

CHICHESTER HIGH SCHOOL FOR GIRLS

PARENT TEACHER ASSOCIATION

Minutes of the Annual General Meeting held at the High School on Wednesday 3rd November 2010

Present: Sarah Caffyn, Adrian Domagala, Jane Eldridge, Yvonne Coppard, Jo Jardine, Julie Brombley, Elizabeth Beaney, Bob Beaney, Vanessa Lisle, Sue Lambourne, Peter Waters, Becky Kingdon-Butcher, Sally Gutowski-Smith.

Annual General Meeting

1. Apologies for absence

Apologies were received from Tracey Moss, Liz Gifford, Isabel Ashdown Croucher, Fiona Oliver-Watkins and Jacqueline Dudley-Headland.

2. Minutes of the last AGM

p2 President's Address – the amount of the cheque handed to the school was £6000 (not £6600).

The above amendment having been agreed, the minutes of the 2009 AGM were accepted as a true and accurate record.

3. Matters arising

There were none.

4. Chairman's Report – Bob Beaney

I'd like to begin by expressing my thanks to the people who have played a significant role in the PTA over the last year:

- First, to all members of the Committee, who take time out of their busy lives to attend our regular meetings and to sit on working groups and provide unstinting support to the efforts of the PTA – whether that is arranging/organising events or providing refreshments or buying raffle prizes or selling raffle tickets or selling second hand uniform. These tasks are the things that are the lifeblood of the PTA and we could not survive without such support.

- A particular thank you to a couple of individuals who have held officer roles over the past year – Julie Brombley, our Treasurer – a seemingly thankless and very time consuming role but essential to keep us in order. Also to Sarah Caffyn who took over the role of Secretary at the last AGM. Along with Julie, Sarah has played a major role in pulling the Committee together and she has been extremely proactive in initiating the development of a PTA newsletter and helping to drive forward our efforts. A personal ‘thank you’ to both Julie and Sarah for their efforts and commitment over the last year. I’m sure I’m not alone in hoping that we will be able to rely on the continued support of both Julie and Sarah through 2011.
- It is good to have the opportunity to say a big thank you to school staff. Staff who prepare rooms, make equipment available and ensure we are able to hold our meetings. And to Fiona Oliver-Watkins and Sue Lambourne for their continued commitment and support to the Committee and for their untiring and unseen work behind the scenes.

We have recently had a couple of resignations from officer roles on the Committee: Alan Chapman, the Licensing and Supplies Officer – and Yvonne Chapman, who was responsible for organising and mobilising members to provide support at events. I wish both Alan and Yvonne well for the future. These are roles that we will, of course, need to fill and either of these roles will, perhaps, provide an opportunity for our new members to become more actively involved in PTA activities.

During 2010, the PTA has shown a great deal of commitment and support to the school by providing refreshments and selling uniform at a number of events – including Parents’ Consultation evenings. These events have offered the opportunity to try to recruit new Committee members and supporters, through talking to parents about the PTA and how they might be able to help. Unfortunately, despite some concerted efforts by many, recruitment of new members remains a difficulty.

That said, a very successful Talent Show was organised for pupils early in the year, and a repeat performance is planned for January 2011. Also, a successful Gardener’s Question and Answer Evening was hosted recently, and this has given the PTA funds a nice boost. A very big thank you to the individuals who gave of their time and invested significant effort to ensure these events were so successful. Plans are also well progressed for the re-introduction of a Christmas Fayre in December.

However, on a less positive note: this year we introduced the concept of licensing a number of events to give us the opportunity to sell alcohol, with the intention of bringing more funds into the PTA. The profits made from such sales do not meet our initial expectations and I feel it would be useful for the benefit of the PTA, and the success of future events, to undertake a comprehensive review of licensing activities in 2010 in order that we can position ourselves for better success into 2011 – if we determine this is an initiative with which we wish to persevere. I will be happy to lead this review, although it is likely that I will require some support from Julie (our Treasurer), along with the records of the purchases and sales that I will request from the (previous) Licensing and Supplies Officer. Once the review is completed, I will present the results to a regular meeting of the PTA Committee.

There are another couple of initiatives that have, perhaps, not been as successful as anticipated (or desired) during 2010; these being 'Pledge 10' and 'The Giving Machine'. Apart from continuing to ensure these initiatives are 'advertised' to parents at every opportunity, I'm not really sure how we can improve the success rate. Discussions at a previous regular meeting of the Committee concluded that 'Pledge 10' could be made available to children at the school – with consent from their parents; I am aware that Elizabeth and Julie are planning to attend a future school assembly to present details to the children in the hope we can broaden the appeal.

On a very positive note, we have been able to make a donation of £3,000 to the school towards equipment for the theatre, as well as £100 – to be used by the school to celebrate its centenary year.

Overall, 2010 has been a reasonably successful year for the PTA and this gives us a solid foundation on which to build for 2011. In order to continue this success, and to build on this in the future, it will be necessary to recruit new parents to the Committee to input ideas, help organise events and to have a further nucleus of parents who are able to provide support and refreshments at PTA and school organised events. 2010 has again seen significant effort made by a few dedicated parents – this is a responsibility we must continue to try to share and I urge all members to spread the word and continue the efforts to recruit new members. One of our key goals for 2011 must be to encourage new members to join the Committee – the successes of 2010 can hopefully help us achieve this goal.

5. Treasurer's Report – Julie Brombley

The PTA has had a steady year with regard to fundraising. With no Christmas Fayre, the Talent Show, a new venture, was this year's biggest event, raising £330. The frequent hamper raffles again provided a steady source of income, however refreshment profits recorded a disappointing £60. Second hand uniform sales were also down this year but still raised £135. Two donations were made to the School: first, £100 to be used as 10 x £10 Centenary Prizes and a second substantial £3000 to help with technical resources in the theatre. At the end of the period, PTA funds stood at £1273. I would recommend that during the coming year we focus on building up the funds.

Note: the period covered by the Treasurer's Report runs to the end of July 2010.

There is a discrepancy in the number of members of Pledge 10: receipts are shown as £390 in the accounts but Vanessa believes there to have been 40 members.

Julie/Vanessa to investigate this discrepancy.

Sarah to include in PTA News an appeal to parents and pupils to donate old printer cartridges and mobile phones for recycling.

The Annual Report of the Trustees of CHSG PTA for Y/E 31 July 2010, Receipts and Payments Account for Y/E 31.7.10, and Balance Sheet as at 31.7.10 are appended to these minutes.

6. President's Address – Fiona Oliver-Watkins

Sue Lambourne read the President's Address to the meeting on behalf of Fiona Oliver-Watkins.

I am sorry that I am unable to be present at the annual general meeting of the Chichester High School for Girls Annual General meeting of the Parent Teachers Association this year.

It is always a pleasure and a privilege as Head Teacher of our school to be part of the PTA and to work alongside such a wonderful group of positive and supportive parents. All parents want the best for their own daughters whilst they are at our school but in the PTA there is a very special group of people who work tirelessly for the greater good and for the benefit of all pupils at the school.

I am delighted that the PTA has gone from strength to strength this year, showing a new vigour and determination to succeed. New ideas, plenty of enthusiasm and a great team have all led to a number of real successes this year.

On behalf of the parents, staff and pupils at the High School I would like to thank everyone who has contributed in any way to the PTA this year, perhaps by Pledging Ten, or attending an event or sending in some used uniform.

I would also like to say a Big Thank You to all parents who have given up their time to be on the committee and to attend meetings and working group meetings. Without all of you, things just would not progress beyond the 'good ideas' stage. It takes time and commitment to get things off the ground, and a great deal of effort to organise an event or project and to gain support from others. I am always impressed by the hard work everyone puts in and with the great good humour with which it is done. Your wonderful efforts are really appreciated by other parents, staff and of course the pupils, and I thank you all most sincerely.

Finally I would like to give my special thanks to members of the PTA executive: to Bob, to Julie and to Sarah, who in addition to involving themselves in committees and subgroups, take on responsibilities and tasks to lead and manage the PTA so brilliantly.

You are all very special friends to the school and I look forward to working alongside you in the year to come. With a range of successes behind us we will continue to evolve and grow as a committee. I am sure that with our continued efforts we will manage to encourage a larger number of parents to support our work and to get involved.

Many congratulations on a very successful year!

7. Election of Officers

Bob Beaney was re-elected as Chair of the PTA for 2010-11.
Julie Brombley was re-elected as Treasurer.

Sarah Caffyn was re-elected as Secretary.
Jo Jardine was elected as Licensing Officer.
Becky Kingdon-Butcher was elected as Supporter Mobiliser.
Elizabeth Beaney was elected as Raffle Co-ordinator, to organise raffle prizes for parent consultation evenings.

The meeting decided not to have a Supplies Officer this year.

Sarah to email the Helpers List to Becky.

8. Date of next AGM

The next AGM will be on Wednesday 2nd November 2011.

ANNUAL REPORT OF THE TRUSTEES OF CHSG PTA FOR Y/E 31ST JULY
2010

Charity name: The Chichester High School For Girls Parent Teacher Association
Charity Registration No: 1074946

Address: c/o Chichester High School For Girls
Kingsham Road
Chichester
West Sussex
PO19 8EB

Charity Trustees:

Ms Fiona Oliver Watkins – Headteacher
Mrs Lynne Gibson - Deputy Head
Mr Robert Beaney – PTA Chairman
Mrs Julie Brombley – PTA Treasurer
Mrs Sarah Caffyn – PTA Secretary
Mrs Karen Mason – Parent Governor

The charity is governed by its Constitution, adopted on 30th September 1998 and amended on 23rd January 2007.

The Trustees are the Headteacher, the Deputy Headteacher, one Parent Governor and the Officers of the Charity. The Officers are elected at the AGM from among the membership of the PTA, and hold office for one year.

The Charity sets out to promote the education and training of pupils at the School outside school hours by providing funds to acquire additional educational resources, to foster extended relations between the staff, parents and pupils and to engage in activities which support the School ethos. The PTA does this by regular meetings in term time, by fundraising, and by being present at school events in a formal capacity.

The PTA has had a steady year with regard to fundraising. With no Christmas Fayre, the Talent Show, a new venture, was this years' biggest event, raising £330. The frequent hamper raffles again provided a steady source of income, however refreshment profits recorded a disappointing £60. Second hand uniform sales were also down this year but still raised £153. Two donations were made to the School first £100 to be used as 10 x £10 Centenary Prizes and a second substantial £3000 to help with technical resources in the theatre. At the end of the period, PTA funds stood at £1273. I would recommend that during the coming year we focus on building up the funds.

CHICHESTER HIGH SCHOOL FOR GIRLS PTA

BALANCE SHEET AS AT 31ST JULY 2010

	2010	2009
CURRENT ASSETS		
Cash at bank:		
Barclays Community Account:	3789	366
Barclays Business saver Account:	609	3108
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	4398	3474
 Represented by:		
Balance brought forward	3474	5877
Surplus for the year	924	(2403)
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FUNDS CARRIED FORWARD	4398	3474

APPROVED ON BEHALF OF THE TRUSTEES

.....
Mr Robert Beaney – Chairman
Date

.....
Mrs Julie Brombley – Treasurer
Date

CHICHESTER HIGH SCHOOL FOR GIRLS PTA

RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31ST JULY 2010

INCOME

	Receipts	Payments	Net	
Pledge 10	390	250	140	
Refreshments #	793	723	60	
Raffle	470	108	362	
Second Hand Uniform	153		153	
Talent Show	330		330	
Recycling (Cartridges & Mobiles)	180		180	
Misc Expenses*		328	(328)	
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	2316	1419	897	897
				<hr/>
Bank Interest received				2
				<hr/>
				899
General Expenses:				
Contribution to CHSG re Theatre				3000
Contribution to CHSG re Centenary Prizes				100
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SURPLUS OF INCOME FOR THE YEAR BEFORE DONATIONS				(2201)
Donations				0
				<hr/>
NET SURPLUS INCOME FOR THE YEAR				(2201)
CASH RESERVES BROUGHT FORWARD 1ST AUGUST 2009				3474
CASH RESERVES CARRIED FORWARD 31ST JULY 2010				<hr/>
				1273

* Misc expenses incl: PTA Cupboard Keys / Insurance / Gifts / Stationery / PTA Banner / PTA Camera

Includes perished (out of date) refreshments destroyed – value £60