

**CHICHESTER HIGH SCHOOL FOR GIRLS**  
**PARENT TEACHER ASSOCIATION**

**Minutes of the Annual General Meeting followed by a Committee Meeting  
held at the High School on Wednesday 4<sup>th</sup> November 2009**

**Present:** Sue Lambourne, Fiona Oliver-Watkins, Julie Brombley, Vanessa Lisle, Yvonne Brown, Alan Chapman, Jacqueline Dudley-Headland, Peter Wilson (Chair), Elizabeth Beaney, Bob Beaney, Yvonne Coppard, Sarah Caffyn

**Annual General Meeting**

**1. Apologies for absence**

Apologies were received from Caroline Cooper, Sally Gutowski-Smith, Jane Eldridge and Kaz Mason.

**2. Minutes of the last AGM**

The minutes of the 2008 AGM were read out and taken as a true record.

**3. Matters arising**

There were none.

**4. Chairman's Report - Peter Wilson**

I would like to thank all the members for their support and dedication to the PTA.

In the last 12 months there has been a lot of fluctuation within the PTA. On the down side members of the PTA put together a line dancing event which when advertised drew so few numbers that it was cancelled. Kaz Mason and Penny Coppin resigned to take up positions as school governors, and our secretary Caroline Cooper also left us to go back to full time study; we wish them all well for the future, they will be sorely missed. The Christmas Fair was apparently uneconomical in terms of the time and effort involved, compared to the money raised, and the decision was made to make this a bi-annual event.

On the upside, a donation of £6000 was made towards the running costs of the minibus, and many of the parent evenings were supported by members offering refreshments and second-hand school uniforms. These offered an opportunity to talk

to other parents about what the PTA can do and how they can help. Three social events took place by parents using the concept of acting as satellite groups where they arranged a gathering of parents locally.

A nucleus of parents is needed to organise events, and all parents are asked to help where possible. However, once again, the main effort was made by a few dedicated people.

I would like to thank everyone who came to meetings, evenings and worked on both social and fundraising events, especially those from the school staff who prepare rooms, carry equipment and make our meetings possible.

With the school's one hundredth birthday as a focus, I hope we can generate more interest, income and activity.

## **5. Treasurer's Report - Julie Brombley**

The PTA had another successful year with regard to fundraising. The Christmas Fair again being a major source of income, raising £2107.28. Providing refreshments and a raffle at School events has continued to bring a steady stream of funds, totalling £767.21 this year, and second hand uniform sales brought in £393.08. All this together with Pledge 10 and account interest has meant a total income to 31<sup>st</sup> July 2009 of £3596.85. A donation of £6000.00 was given to the School in May towards the hire of a minibus. At the end of the period, PTA funds stood at £3473.39.

Accounts to be checked and signed by **Peter**.

*The Annual Report of the Trustees of CHSG PTA for Y/E 31 July 2009, Receipts and Payments Account for Y/E 31.7.09, and Balance Sheet as at 31.7.09 are appended to these minutes.*

## **6. President's Address - Fiona Oliver-Watkins, Headteacher**

I am very pleased to be able to speak at the annual general meeting and to talk a little about the last year.

The PTA has had a mixed year, but it has been very good in places.

We have had a strong PTA committee who have a great deal of energy and vigour.

There has been great enthusiasm and a lot of hard work during the year and all this has culminated in some successes.

Firstly, fundraising. The PTA handed over a cheque to the school for £6,600 which allowed us to pay for the first year of a 3-year lease for our wonderful brand new 17-seater minibus. This gave us the basis on which to grow - and now we have a self-perpetuating minibus fund which will allow us to continue the lease year by year. So

I would like to give my special thanks to the PTA from pupils and staff currently in our school, and those who in future years will benefit from using the minibus.

Secondly, the PTA is a very successful interface between parents and parents, and parents and teachers. Such interface has been for example at school events, parents' evenings, information evenings, Year 7 social evenings and the PTA Christmas fayre.

This interface is extremely valuable and most welcome. I would like to extend a big thank you to everyone on PTA who helped with any of these events, i.e. selling refreshments, promoting pledge 10, selling used uniform, putting together a hamper and raffling the contents, promoting PTA and running a stall or even counting sticky money at the Christmas fayre!

On the other side of the coin there were some low points:

A lot of work went into planning a line dance evening. Sadly, we couldn't muster enough support to make it happen.

Some longstanding PTA members left us - but for all the right reasons as they had other things to do. I would like to mention and thank three people in particular.

My special thanks to Caroline Cooper who was the PTA Secretary for some time and a great supporter of PTA and school events. We wish her well as she starts to study for her degree in Social Sciences. Also, to Penny Coppin and Kaz Mason who have been a big part of the PTA team and who have contributed a huge amount over the years. I am delighted that we have not lost them completely. In fact I think we have probably gained more of their time as they have become Governors of the school and Kaz Mason has volunteered to become the link Governor to the PTA.

My thanks also to Sue Lambourne (Assistant Headteacher) who has supported everything the PTA has done and worked hard behind the scenes.

Because key members of the PTA have left the team it is somewhat depleted at the moment and I am sure that one of our aims for this year will be to regenerate and build up some more strength.

Finally, I would like to say a special thank you to Peter Wilson who has been Chairman of the committee. His boundless enthusiasm and great support for the school and events have been very much appreciated (especially in a year which has been a tough one for him on a personal level).

So I look forward to the future. I know that the PTA is a worthwhile body and it does some excellent and valuable work. I am sure we can generate some more interest and keep spirits high in the future.

On behalf of pupils, staff and other parents, may I say a very big thank you to you all. Your help, support, enthusiasm and friendship are very much appreciated.

## **7. Election of Committee Members**

Peter Wilson will continue as Chair in the short term

Bob Beaney was elected Vice Chair, and will take over as Chair after a transition period.

Julie Brombley will continue as Treasurer.

Sarah Caffyn was elected Secretary.

Yvonne Brown will take over from Kaz Mason the role of mobilising supporters and organising helpers for events.

Alan Chapman was nominated Licensing Officer.

## **8. Date of next AGM**

The date of the next AGM was not discussed; it will be agreed at the committee meeting on 20<sup>th</sup> January 2010.

## Committee Meeting

### 1. Year 7 Parents Evening 5<sup>th</sup> November

Jackie will set up from 3.00.

Elizabeth and Bob can help 4.00-5.00.

Alan and Yvonne B will buy supplies.

Alan will apply for a Booker Cash & Carry card.

### 2. Public Liability Insurance

The premium due on 1.6.09 for the year 2009-10 was not received by WSCC Legal Dept .

Julie will follow-up.

### 3. Correspondence

Various sales mail-shots were considered and several filed for future reference.

### 4. 100 Club

Vanessa will promote the 100 Club.

Julie will take money in and pay out prizes.

### 5. Future events (possibly) requiring a PTA presence

5 Nov 09	4.00-6.30	Year 7 Parents Consultation Evening (see 1 above)
17 Nov 09	4.00-6.30	Year 8 Parents Consultation Evening
26 Nov 09	10.00-12.00	Parents' Coffee Forum
9,10,11 Nov 09		Wizard of Oz
22 Jan 10		Talent Show
3 Feb 10	4.00-6.30	Year 11 Parents Consultation Evening
24 Feb 10	4.00-6.30	Year 9 Parents Consultation Evening
3 & 4 Mar 10		Gym & Dance Bites
16 Mar 10	4.00-6.30	Year 10 Parents Consultation Evening
25 Mar 10	10.00-12.00	Parents' Coffee Forum
27 May 10	10.00-12.00	Parents' Coffee Forum
17 June 10		Y6 Parents Evening

At parents consultation evenings PTA usually provides:

- refreshments
- used uniform
- Pledge 10
- hamper raffle

**Fiona** will ask organizers of Wizard of Oz and Gym & Dance Bites if they want a PTA presence.

## **6. Licence**

Alan has contacted the council. We can have up to five events per year, each event can last up to a maximum of 96 hours (so three nights of Wizard of Oz would count as one event). Must register, then give at least 10 days notice for each function.

**Alan** to find out cost per licence, and whether it is per calendar year or per 12 month period.

## **7. Cheque signatories**

Julie, Alan and Bob will be the three cheque signatories.

**Alan** and **Bob** to register with the bank.

## **8. Trustees**

**Julie** will check and update list of trustees. Kaz Mason is the parent governor link to the PTA and should be asked to be a trustee.

Constitution needs to be changed:

- reference to 'deputy headteachers' should be changed to 'member of senior management team'.
- add Vice Chair

**Peter** to notify the PTA body about the changes, to be voted on at the next committee meeting.

## **9. AOB**

Jacqueline suggested next year holding a joint Christmas Fair with the boys' school.

## **10. Date of next meeting**

Wednesday 20<sup>th</sup> January at 7.30 pm in the School Library.

**APPENDIX to the minutes of the AGM held on 4 November 2009**

**ANNUAL REPORT OF THE TRUSTEES OF CHSG PTA FOR Y/E 31 JULY 2009**

Charity name: The Chichester High School For Girls Parents Teachers 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  
Mr Peter Wilson – PTA Chairman  
Deputy Head  
Mrs Julie Brombley – PTA Treasurer  
Mrs Caroline Cooper – PTA Secretary

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

The Trustees are the Headteacher, the Deputy Headteachers, 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 had another successful year with regard to fundraising. The Christmas Fair again being a major source of income, raising £2107.28. Providing refreshments and a raffle at School events has continued to bring a steady stream of funds, totalling £767.21 this year, and second hand uniform sales brought in £393.08. All this together with Pledge 10 and account interest has meant a total income to 31<sup>st</sup> July 2009 of £3596.85. A donation of £6000.00 was given to the School in May towards the hire of a minibus. At the end of the period, PTA funds stood at £3473.39.

**CHICHESTER HIGH SCHOOL FOR GIRLS PTA**

**BALANCE SHEET AS AT 31<sup>ST</sup> JULY 2009**

	<b>2009</b>	<b>2008</b>
<b>CURRENT ASSETS</b>		
Cash at bank:		
Barclays Community Account:	366	318
Barclays Business Reserve	3108	5559
	<hr/>	
	3474	5877
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Represented by:		
Balance brought forward	5877	2081
Surplus for the year	(2403)	3796
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<b>FUNDS CARRIED FORWARD</b>	<b>3474</b>	<b>5877</b>
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**APPROVED ON BEHALF OF THE TRUSTEES**

.....  
Mr P Wilson – Chair  
Trustee

.....  
Date

.....  
Mrs J Brombley – Treasurer  
Trustee

.....  
Date

**CHICHESTER HIGH SCHOOL FOR GIRLS PTA**

**RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 31<sup>ST</sup> JULY 2009**

**INCOME**

	<b>Receipts</b>	<b>Payments</b>	<b>Net</b>	
Pledge 10	555	275	280	
Refreshments & Raffles	1058	290	768	
Second Hand Uniform	393		393	
Christmas Fair	2442	335	2107	
	<hr/>			
	4448	900	3548	3548
				<hr/>
Bank interest received				49
				<hr/>
				3597
General Expenses				
Minibus contribution				6000
				<hr/>
SURPLUS OF INCOME FOR THE YEAR BEFORE DONATIONS				(2403)
Donations				0
				<hr/>
NET SURPLUS INCOME FOR THE YEAR				(2403)
CASH RESERVES BROUGHT FORWARD 1 AUGUST 2008				5877
				<hr/>
CASH RESERVES CARRIED FORWARD 31 JULY 2009				3474