

CCHS Parents' Association



Working to Support

Chelmsford County High School for Girls

CCHS PA Annual General Meeting - Minutes

Wednesday 15th October 2025

Microsoft Teams and School Library

Attendees

In the room: Elaine Reade, Lena Emma Egyir, Nick Fearn, Annarella Prime, Akram Ayyubi, Hayley Horslen, Hazel Longbourne, Lou Bardell, Nadia Harvey, Stephen Lawlor, Melissa Mulgrew

Online: Dixsha Kavia, Emma Bradley, Nina Whittle, Anjelika Klamp, Vivian Funtong, Anand Kumar, Nivedhitha Vinodh, Sapana Lalsare.

Apologies for absence

Ruth Ellis.

It should be noted that Ruth Ellis notified the committee via email of her votes for the officers that are being proposed for re-election and the changing of the constitution to the Parentkind Model Constitution.

Opening comments

Elaine Reade opened the meeting by thanking everyone for attending and outlining the meeting's agenda.

Head Teacher's address

Stephen Lawlor thanked the members of the PA for the significant work which the PA performs in both the areas of fundraising and the social elements of the work the PA undertakes within the school community.

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Previous meeting minutes

The minutes of the previous PA Management meeting were approved with no issues raised.

Proposed: Nick Fearn

Seconded: Akram Ayyubi

Matters arising from the previous meeting minutes

All relevant matters have been concluded.

Chair's report

Welcome to the Annual General Meeting of the CCHS Parents Association (PA). Thank you all for taking the time to attend tonight.

We have had an incredibly busy year, which has been led brilliantly by Julia Maranca as Chair until she stepped down in July. Julia and I, as Vice Chair, have had a great deal to learn throughout the year, and with the help and dedication of the other members of the Committee, we worked together to improve some of the PA's processes. Ruth Ellis helped to write and update 'The Internal Finance Policy' and 'Food Handling Guidelines'. We proposed changing the CCHS PA Constitution to the Parentkind Model Constitution, and we now have Charity Commission approval to proceed with this change. With the help of Tony Cable, we have a PA SharePoint on the CCHS site to keep all our documents in one place. Sarah Dalton wrote 'CCHS PA Event Guidelines' for volunteers, and she introduced the Zelos app to provide us with a better system for volunteers to sign up for events. Documentation for funding requests has been developed to provide all necessary information, enabling the Committee to make an informed decision. Voting for funding requests is now mostly done online, unless further discussion is needed. A Funding Log was developed by Julia to keep track of the status of the requests.

The PA's role is to raise money for the school to support and advance the education of the pupils, while also fostering relationships between parents, staff, students, and the local community. The PA raised £29,774 last year. This was raised through the Wish List Lottery and PA-led events, such as the two Discos, Movie Night, Quiz Night, Winter Fayre, Mother's Day sale, Pre-loved Uniform Sales, House Clothing Collection, Adventure Island ticket sale, raffles, and the sale of Christmas puddings, doughnuts, and bubble tea. The PA supported school concerts, dance shows, productions, open evenings, and the Summer Festival by selling refreshments. We also supported school conferences and helped to serve refreshments in a non-fundraising capacity.

During the year, the PA funded many items, including two digital pianos, hall and stage LED lighting, a book covering machine, audiobooks, e-book and newspaper subscriptions for the library, GCSE Language textbooks, Elevate seminars, year 11 exam packs, the Buzz in the City Art Trail, and gardening club tools.

One of our most successful fundraisers is the Pre-loved Uniforms initiative, which generated £4,656 last year. A new Pre-loved Uniform team, Emma McLennan, Nina Whittle, and Carman Patel took over this

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role in April. Thank you so much to the previous team, Michelle Wilkin and Hazel Longbourne, for the years and time they spent collecting, washing, and mending uniforms, as well as organizing the sales. The Wish List Lottery is another of our highest fundraisers, and it generated £3,705 this year thanks to the continued support and dedication of Tony Liversedge. He has supported the PA by running the Wish List Lottery for 37 years! Thank you also to Jackie Patient for taking the time to examine the PA accounts every year, and thank you to the sixth form PA Prefects, Annie-Lois Acheampong and Nynesha Menon, who promote and support our events. Thank you to the staff and teachers who have supported us throughout the year. Mrs. Mulgrew, Mr. Lawlor, Mr. Cable, Amanda Sheldon, Laura Nursey, Angela Brown, Joanne Gross, Daniela Silva, Fiona Gilmour, Richard Free, and all members of the site team, Julianne, the Canteen Manager, and all members of the canteen staff, among many others. A massive thank you to all the volunteers who have helped make these events possible! I cannot name them all here, but they are some of the friendliest, kindest, most welcoming, dedicated, and hardworking people I have ever met!

The members of the Committee who are standing down are Julia Maranca, Ashly Jose, Samira Ayyubi, Sarah Dalton, and Michelle Wilkin. Thank you to Ashly for your support with the Easyfundraising promotion and advertising. Thank you to Samira for working as Treasurer. Thank you to Sarah for your support as Volunteer Coordinator, Adventure Island ticket sales organiser, and for introducing Zelos to help manage volunteer support at events. Thank you to Michelle for the many years of organising pre-loved uniform sales and the Grand Draw raffle. Thank you so much to Julia for being such an incredibly dedicated and selfless PA Chair. You have helped improve systems, and your love of spreadsheets has improved the PA record keeping, and you have supported events (most in person!) and volunteers in every way, from store cupboard purchases, organising floats, to dealing with piles of donations, etc., all with such a warm, friendly, professional, and welcoming manner! You are greatly missed! Thank you for the difference you have made.

The PA Committee has decided that our current CCHS PA Constitution (our governing document, which outlines rules and regulations) needs to be updated to the Parentkind Model Constitution. The Committee considered the change to be in the best interests of the PA because our present constitution is outdated, whereas the Parentkind Model Constitution is clear, comprehensive, and was developed in partnership with Charity Lawyers and the Charity Commission. If we adopt the new constitution, then the number of Committee members will be limited to 9, and all committee members will be Trustees, who will be equally accountable. This proposed change to our PA constitution will be voted on at this meeting, and if approved, a resolution will be signed.

Trustees:

- Mr Lawlor – Headteacher and PA President (stepping down as Trustee)
- Julia Maranca – Chair (stepped down as Chair and Trustee in July 2025)
- Samira Ayyubi – Treasurer (stepping down as Treasurer and Trustee)
- Elaine Reade - Vice Chair to be officially voted in as Chair at this meeting

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- Nick Fearn – Secretary
- Akram Ayyubi – Treasurer (to be registered as a Trustee)

If the Parentkind Model Constitution is voted in, then these Committee members will all be Trustees:

- Ruth Ellis
- Hazel Longbourne
- Emma Bradley – to be officially voted in as Committee Member
- Lena Emma Egyir – to be officially voted in as Committee Member
- Dixsha Kavia – to be officially voted in as Committee Member

This coming year is already very busy, and the Autumn term has a full programme of events! To help make these events successful, we have a great store cupboard team, and I have recently set up an advertising group to help with the production of posters, brochures, signage, etc, and I am hoping to soon have an event organisation group to help spread the workload and smooth out the process. The PA is grateful to all those who give their time, donations, dedication, energy, ideas, and friendship, which help us raise money for the school to make the girls' time there better.

Thank you for your attendance and support. If anyone else would like to join us, then please email pa@cchs.co.uk

Elaine Reade

Vice Chair (Incoming Chair)

CCHS PA

October 2025

Treasurer's report

Akram noted that this has been a successful year for fundraising, with c£42,000 raised and a net income after costs of c£29,000.

The PA's accounts have been reviewed and approved by Jackie Patient FCA in October 2025.

The full report is appended to these minutes.

Change of Constitution

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A vote was taken on the proposed change from the existing PA constitution to the Parentkind Model Constitution.

Proposed: Nick Fearn

Seconded: Elaine Reade

For: 15 (of whom 3 are PA officers and 5 others are members of the committee)

Against: 0

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Election of PA Officers and Trustees

Stepping down from the Committee: Julia Maranca, Samira Ayyubi, Michelle Wilkin, Ashly Jose, Sarah Dalton.

Stepping down as Trustees: Stephen Lawlor (who will however remain as the President of the PA), Julia Maranca, Samira Ayyubi

Election of Chair (Elaine Reade)

Proposed: Akram Ayyubi

Seconded: Hazel Longbourne

For: 15

Against: 0

Re-election of Treasurer (Akram Ayyubi)

Proposed: Elaine Reade

Seconded: Lena Emma Egyir

For: 15

Against: 0

Re-election of Secretary (Nick Fearn)

Proposed: Elaine Reade

Seconded: Dixsha Kavia

For: 15

Against: 0

Re-election of Ruth Ellis to the Committee

(Ruth had previously communicated her willingness to stand for re-election via email.)

Proposed: Elaine Reade

Seconded: Akram Ayyubi

For: 15

Against: 0

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Re-election of Hazel Longbourne to the Committee

Proposed: Elaine Reade

Seconded: Annarella Prime

For: 15

Against: 0

Election of Dixsha Kavia to the committee

Proposed: Annarella Prime

Seconded: Elaine Reade

For: 13

Against: 0

Election of Lena Emma Egyir to the committee

Proposed: Nadia Harvey

Seconded: Hazel Longbourne

For: 13

Against: 0

Election of Emma Bradley to the committee

Proposed: Elaine Reade

Seconded: Annarella Prime

For: 13

Against: 0

Any other business

Nina Whittle drew the PA's attention to the fact that Trustees may need to have their identities verified by Companies House (note – not the Charity Commission in this instance).

Post-meeting note: the current constitution means that the PA is an unincorporated association and is therefore not required to have any identity verification, since this applies only to charities that are also Limited Liability Companies. The change to the Parentkind Model Constitution has no effect on this since it maintains the PA's status as an unincorporated association.

Date of next meeting

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14th October 2026

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