



**Colchester High School Association**  
Wellesley Road,  
Colchester, CO3 3HD

**Termly Committee Meeting: Spring Term 2018 Minutes**  
**Date of Meeting: February 1st**  
**Venue: CHS Refectory at 8.40am**

**Attendees:** Helen Clarke, David Young, Chrissy Drake, Caroline Nicholls, Murdo McLellan, Nicola Bennett, Faye Sephton, Dean Rogers, Joanne Riddle, Rebecca Sharda, Natalie Denison, Evelyn Burns, Emma Wallace

**1. Apologies for Absence - Murdo**

Apologies provided to Liz, Alison Bielecka, Asha Parmar, Katharine Evans, Jeni Tyler, Cara Wild, Jessie Freeman, Hazel MacLennan, Amanda Nieuwenhuis

**2. Resignation of Trustee - Murdo**

Formal notification of the resignation of Jo Bradley. Noted and thanked.

**3. Highlights from Autumn Term - Murdo**

The CHSA raised over £2500 (after expenses) by running a Lower School Disco, the Christmas Fayre, the Christmas Cards and the Christmas Gift Stall. During this period we also have spent money on capital expenses which reduced the profit this year but will last for several years, such as Christmas Decorations, Christmas Trees, Popcorn machine. We also have stock remaining for the Christmas Gift Stall and Santa presents.

Our promise was also to make communication of the CHSA easier, to share updates, events and share the children's joy from the funded activities. Our new CHSA Facebook page went live which has 107 members to date and is helping to spread the word. We also have WhatsApp groups for the CHSA Committee and one for the Chair and Vice Chairs, and we wanted to share that over 6000 WhatsApp messages have been shared in these forums- so it shows just how much work and support there is within these groups!

2 of the Vice Chairs, and Helen also met with the Senior School Council to talk through their interest and found they are keen on bake sales, Break the Rules Day, and Film Nights.

**4. Financial Overview – Helen Clarke**

Helen provided an overview of expenses and outstanding funding requests with current funds around **£9,000 available**.

**5. Communications Strategy – Caroline**

We talked about how we can get more people to join the CHSA Facebook site and join the Committee, so that we have a better spread across the whole school.

Suggestions included printing a summary of the bids/events and putting it in book bags, giving out leaflets at Parents Evenings, especially at the Senior School as often they don't

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attend the school, sending out termly updates on Firefly and trying to get a year group rep from each year to be a conduit to all parents. Suggestion to also use the News Team in the school.

**Action** – Murdo and team review if/how we could share about CHSA at the events where parents attend

**Action** – Murdo and team to write termly update on Firefly

**Action-** Murdo and team to use the Easter Egg Hunt for the Lower School, as a way to publicise the CHSA Facebook site

**Action-** Murdo and team to put a note out to CHSA Committee and the Facebook to encourage Year Group reps to come forward

**Action-** Helen to clarify more about the News Team and how they could support.

It is also recognised that not every parent can join CHSA Termly Meetings, or activity support, however we would like to enable people to provide their views on Bids prior to all meetings.

**Action** – Murdo and team will work out how to put voting option on the CHSA Facebook to encourage people to vote offline.

It is also noted that the CHSA Chair and Vice Chair will review and approve bids, on an adhoc basis, where a bid has come in mid-term and cannot wait until the next termly meeting.

**Action-** Murdo and team will review with Helen whether we can ask for bids 1 week before so they can be sent out to the Committee and CHSA Facebook for offline bidding. We will also look at if/how we communicate reviewing bids outside of the termly meetings. We will also write a Terms of Reference for they types of bids we accept to help provide guidance to those put bids in, and for consistency of approvals.

## **6. Funding Requests**

### **Approved Bids = £2,872**

- **Year 11 Prom** – Request £887. Some Year 11 pupils and Miss Banks presented their case for extras to make the Prom more personal and memorable. Year 11 will also raise £ themselves. We reviewed if we bought the Letter Lights for longer term use however they are expensive and storage is an issue. **£887 – Approved**
- **After School Club toys** – Request £315 for play equipment. Noted that they have not previously asked for money as they get parent donations, however many toys are

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'tired' and they have limited outdoor toys. Request from CHSA to ask parents for new donations. **£200 - Approved**

- **Gardening Club** – Request £269.95. Joanna Riddell presented and shared how the school has an allotment and are looking for funding for a shed to store equipment. The school pays the rent. We recommend we fund £300 so it is the best shed that is sturdy and the best value. **£300 – Approved**
- **Year 6 Yearbooks** – £525 requested. Last year this was not funded however upon review the Committee are keen to fund this, similar to the Year 11 leavers donation. This is for 40 books. Clarity required on exact budget as quote was from last year. **£525 – approved.**
- **After School Production Club for Lion King (Year 3-6)** –requested £550. This is requested after the cost has been paid and assumption is that they will fund this via ticket sales if they do not get the CHSA funding. The funds would be used for license, scrips, drums etc. Upon review it was agreed that the CHSA would fund bids which provide long term future use or skills. We will ask the bidders to review what can be used long term so we can review the funding. Murdo and team will re-review once this is understood. CHSA are happy to also run the Popcorn stall and drinks and profit return to the project. **£550 rejected but request revised bid**
- **First Aid course for Nursery to Y6** – requested £800. Request from Mrs Brammall to provide all with First Aid skills. This was reviewed in October and agreed by Murdo and the Vice Chairs. **£960 – approved.**

**Progress on recent bid requests**

Bid request	Activity	Year group	Cost	Completed
Sept 2018	Visiting Maths Speaker	Years 7-11	£900	Yes
Sept 2018	Outdoor Bean Bags for seating near table tennis	Lower/Senior Schools	£200	Yes
Sept 2018	Craft Supplies for the Gardening club for winter	Year 7 & Year 9	£100	Yes
Sept 2018	Globe Theatre Workshops	KS1 & KS2 & Year 7	£1000	5/6 June
Sept 2018	Essex Music Hub World Music Workshops	320 pupils (Lower and Senior School)	£400	February
Sept 2018	Selection of Nursery indoor and outdoor toys	Nursery and Reception	£250	
June 2018	Selection of outdoor toys for break times	Lower School	£250	
June 2018	eSafety meeting	Parents	£960	Yes
June 2018	Netball dresses	Senior	£350	

**7. Upcoming events - Faye**

We talked through the plans for the coming terms. Agreement that we would ask the CHSA Facebook community to bid if they would want a parents Quiz with Wine and Cheese, plus if they would support the Smarties Challenge.

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**Action:** Murdo and team to put the voting action on CHSA Facebook

We have also reviewed whether we have a Colour Run so we have a family fun day for everyone, but are yet to find a location. Once we are clear of the options we will advise. If not, we will have the ever popular Summer Fete.

**Action:** Murdo and team will feedback on the Colour Run

**Action:** Faye and Helen will confirm the dates for the other activities

					Who for	Ongoing
Fundraising	Autum Term	Lower School Autumn Disco	Friday 19th October	15.15 – 17.00	Lower School	Uniform sales
		CHSA Christmas Fayre	Friday 30th November	15.15 – 17.00	All the school	
		CHSA Christmas Gift Stall	5/6th December	10.00 - 11.30	All the school	
		Personalised Christmas Cards	During October for December		All the school	
	Spring Term	CHSA Mother's Day Stall	27/28th March	10.00 - 11.30	All the school	
		Wine, Cheese and Quiz night	Friday 15th March ?	Evening	Parents	
		Film Night	TBC	15.30 - 17.00	Lower School	
	Summer Term	Film Night	TBC	15.30 - 17.00	Senior school	
		CHSA Father's Day Stall	12/13th June	10.00 - 11.30	All the school	
		Smarties challenge	Half term + 2 weeks	In book bags	All the school	
		Sports Day- Drinks, Food	w/c 11th June		All the school	
		Colour run or Summer Fete	TBC		All school & parents	
Give back	Summer Term	Break The Rules Day	TBC	All day	All the school	
		Popcorn Friday or Icecreams on Lower playground	TBC	3.10-4pm	All the school	
Spring Term		Easter Egg Hunt	2nd April?	In school	Lower School	
Summer Term	Leavers book & use of Light Ring	Wednesday 26th June	In school	Year 6		
Summer Term	Senior School Leavers Prom - (part fund)	Friday 28th June	Evening	Senior school		

## 8. Date for the next meeting

24<sup>th</sup> May is the next termly meeting. We look forward to seeing you then!

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