

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 2025

Charity Registration Number	287962
Contact Name and address	Samira Ayyubi (Co-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 16th October 2024

Trustees

PRESIDENT - Mr Stephen Lawlor (Headmaster)

Chair – Julia Maranca took over from Julie Martyn in October 2024

Vice Chair – Elaine Reade took over from Alex Hitch in October 2024

Treasurer – Samira Ayyubi

Secretary - Nick Fearn took over from Elaine Reade in October 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

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 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 in July 2025 and stepping down Trustee in Oct 2025)
- Samira Ayyubi – Co-Treasurer (stepping down as Co-Treasurer and Trustee)
- Elaine Reade - Vice Chair to be officially voted in as Chair at this meeting
- Nick Fearn – Secretary

The system under the new proposed constitution whereby committee members are all Trustees. The current members excluding Trustees listed above are:

- Akram Ayyubi – Co-Treasurer
- Ruth Ellis
- Hazel Longbourne
- Emma Bradley – to be officially voted in as Committee Member
- Lena 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

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 £34,525 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 £36,170. £20,000 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.

Elaine Reade

Vice Chair (Incoming Chair)

CCHS PA

October 2025

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 2025, 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 2025

Summary of Receipt and Payments for the Year Ended 31st August 2025

	Note	2025 £	2024 £
Receipts			
Fundraising	1	40,331.72	36,874.76
Donations	2	1,817.87	1,285.50
Investment income	3	-	-
Total Receipts		42,149.59	38,160.26
Payments			
Fundraising	1	10,824.14	5,129.67
Charitable Activities	4	34,528.74	17,481.08
Other expenses	5	1,551.49	2,639.44
Total payments		46,904.37	25,250.19
Net receipts/(payments)		(4,754.78)	12,910.07
Cash balances B/Fwd from Prior Year		40,924.96	28,014.89
Cash Balances C/Fwd to Next Year		£36,170.18	£40,924.96

STATEMENT OF ASSETS AND LIABILITIES

Cash Funds

Barclays Current Account PA Fund	36,170.18	40,924.73
Petty Cash	-	0.23
	£36,170.18	£40,924.96

Approved by the Trustees on October 2025 and signed on their behalf by:

Elaine Reade

Chairman

Samira Ayyubi

Co-Treasurer

Notes to Receipts and Payments Account

1. Fundraising Activities:

	2025		2025	2024
	Receipts	Payments	Net	Net
2nd Hand Uniform	4,710.29	54.26	4,656.03	4,126.00
Wish List Lottery	3,705.00	0.00	3,705.00	4,070.00
Easyfundraising	273.69	0.00	273.69	346.34
Clothes Recycling	756.40	0.00	756.40	222.95
Concerts	1,916.05	429.40	1,486.65	1,696.01
School Productions	4,188.10	575.18	3,612.92	1,244.26
Discos	3,836.35	1,018.20	2,818.15	4,230.60
Doughnut days	2,045.80	817.37	1,228.43	568.60
Parents' Evenings	724.60	256.46	468.14	751.92
Open Evenings	652.30	266.92	385.38	874.47
Mother's Day	1,835.50	813.43	1,022.07	1,043.71
Xmas Draw	1,998.00	255.00	1,743.00	1,887.00
Xmas Fayre	4,445.21	237.38	4,207.83	5,147.33
Sixth Form Festival *	1825.28	1879.32	-54.04	1,309.40
Non Uniform Day	0.00	0.00	0.00	648.75
Quiz	2,992.50	1,480.58	1,511.92	1,928.56
Adventure Island	1,968.15	1,500.00	468.15	543.00
Xmas Puds	1,659.00	1,211.06	447.94	365.29
Film Night	799.50	29.58	769.92	654.72
Other	0.00	0.00	0.00	86.18
Total Fundraising Activities	£40,331.72	£10,824.14	£29,507.58	£31,745.09

* Includes payments amounting to £752 related to last year

2. Donations:

	2025	2024
	Net	Net
Personal/Fundmatching Donations	1,817.87	1285.50
Charities Trust	0.00	0.00
	<u>£1,817.87</u>	<u>£1,285.50</u>

3. Investment Income:

	2025	2024
	Net	Net
Bank Interest	0.00	0.00

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

	2025	2024
School Prizes*	5,967.50	3,602.61
School Wish List (Note 6)	26,510.52	11,959.25
Digital Theatre Subscription	1,081.34	1,049.84
Sixth form festival donation	250.00	250.00
Library e-platform subscription	719.38	494.38
Newspapers for Library	-	125.00
Total Grants Paid	£34,528.74	£17,481.08
Total payments in respect of Charitable activities	£34,528.74	£17,481.08

5. Expenses

	2025	2024
Crockery	-	39.98
PTA Insurance	162.00	153.00
PA Cupboard Stock	803.00	2,037.70
Lottery License	-	20.00
ICO Charge	35.00	35.00
General	273.49	47.49
SumUp Charges	147.00	158.93
Parentpay Transaction Charges	131.00	147.34
	£1,551.49	£2,639.44

6. Wishlist Purchases

	2024/25
Contribution towards sports Hall Sound System	11,000.00
Study Skills workshops - Elevate	4,107.55
GCSE textbooks - French/German/Spanish	3,937.68
Contribution to Hall LED spotlights cable etc.	1,905.76
Digital Stage Pianos x 2	960.00
MFL ActiveHub subscription	725.70
Contribution to Swimming Pool fundraising	657.00
Buzz in the City Art Trail	650.00
Made for More - exam packs for year 11	630.00
Math's masterclass	596.40
Library book covering machine	495.00
Contribution to Leadership Conference costs	392.39
PSHE - Drug detection dog visit	385.00
Gardening Club equipment	68.04
Total Paid	£26,510.52

* School prizes include £1,643.50 in relation to last year