

Termly Committee Meeting: Spring Term Minutes
Date of Meeting: 31 January 2020
Venue: CHS Refectory at 8.40am

Chair: Murdo McLellan (MM)

CHSA Executive Helen Clarke (HC), Nicola Bennett, Caroline Nicholls, Chrissy Drake

Attendees: David Young, Carole Goodwin, Carla Ewen, Dean Rogers, Mrs Narkham, Mrs Nash.

1. Apologies for Absence - MM

Apologies received from Jeni Tyler, Jess Freeman and Faye Sephton.

2. Highlights from Autumn Term - MM

MM provided an overview of activities that were funded in the Autumn Term, highlighting those bids that were still to be actioned and the give backs.

4. Financial Overview – HC

HC provided an overview of the CHSA accounts, noting that £6.5k had been raised in the Autumn term and £2.5k had been distributed. MM noted that the accounts also included stock for future stalls.

It was of particular note that available funds are currently **£9,000**. HC noted that teachers had been very proactive in getting bids into this funding round.

5. CHSA Executive Committee and Charity Trustee Board – MM

It was noted that it is the intention of the current Executive to stand down as the next AGM. Volunteers to take over the helm were encouraged. To be discussed again nearer the time.

6. Uniform Shop – MM

It was noted that it is the intention of Katherine Evans to pass on responsibility for running the school uniform shop, it being noted during the changeover in school uniform branding, that activity of the shop will reduce in the short term. Again, volunteers to take over were encouraged.

7. Funding Requests – MM and CN

NB: these were considered out of sequence to accommodate pupil/teacher availability.

5.1 Author visit - Fiona Ritson presented a request for an author visit, noting that the requested costs (**£850 for a whole day (5 hours) or £500 for half a day**) were estimates that would depend on the author (of which she had many contacts).

On consideration, The Committee considered that further information was required before a decision was made and suggested a new, more detailed bid be presented in the summer term. The recommendation was to ensure that as many students as possible could benefit from the visit.

5.2 Planting Trees – Martha Evans presented a request to cover costs to plant a tree for every child in the lower school, and Mrs Goodwin further added to this with a request to plant a tree on the school grounds to recognise Martha's concern and efforts.
Total bid value: £105.

On consideration, The Committee agreed that the bid should have full support of the CHSA but further information was required to understand the detail and therefore the

level of funding required. It was agreed that this liaison could take place offline and funding in the region of £300 would have full support.

- 5.3 Funding for Prom – The Head Girl presented a request for support for the Leavers' Ball and noted that the Senior School schedule often precluded seniors from engaging with CHSA activities. Rosie and her peers were keen to address this and had planned to run an Easter Party for the Lower School as a fundraiser. **Total bid value: £827.**

On consideration, the Committee agreed to provide funding as requested on the understanding that the Senior school could help CHSA and engage as much as possible with Lower School (HC noted that this does happen more than previously). Seniors also agreed to support the Lower School Easter Egg Hunt and to provide helpers with the Lower School Disco.

- 5.4 Well Being Garden – The Senior School Anti-Bullying ambassadors presented a proposal to change the use of a disused area of school into a Well Being Garden. The group would work with the gardening club to develop a space where students could share their worries with anti-bullying ambassadors and prefects, with teacher oversight. **Total bid value: approximately £950.**

On consideration, The Committee supported the bid but recognised that further work needed to be done to understand what would be achievable – in particular insight from the site team should be sought. It was also suggested that donations from parents and local garden centre could supplement the funding provided by the CHSA – which was agreed to be a maximum of £800. Liaison would take place offline.

- 5.5 E-Safety Fiction Books – the bid was discussed without the presence of proposer, Pip Rush. **Total bid value: £210.**

The Committee was fully supportive of the need to provide resource for E-Safety. However, it recommended that further work was done to determine if there would be a better use of the funds to ensure use and longevity of the resource. There was concerns that books may not be read or could go out of date; other suggestions included online resources or more structured use of books.

- 5.6 Senior School Board Games – Sam and Leo from the Senior School presented a proposal to provide a set of board games to classes throughout the senior school, to be used during well being sessions of form time and in wet-breaks. Sam and Leo noted that this concept had already been trialled to great effect. **Total bid value: £250.**

The Committee supported the proposal but, again, suggested that donations be sought first to reduce the number of board games that need to be bought. The students were asked to provide a wish list of games, which would then be sought from parents and any outstanding games (within reason) would be purchased by CHSA. Budget of up to £100 approved.

- 5.7 School Council – A bid had been received for £10/head for Senior School Council members to go for an external lunch to thank them for their work. Sam and Leo noted that they had previously attended school council lunches and had really enjoyed them considering them a reward and recognition of the work they had done and the time they had given up in the school year. **Total bid value: £200-250.**

The Committee agreed that this bid should not be supported and noted concern that students could be seen as being rewarded twice – once for being allowed on the committee (where others had not had the opportunity) and again for the lunch.

- 5.8 Story Telling Bags – the bid for materials and soft furnishings was discussed without the presence of proposer, Anne Hazell. **Total bid value: £250.**

The Committee was supportive of enhancing the library area with soft furnishings and story telling bags, but wondered whether parents may be able to donate some of the requested items. The £250 bid was notionally agreed but with a request for further details of how it would be spent following any donations received.

- 5.9 Foreign Language Visit – the bid was discussed without the presence of proposer, Katrina Brown. **Total bid value: £924.**

The Committee did not approve funding for this bid as it was considered too expensive for the number of students that could engage. CHSA would consider this again if it could be made accessible to more students as CHSA keen to encourage further foreign language interest.

- 5.10 Music Dept – Play It Sessions - 'Play it!' Program provided by the Essex music hub for Y3 (17 pupils) and Y4 (13 pupils). **Total bid value: £900 – £450 per class.**

The Committee was supportive of providing funding to Music Department but it was considered too expensive for the number of students that could engage and there was concern that this was not offering substantially more opportunities than the Music Department already offers. The Committee suggested looking into funding for musical instruments such as recorders and ukuleles for possible additional music clubs as an alternative.

- 5.11 Science Show – Lower School Science Show for Nursery – Y6 pupils. 3 shows to be run across a day. One show for EYFS and KS1, one for LKS2 and one for UKS2. **Total bid value: £700 including VAT and travel expenses**

The Committee was fully supportive of this bid.