

CHELMSFORD COUNTY HIGH SCHOOL PARENTS ASSOCIATION

England & Wales · Charity number 287962

Details

Status Registered

Legal form Trust

Registered 1983-11-11

Register [View on the Charity Commission register](#)

Contact

Address Chelmsford County High School
Broomfield Road
Chelmsford
CM1 1RW

Phone 01245352592

Email PA@cchs.essex.sch.uk

Website <http://www.cchs.co.uk/prospective-students/parents-association-index.php>

Activities

Objects: The object of the association (the objects) is to advance the education of pupils in the school in particular by:2.1 Developing effective relationships between the staff, parents and others associated with the school2.2 Engaging in activities or providing facilities or equipment which support the school and advance the education of the pupils.

Activities: To advance the education of the pupils of the school by providing and assisting in the provision of facilities for education at the school. The Association may:a) Foster more extended relationships between the staff, parents and others associated with the school; b) Engage in activities which support the school and advance the education of the pupils attending it.

Classification

- **How:** Makes Grants To Organisations
- **What:** Education/training
- **Who:** Children/young People

Geography

- Essex

Finances

Period end	Income	Expenditure	Assets	Employees
2024-08-31	£38,160	£25,250	-	-
2023-08-31	£37,552	£47,830	-	-
2022-08-31	£30,478	£26,688	-	-
2021-08-31	£15,122	£12,401	-	-
2020-08-31	£21,266	£8,476	-	-

Trustees

Name	Role	Appointed
Elaine Reade	Chair	2024-10-16
Emma Bradley		2025-10-15
Hazel Longbourne		2025-10-15
Lena Emma Egyir		2025-10-15
Mohammed Akram Ayyubi		2025-10-15
Nicholas Fearn		2024-10-16
ruth ellis		2025-10-15

CHELMSFORD COUNTY HIGH SCHOOL PARENTS ASSOCIATION

England & Wales - Charity number 287962

Accounts

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

Contents:

1. Status
2. Membership
3. The Role of the Parents' Association
4. Chairman's Report
5. Accounts
6. Independent Examiner's Report on the CCHS
Parents' Association Accounts

Broomfield Road. Chelmsford. CM1 1RW
T: (01245) 352592. F: (01245) 347546. E: office@cchs.essex.sch.uk. W: www.cchs.co.uk

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;

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 EasyFundraising. 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
16th October 2024



Jackie Parant FCA
148 New London Road
Orpington
Esex
CM2 0AW

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

10 November 2024

Summary of Receipt and Payments for the Year Ended 31st August 2024

	Note	2024 £	2023 £
Receipts			
Fundraising	1	36,874.76	36,402.78
Donations	2	1,285.50	1,149.07
Investment income	3	-	-
Total Receipts		38,160.26	37,551.85
Payments			
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
Total payments		25,250.19	47,830.27
Net receipts/(payments)		12,910.07	(10,278.42)
Cash balances B/Fwd from Prior Year		28,014.89	38,293.31
Cash Balances C/Fwd to Next Year		£40,924.96	£28,014.89
STATEMENT OF ASSETS AND LIABILITIES			
Cash Funds			
Barclays Current Account PA Fund		40,924.73	28,014.66
Petty Cash		0.23	0.23
		£40,924.96	£28,014.89

Approved by the Trustees on ^{16th} 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
Total Fundraising Activities	£36,874.76	£5,129.67	£31,745.09	£30,137.11

2. Donations:

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

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	£17,481.08	£39,535.72
Total payments in respect of Charitable activities	£17,481.08	£39,535.72

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
	£2,639.44	£2,028.88

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
Total Paid	£11,959.25

* School prizes include £1857.25 in relation to last year

CHELMSFORD COUNTY HIGH SCHOOL PARENTS ASSOCIATION

England & Wales - Charity number 287962

Accounts

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 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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Independent Examiner's Report on the CCHS Parents' Association Accounts

Broomfield Road . Chelmsford . CM1 1RW
T: (01245) 352592 . F: (01245) 347546 . E: office@cchs.essex.sch.uk . W: www.ccl

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**

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

STATEMENT OF ASSETS AND LIABILITIES

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

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
	Total Fundraising Activities	£36,402.78	£6,265.67	£30,137.11	25,611.44
2	Donations				
	Personal/Fundmatching Donations	968.05			£687.10
	Charities Trust	181.02			350.00
		<u>1149.07</u>			<u>£1,037.10</u>
3	Investment Income				
	Bank Interest	0.00			0.00

Notes to Receipts and Payments Account (cont'd)

	2023	2022
4 Grants Payable in furtherance of the Charity's objects		
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	£39,535.72	£21,504.44
Total payments in respect of charitable activities	<u>£39,535.72</u>	<u>£21,504.44</u>
5 Expenses		
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>£2,028.88</u>	<u>£1,353.99</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
Total Paid	<u>£33,176.62</u>

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

CHELMSFORD COUNTY HIGH SCHOOL PARENTS ASSOCIATION

England & Wales - Charity number 287962

Accounts

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 2022

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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Chairman's Report
Accounts
Independent Examiner's Report on the CCHS Parents' Association Accounts

Broomfield Road . Chelmsford . CM1 1RW
T: (01245) 352592 . F: (01245) 347546 . E: office@cchs.essex.sch.uk . W: www.cchs.co.uk

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

Secretary - Baishali Roy Chowdhury appointed 1st April 2022

Tracy Gigov, our previous Secretary, resigned 31st March 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 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 and we try to foster a welcoming atmosphere at school.

Examples of events the PA have chosen to organise or be involved in:

Providing refreshments for staff and parents at each of the Parents' Evenings;

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 the Christmas concerts and school productions;

Donut Days;

Providing refreshments for the annual 6th form festival;

Stalls for Mothers' Day;

Quiz 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

It has been a much easier year in which to fundraise as the lifting of covid restrictions has meant we have been able to run more events and we have also got used to more online fundraising.

In total we raised a record-breaking £30,479 over double last year when figures totalled £15,122. The Winter Fayre was our biggest fundraiser at over £6,000, earning more than any other year, and also really brought the CCHS community together with many families seeing the new buildings for the first time. The Year 7/8 Disco was hugely successful together with the New Community Cookbook initiative. New income streams such as Adventure Island tickets and Leavers' Hoodies added significantly to income and existing income streams such as second hand uniform, the wishlist lottery, Xmas Puds and Raffle continued to be very successful.

We gave £21,504 to the school to fund a wide range of items. Nearly £10,000 was donated to purchase a new floor for the Sports Hall to allow it to be used for all sorts of events. We also helped the school buy items for the new First Aid Room and purchase cricket matting and stumps. Other items included money towards the NCGS Conference, Speech Day Prizes, piano stools, the library e-platform subscription and newspapers for the library.

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 2021 to date)

Wishlist Lottery - ongoing monthly lottery. Generating £4,300 (£4,270 last year). This was our second 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 £1,910, similar to last year.

Second Hand Uniform – Sales of second hand uniform are again over £3,000 following a successful move to online sales.

Year 7/8 Disco - everyone enjoyed being able to do the annual disco again and we raised over £1,875 through ticket sales, refreshments and stalls.

CHAIR'S REPORT continued

Mother's Day – This was very popular with the students and staff with £1,351 raised.

Refreshments - the PA normally generate a steady income through the year from serving refreshments at concerts, productions, open events, the sixth form festival and parent evenings. Nearly £2,000 was generated through this.

Easyfundraising and Amazonsmile- these continue to generate good income.

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

Xmas Puds - this was very popular again raising £451 net profit. We also ran a competition amongst the new year 7s to design the packaging.

New initiatives - Three new initiatives generated significant new income and are things we would like to repeat, namely Adventure Island ticket sales (£800 net profit), Community Cookbook (£1,120) and Leavers' Hoodies Commission (around £350).

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 £21,500 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 increased to £38,293. £23,361 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 Quiz Night. We hope over the course of the year that we will be able to hold more events that the girls 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 voluntary basis;
- * The senior prefects who help raise awareness among the girls whenever the PA is staging an event the girls may wish to attend or contribute to.

Thank you for coming to the AGM. Hopefully, we will rise together to overcome the challenges presented and enjoy another successful year.

Catherine Carby
Chair
CCHS PA
19 October 2022

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 2022, 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**

3rd November 2022

**SUMMARY OF RECEIPTS AND PAYMENTS
FOR THE YEAR ENDED 31 August 2022**

Note

Receipts

Fundraising	1
Donations	2
Investment income	3

Total Receipts

Payments

Fundraising	1
Charitable Activities	4
Other expenses	5

Total payments

Net receipts/(payments)

Cash balances B/Fwd from Prior Year

Cash Balances C/Fwd to Next Year

STATEMENT OF ASSETS AND LIABILITIES

Cash Funds

Barclays Current Account PA Fund
Petty Cash

Approved by the Trustees on 19 October 2022 and signed on their behalf by

Catherine Carby

Chairman

Niki Sutton

Treasurer

2022 £	2021 £
29,441.72	14,782.64
1,037.10	340.00
-	-
30,478.82	15,122.64
3,830.28	1,145.16
21,504.44	10,861.26
1,353.99	395.29
26,688.71	12,401.71
3,790.11	2,720.93
34,503.20	31,782.27
£38,293.31	£34,503.20
38,293.08	34,502.97
0.23	0.23
£38,293.31	£34,503.20

∕:

Notes to Receipts and Payments Account

1	Fundraising Activities	2022		2022	2021
		Receipts	Payments	Net	Net
	2nd Hand Uniform	3,073.00	13.98	3,059.02	3,022.00
	Wish List Lottery	4,300.00	-	4,300.00	4,270.00
	Easyfundraising	618.16	-	618.16	486.05
	Clothes Recycling	232.50	-	232.50	551.75
	Concerts	454.20	-	454.20	-
	School Productions	274.65	-	274.65	-
	Disco	1,875.55	124.95	1,750.60	-
	Doughnut days	862.62	276.00	586.62	-
	Parents' Evenings	266.77	-	266.77	-
	Open Evenings	368.52	-	368.52	-
	Mother's Day	1,351.99	181.11	1,170.88	-
	Co-op Community Card	-	-	-	90.00
	Xmas Draw and Summer Raffle	2,010.00	100.00	1,910.00	3,883.00
	Xmas Fayre	6,287.83	128.14	6,159.69	-
	Sixth Form Festival	564.98	-	564.98	221.80
	Non Uniform Day	682.50	-	682.50	-
	Quiz	-	-	-	165.00
	Amazonsmile	488.06	-	488.06	553.04
	Adventure Island	2,400.00	1,600.00	800.00	-
	Xmas Puds	1,857.50	1,406.10	451.40	394.84
	Commission New Clothing Sales	352.89	-	352.89	-
	Cookbook	1,120.00	-	1,120.00	-
	Total Fundraising Activities	£29,441.72	£3,830.28	£25,611.44	13,637.48
2	Donations				
	Personal/Fundmatching Donations	£687.10			-
	Charities Trust	350.00			340.00
		<u>£1,037.10</u>			<u>£340.00</u>
3	Investment Income				
	Bank Interest	-			-

Notes to Receipts and Payments Account (cont'd)

	2022	2021
4 Grants Payable in furtherance of the Charity's objects		
School Prizes	3,000.00	-
School Wish List (Note 6)	17,781.44	10,158.26
Newspapers for Library	228.00	208.00
Digital Theatre Subscription	-	-
Sixth form festival donation	-	-
Library e-platform subscription	£495.00	495.00
Total Grants Paid	£21,504.44	£10,861.26
Total payments in respect of charitable activities	<u>£21,504.44</u>	<u>£10,861.26</u>
5 Expenses		
Crockery	23.99	-
PTA Insurance	128.00	128.00
PA Cupboard Stock	896.09	103.96
Alcohol License	21.00	-
Lottery License	20.00	20.00
ICO Charge	35.00	35.00
General	20.90	31.92
SumUp Charges	77.43	-
Parentpay Transaction Charges	131.58	76.41
	<u>£1,353.99</u>	<u>£395.29</u>

6 **Wishlist Purchases for 2021/22**

Floor Tiles for Sports Hall	9,976.50
Items for new First Aid Room	1,016.36
NCGS Conference	1,608.66
Piano Stools	336.19
Cricket matting and stumps	4389.97
Refreshments	453.76
Total Paid	<u>£17,781.44</u>

