00	35.00
General	54.98	20.90
SumUp Charges	65.36	77.43
Parentpay Transaction Charges	155.00	131.58
	<u><b>£2,028.88</b></u>	<u><b>£1,353.99</b></u>

**6 Wishlist Purchases for 2022/3**

Sixth Form Furniture	12,058.00
Science Equipment	4,196.17
Hockey Goals	3,399.98
Mobile Smartboard for Library	2,636.00
NCGS Conference	2,391.34
Additional Chairs	2,002.00
Defibrillator and Cabinet	1,101.14
Music Stands and Trolley	1,080.00
Production Set Contribution	1,000.00
Student Badges	702.34
Pastoral Hub	628.55
Electric Drum Kit	503.00
NACE Award	500.00
Elevate Education	250.80
Art Stencil Cutting Machine	233.33
Refreshments	185.67
Library Games/Display Items	168.92
Microwave	70.00
French Club Books	69.38
<b>Total Paid</b>	<b><u>£33,176.62</u></b>

**Notes to Accounts Year Ending 31st August 2023**

1. Alcohol licences are now accounted for as payments against individual events.
2. The Digital Theatre Subscription and Sixth Form Festival Contribution cover two