

# CCHS Parents' Association

Working to Support  
Chelmsford County High School  
for Girls

A Grammar School with Academy Status

Reports & Accounts for the year ended  
31st August 2024

Charity Registration Number	287962
Contact Name and address	Samira Ayyubi (Treasurer) Chelmsford County High School for Girls Broomfield Road Chelmsford Essex CM1 1RW

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Parents' Association Accounts

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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 1st November 2023

### **Trustees**

PRESIDENT - Mr Stephen Lawlor (Headmaster)

Chair – Julie Martyn took over from Catherine Carby in January 2024

Vice Chair – Alex Hitch took over from Julie Martyn in January 2024

Treasurer – Samira Ayyubi took over from Niki Sutton in June 2024

Secretary - Elaine Reade took over from Berenice Kude in June 2024

### **Bankers:**

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

### **The Object of the Parents' Association**

The OBJECT of the Association is 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). 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 fifteen 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 / Co-Chairs
- 2) Vice-Chair
- 3) Hon. Treasurer / Co-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 on public 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 as 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
- Pre-Loved Uniform Sales and Clothes Recycling Scheme
- Xmas Fayre
- An Annual Prize Draw
- Refreshments for the open evenings, parents' 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, school staff 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.

## Chairman's Report

Last year has been successful for the Parents Association in achieving our constitutional objectives which I summarise into Fun and Funds. We have also changed a lot this year with some steep learning curves for many taking on new roles and responsibilities.

We have funded many items at the school, a full list is included in Note 6 on Page 11, but it includes eBooks, drama, refurbishments, textbooks, prizes and drums.

I have a long list of thanks which are important, as many people give time and energy to this charity.

1. Tony Liversidge for steadfastly running the Wish List Lottery raising £4,070 last year, our fourth highest fund raiser
2. Jackie Patient for gifting her time for the independent examination of our annual accounts
3. Our Sixth Form Prefects, Nia Dias and Catherine Frimpong who promote, encourage and help at events
4. Staff and Teachers – who whilst being members of the PA, hugely support and facilitate to our many events – especially Mrs Mulgrew, Mr Cable, the Buildings Team, the Finance Office and many more
5. Mr Lawlor our Trustee and unwavering supporter and promoter who is here this evening
6. Members of the Committee that have stood down in this year – particularly Catherine Carby, Niki Sutton, Berenice Kude and Anna Marsland who, together with many others, have taken this charity from raising around £15k per annum to £33k – all of which has contributed to the school atmosphere and our second objective - fun.
7. Existing members of the PA Management Committee that have stepped up to take up roles vacated and ensure the PA continues to thrive – Alex Hitch for taking on Vice Chairman, Elaine Reade, Secretary, Samira and Akram Ayyubi for becoming joint Treasurer and Ashly Jose for taking responsibility for publicity. Many others have taken on the multiple tasks that ensure events and activities run safely and smoothly providing both funds and fun and I continue;
8. The remainder of the 12 that currently make up our Management Committee are always enthusiastic in their PA responsibilities. Delivering well, with a smile, the many things that we do such as gathering volunteers, uniform sales (Michelle and Hazel are in the middle of gathering orders bravely put forward on an electronic form by this Sunday and dispatching requirements in early November), raffles, refreshments, puddings and adventure island tickets, etc.

9. Everyone that navigated our smart online volunteer form to put themselves out to help at events providing the friendly face of the PA and building the school community, coping with the sometimes-temperamental card machines. Last year's Winter Fayre had over 40 volunteers running it, encouraging the chaos and excitement of all those years 7's taking responsibilities for stalls etc.
10. Most importantly the wider PA, all those parents that have shared and responded to our WhatsApp pleas and contributed from making a cake, buying something from our Fayre Amazon Wish List, getting raffle tickets, taking daughters to discos, films, the fayre, giving a raffle prize, white elephant stall item, putting outgrown uniform in the collection bin, other textiles in the recycling bin in the car park, buying everyday items and treats via EasyFundrasing. etc. Every little helps.

Leaving the Committee today are Alex Hitch, Darren Lynch, Anna Marsland and myself. We have daughters in Year 13, so this is natural progression. Many soups have we stirred, pound coins counted, and mugs washed. Our meeting today will install a revised team of PA officials to continue to provide fun and fund-raising activities to support the school and our children in it. Please if you are here today for your first meeting, or reading this following the AGM, put yourself and your skills forward to venture into the PA world.

This term we have a full programme of events – On Friday we have our lower years disco and for the first time this is accompanied by our encouragement of students' parents to gather and socialise at the County Hotel. We will be supporting the Leadership Conference. On the 8th of November we have our next PA meeting where we will have refreshments available for socialising before the meeting so, please come along and join us. We have a film evening, the Winter Fayre, Dance shows, Grammaticus Concert and the Christmas concerts plus we will be supporting the school and providing refreshments at various parents' evenings. Step up and help if you would like to join us, we also have social events established by Julia Gore in the last school year to encourage parents to form the wider school community and support.

## **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 £17,481 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 stood at £40,925. £31,000 of this is committed to buy other things for the school but we still have ample funds.

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

**Julie Martyn**

Chair

CCHS PA

October 2024

## **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 ended 31 August 2024, which are set out on pages 9 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 2024



## Summary of Receipt and Payments for the Year Ended 31<sup>st</sup> August 2024

	Note	2024 £	2023 £
<b>Receipts</b>			
Fundraising	1	36,874.76	36,402.78
Donations	2	1,285.50	1,149.07
Investment income	3	-	-
<b>Total Receipts</b>		<b>38,160.26</b>	<b>37,551.85</b>
<b>Payments</b>			
Fundraising	1	5,129.67	6,265.67
Charitable Activities	4	17,481.08	39,535.72
Other expenses	5	2,639.44	2,028.88
<b>Total payments</b>		<b>25,250.19</b>	<b>47,830.27</b>
<b>Net receipts/(payments)</b>		<b>12,910.07</b>	<b>(10,278.42)</b>
Cash balances B/Fwd from Prior Year		28,014.89	38,293.31
<b>Cash Balances C/Fwd to Next Year</b>		<b><u>£40,924.96</u></b>	<b><u>£28,014.89</u></b>

### STATEMENT OF ASSETS AND LIABILITIES

#### Cash Funds

Barclays Current Account PA Fund	40,924.73	28,014.66
Petty Cash	0.23	0.23
	<b><u>£40,924.96</u></b>	<b><u>£28,014.89</u></b>

Approved by the Trustees on 10 October 2024 and signed on their behalf by:

**Julie Martyn**

Chairman

**Samira Ayyubi**

Treasurer

## Notes to Receipts and Payments Account

### 1. Fundraising Activities:

	2024		2024	2023
	Receipts	Payments	Net	Net
2nd Hand Uniform	4,126.00	0.00	4,126.00	3,418.04
Wish List Lottery	4,070.00	0.00	4,070.00	3,880.00
Easyfundraising	346.34	0.00	346.34	560.07
Clothes Recycling	222.95	0.00	222.95	222.80
Concerts	1,826.01	130.00	1,696.01	2,429.83
School Productions	1,461.18	216.92	1,244.26	1,253.01
Discos	4,659.00	428.40	4,230.60	4,792.28
Doughnut days	1,322.60	754.00	568.60	598.21
Parents' Evenings	751.92	0.00	751.92	8.00
Open Evenings	888.82	14.35	874.47	435.06
Mother's Day	1,504.38	460.67	1,043.71	1,179.86
Xmas Draw	1,887.00	0.00	1,887.00	1,972.00
Xmas Fayre	5,437.13	289.80	5,147.33	5,599.87
Sixth Form Festival	1309.40	0.00	1,309.40	725.60
Non Uniform Day	648.75	0.00	648.75	0.00
Quiz	2,395.50	466.94	1,928.56	1,205.58
Amazonsmile	0.00	0.00	0.00	566.25
Adventure Island	1,743.00	1,200.00	543.00	764.00
Xmas Puds	1,426.00	1,060.71	365.29	426.00
Film Night	762.60	107.88	654.72	0.00
Other	86.18	0.00	86.18	100.65
<b>Total Fundraising Activities</b>	<b>£36,874.76</b>	<b>£5,129.67</b>	<b>£31,745.09</b>	<b>£30,137.11</b>

### 2. Donations:

	2024		2023
	Net		Net
Personal/Fundmatching Donations	1,285.50		968.05
Charities Trust	0.00		181.02
	<b>£1,285.50</b>		<b>£1,149.07</b>

### 3. Investment Income:

	2024		2023
	Net		Net
Bank Interest	0.00		0.00

#### 4. Grants Payable in furtherance of the Charity's objects

	2024	2023
School Prizes*	3,602.61	3,260.74
School Wish List (Note 6)	11,959.25	33,176.62
Digital Theatre Subscription	1,049.84	1,989.98
Sixth form festival donation	250.00	500.00
Library e-platform subscription	494.38	494.38
Newspapers for Library	125.00	114.00
Total Grants Paid	<b>£17,481.08</b>	<b>£39,535.72</b>
Total payments in respect of Charitable activities	<b>£17,481.08</b>	<b>£39,535.72</b>

#### 5. Expenses

	2024	2023
Crockery	39.98	25.00
PTA Insurance	153.00	140.00
PA Cupboard Stock	2,037.70	1,533.54
Lottery License	20.00	20.00
ICO Charge	35.00	35.00
General	47.49	54.98
SumUp Charges	158.93	65.36
Parentpay Transaction Charges	147.34	155.00
	<b>£2,639.44</b>	<b>£2,028.88</b>

#### 6. Wishlist Purchases

	2023/4
Pool changing room benches & refurb	2,300.00
Furniture - replacement chairs and folding tables	2,234.00
Drama changing room decoration & storage	1,728.21
Drum kits	1,169.44
Digital Audio Workstation software	1,160.00
Elevate Education Study Workshop	1,106.00
Made for more - exam packs Year 11	525.00
Prefect Badges	367.72
Self-Esteem workshop for Year 9	360.00
Debate Club Entries	330.00
Drama noticeboards	282.47
Year 13 Leavers Refreshments	149.75
Drama: Clothes rails & Gobo holders	132.84
Microwave	63.99
French Magazine subscription	49.83
<b>Total Paid</b>	<b>£11,959.25</b>

\* School prizes include £1857.25 in relation to last year