

# CCHS Parents' Association

Working to Support  
**Chelmsford County High School  
for Girls**

A Grammar School with Academy Status

Reports & Accounts for the year ended  
31<sup>st</sup> August 2022

|                             |  |
|-----------------------------|--|
| Charity Registration Number | 287962   |
| Contact Name and address    | Niki Sutton (Treasurer)<br>Chelmsford County High School for Girls<br>Broomfield Road<br>Chelmsford<br>Essex CM1 1RW |

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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 |
|-------------------------------------|------|
| <b>Receipts</b>                     |      |
| Fundraising                         | 1    |
| Donations                           | 2    |
| Investment income                   | 3    |
| <b>Total Receipts</b>               |      |
| <b>Payments</b>                     |      |
| Fundraising                         | 1    |
| Charitable Activities               | 4    |
| Other expenses                      | 5    |
| <b>Total payments</b>               |      |
| <b>Net receipts/(payments)</b>      |      |
| 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            |
| -                 | -                 |
| <b>30,478.82</b>  | <b>15,122.64</b>  |
| 3,830.28          | 1,145.16          |
| 21,504.44         | 10,861.26         |
| 1,353.99          | 395.29            |
| <b>26,688.71</b>  | <b>12,401.71</b>  |
| <b>3,790.11</b>   | <b>2,720.93</b>   |
| 34,503.20         | 31,782.27         |
| <b>£38,293.31</b> | <b>£34,503.20</b> |
| 38,293.08         | 34,502.97         |
| 0.23              | 0.23              |
| <b>£38,293.31</b> | <b>£34,503.20</b> |

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## 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          | -                |
|   | <b>Total Fundraising Activities</b> | <b>£29,441.72</b> | <b>£3,830.28</b> | <b>£25,611.44</b> | <b>13,637.48</b> |
|   |                                     |                   |                  |                   |                  |
| 2 | <b>Donations</b>                    |                   |                  |                   |                  |
|   | Personal/Fundmatching Donations     | £687.10           |                  |                   | -                |
|   | Charities Trust                     | 350.00            |                  |                   | 340.00           |
|   |                                     | <u>£1,037.10</u>  |                  |                   | <u>£340.00</u>   |
| 3 | <b>Investment Income</b>            |                   |                  |                   |                  |
|   | Bank Interest                       | -                 |                  |                   | -                |

## Notes to Receipts and Payments Account (cont'd)

|   | 2022              | 2021              |
|---|-------------------|-------------------|
| <b>4 Grants Payable in furtherance of the Charity's objects</b> |                   |                   |
| 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   | <b>£21,504.44</b> | <b>£10,861.26</b> |
| Total payments in respect of charitable activities              | <b>£21,504.44</b> | <b>£10,861.26</b> |
| <b>5 Expenses</b>   |                   |                   |
| 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             |
|   | <b>£1,353.99</b>  | <b>£395.29</b>    |

**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                   |
| <b>Total Paid</b>            | <b><u>£17,781.44</u></b> |

