

CCHS Parents' Association



Working to Support

Chelmsford County High School for Girls

A Grammar School with Academy Status

2024 AGM Minutes (Wednesday 16th October 2024)

Meeting purpose

The purpose of the meeting was to formally accept the accounts for the previous year and to elect officers and the committee. In addition the Treasurer's report and the PA Constitution were discussed along with a number of AOB items.

The current officers are:

Chair: Julie Martyn (year 13 parent)

Vice-chair: Alex Hitch (year 13 parent)

Treasurer: Samira Ayyubi and Akram Ayyubi

Secretary: Elaine Reade

Attendees

In the room: Julie Martyn, Alex Hitch, Elaine Reade, Sarah Dalton, Sanjimala Ao, Hazel Longbourne, Akram Ayyubi, Samira Ayyubi, Catherine Crick, Annarella Prime, Darren Lynch, Stephen Lawlor, Melissa Mulgrew, Tony Cable, Nick Fearn

Online: Catherine Carby, Ruth Ellis, Ashly Jose

Apologies for absence

Michelle Wilkin, Julia Maranca

Stephen Lawlor's introduction

Mr Lawlor provided a brief introduction to the meeting, mentioning in particular:

- The school's thanks for the activities of the PA.
- The need, post COVID, for schools to perform some of the functions which were formerly undertaken by non-school institutions, and that the school's ability to do this is at least partly a result of the PA's activities.
- The greater sense of community which the PA fosters, which he regards as being priceless.
- The particular thanks due to Catherine Carby for her dedication to the role of PA Chair.

Broomfield Road, Chelmsford, CM1 1RW

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

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Previous meeting minutes – AGM 2023

The minutes were approved with no issues raised.

Matters arising

There were no matters arising.

Chair's report

Welcome to the Annual General meeting of the CCHS Parents Association – Thank you all for taking the time to attend tonight to support this organisation.

This 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 in our Treasurers report but it includes ebooks, drama, refurbishments, text books, 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 third highest fund raiser.

2 – Jackie Patient for gifting her time for the annual audit of our 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 £16k per annum to the massive £33k raised last year – 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 who 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, adventure island tickets,

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 years Winter Fayre had over 40 volunteers running it, encouraging the chaos and excitement of all those year 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,

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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 are 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 student's 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 Maranca in the last school year to encourage parents to form the wider school community and support.

Julie Martyn - Chair

* Post-meeting note: the social on 8th November has been postponed and alternative dates will be offered in due course.

Treasurer's report

The 2024 Report and Accounts are provided alongside this document.

It was noted that the Treasurer's report is in the process of being audited and the PA will be advised once this is complete.

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.

A resolution was passed to approve and sign the accounts once the audit has been successfully completed.

PA Constitution

The PA Constitution is provided alongside this document.

There were some proposed changes to the PA's Constitution, which are highlighted in yellow in the attached Constitution document.

A discussion took place where it was generally accepted that the number of people on the PA committee should be kept to a manageable number while accepting that the number in the constitution should be increased to 12 to accommodate the number of individuals currently serving on the committee.

Catherine Carby suggested reviewing the Consitution documents available on Parentkind for guidance.

The proposed changes to the Constitution were approved subject to the increased membership being 12 persons rather than the originally-proposed 15.

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Election of PA officers

Chair: Julia Maranca

Vice-Chair: Elaine Reade

Co-Treasurers: Akram and Samira Ayyubi

Secretary: Nick Fearn

Election of PA committee members

The following agreed to stand for re-election to the committee and were duly elected:

Hazel Longbourne, Ruth Ellis, Sarah Dalton, Michelle Wilkin, Ashly Jose.

Election of Trustees:

The following were elected or re-elected as Trustees of the PA:

Stephen Lawlor

Samira Ayyubi

Julia Maranca

Elaine Reade

Nick Fearn

Standing down from the PA committee:

Julie Martyn

Alex Hitch

Darren Lynch

Anna Marsden

Post-meeting note: Karen Lees has also stood down from the PA committee.

Any other business:

Bank account signatories: It was agreed that three additional signatories for the PA bank account would be appointed, these being Elaine Reade, Nick Fearn and Julia Maranca

Shared drive: Tony Cable noted that due to various upgrades that are being undertaken on school systems this won't be able to be provided until after half-term.

Policies: It was noted that while the PA has policies for i) Safeguarding and ii) Complaints, there needs to be policies for iii) Risk and iv) Finance.

Post-meeting note: the policy with respect to Risk has now been updated.

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Date for the 2025 AGM:

Wednesday 15th October 2025 was proposed and agreed as the date for the next AGM.

Upcoming PA meetings:

Friday 8th November 2024

Friday 17th January 2025

Friday 28th February 2025

Friday 2nd May 2025

Friday 6th June 2025

If you have any questions please feel free to get in touch via email at: pa@cchs.essex.sch.uk or use the QR code below for access to the CCHA PA WhatsApp group.



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