

Minutes of Lemsford School Association S.G.M.

Monday 16th January 2023

Committee Members in Attendance
Katie Wardle (KW) – Chair & Year 1 Rep, Rebecca Lake (RL) – Secretary, Sarah Curtis (SC) – Treasurer, Michelle Boylan (MB) – Head Teacher & Staff Rep, Sara King (SK) – Year 5 Rep, Nicola Redmond (NR) – Year 6 Rep
Committee Member Apologies
Claire Wilson – Class 1 Rep, Lucy Lambert – Class 1 Rep, Lisa Sawle – Year 2 Rep, Abidemi Clark – Year 3 Rep, Lisa Toon – Year 4 Rep, Donna Shepherd – Governors Liaison
Other Attendees
Anya Bellinger (AY), Carrie Shannon (CS)

1) Updates to the banking mandate
<p>At the last AGM it was noted that the signatories on the LSA accounts were Katie Wardle, Natasha Welsh, and Anya Bellinger. Since taking on the role of Treasurer, SC has discovered that there are currently 9 signatories on the accounts and that the banking mandate for the accounts specifies that only 1 signature is needed for withdrawals. The 9 signatories are:</p> <ol style="list-style-type: none"> 1. Alison Kiernan (the accounts main contact) 2. Antonia Martin-Flaven 3. Michael Lewis Levy 4. Christopher Matthew Banks 5. Paula Christian 6. Jane Newatead 7. Katie Wardle 8. Natasha Welsh 9. Anya Bellinger <p>SC highlighted the need for the Treasurer to be a signatory on the accounts and that the current Constitution states that all withdrawals are to be made on the joint signature of the Chair and Treasurer.</p> <p>SC asked for approval of the following:</p> <ul style="list-style-type: none"> • Signatories 1-6 above be removed from the accounts • She as Treasurer be added as a signatory and the main contact for the accounts • The banking mandate be updated so that 2 signatories are required for all withdrawals <p>Decision: The Committee Members approved all 3 requests.</p> <p>Action: SC to get the signatories and main contact on the LSA accounts amended, the banking mandate for the accounts updated for withdrawals and online banking set up for all 4 signatories which enables payments with multiple signatories to be made.</p>
2) Association Trustees
<p>SC highlighted that the LSA currently only has 1 Trustee, George Straiton, who is no longer a Member of the Association. SC suggested that there should be 3 or 4 Trustees and proposed that they could be:</p> <ul style="list-style-type: none"> • Chair or Co-Chairs

- Treasurer
- Secretary

with the Treasurer as the registered contact as they are responsible for uploading the annual return to the Charity Commission.

The Committee discussed this proposal. It was mentioned that it was a good idea to have the Trustees different to the account signatories, but that the Chair and the Treasurer being both seemed sensible.

KW and RL confirmed their agreement to the proposal.

CS mentioned the possible need for new Trustees to sign a declaration.

SC asked for approval of the following:

- to remove George Straiton as a Trustee
- to add herself, KW and RL as Trustees with herself as Treasurer the registered contact

Decision: The Committee Members approved both requests.

Action: SC to update the Trustees on the Charity Commission and KW, RL & SC to look into declaration requirements.

3) Constitution document

SC advised the Committee that she had noticed the Associations Constitution document was out of date. SC confirmed that she had spoken to the Charity Commission, and they had advised that the document had been written in 1991 and they were not aware it had been updated since then.

SC presented a version of the Constitution to the Committee (see attached) which included numerous proposed updates to bring the contents up to date.

SC explained that as long as the updates were only to administrative clauses and not to anything regulatory (aims & objectives, dissolution, or trustee benefits), then the Charity Commission was only to be advised of the amendments within 21 days of their approval and would not need to approve them.

SC highlighted that no Auditor had been appointed for this school year. MB mentioned a couple of staff members that may be suitable for the role.

The Committee discussed the proposed updates, agreeing that they were all administrative and not regulatory.

MB suggested that the minutes of Committee meetings could be held on the LSA page of the school website. SC suggested that the Constitution could be held there too. It was also noted that the Committee Members list was out of date on the website and needed to be updated. SC suggested a link to the Association's annual account information on the Charity Commission website could be held on the web page as well.

Decision: The Committee Members approved all of the updates to the Constitution.

Action 1: SC to advise the Charity Commission of the updates to the Constitution by Monday 6th February 2023 and send them the latest version.

Action 2: MB to see if the members of staff she was thinking of would be happy to be the Auditor for the current school year – this appointment will then require approval by the Committee.

Action 3: MB & KW to bring the LSA page of the school website up to date.

4) Petty cash

SC advised the Committee that she had checked the amount of petty cash when taking over the role of Treasurer at the start of the current school year. SC asked for it to be noted that the amount of petty cash was £15 and not £50 as stated in the Treasurers report taken to the last A.G.M.

SC confirmed with the Committee that there is no longer a need for petty cash to be held and will therefore pay it into the LSA bank account removing the need to monitor this going forward.

Decision: n/a

Action: SC to pay the petty cash into the LSA account as it is no longer used.

5) Future events

KW confirmed that the Chair vacancy had still not been filled and she would continue as acting Chair for the time being. KW had previously been elected as Year 1 Rep and advised that Louisa Long and Clare Hargreaves had put themselves forward to take over this position while she remained as Chair.

Ideas for future events were put forward and discussed.

- A repeat of the challenge 2022 event was suggested and agreed upon, as the children enjoyed it last year. It's to be called challenge 2023 this year.
- Separate school disco's will be provided for KS1 & KS2 in the spring term, dates to be published within the school newsletter once agreed upon with the school.
- A potential adult only quiz night at the school was suggested.
- A repeat of the art show put on in 2016 was suggested, this is to be co-ordinated with the school.
- If we wish to repeat the school bonfire night in the next academic year, we will need to arrange the fireworks in March.
- It was suggested that we make more of the school uniform sales, making the spare uniforms available more frequently.

Decision: The Committee approved KW remaining as Chair and the role of Year 1 Rep being taken over by Louisa Long and Clare Hargreaves.

Action: Challenge 2023 to be announced in the school newsletter. KW & MB to agree dates for the KS1 & KS2 disco's. MB to bring out the spare uniform more frequently after school on Friday's, especially on the dates there is a cake sale. KW to look into the price of booking the fireworks on various dates around Bonfire Night.

St John's C of E Primary School, Lemsford

Constitution for the Lemsford School Association (LSA)

adopted on 16 January 2023 after approval at the SGM on this date

~~1. Name:~~

~~The name of this Association shall be the Lemsford School Association.~~

21. Aims & Objectives

The ~~aim~~object of the Association is to advance the education of the pupils in the school. In furtherance of this objective the Association may:

- a) Develop more extended relationships between the staff, parents and others associated with the school.
- b) Engage in activities which support the school and advance the education of the pupils attending it.
- c) Provide and assist in the provision of facilities for education at the school (not normally provided by the Local Education Authority).

The Association shall be non-party political and non-sectarian.

23. Membership

Membership of this Association shall be open to all parents of pupils attending the school, and to all members of the school staff ~~and to other friends of the school. The Association shall maintain a roll of membership.~~

43. Committee Members

The Committee shall consist of the following Association Members:

- ~~The~~ Head Teacher
- ~~A m~~Member of staff
- Chair or Co-Chairs
- Secretary
- Treasurer
- Class Reps (a minimum of 7, covering each of the school years)
- Governors Liaison
- ~~And nine other elected members of the Association.~~

~~The Chair(s), Secretary, Treasurer and Class Reps shall be elected. All elected members of the committee shall be eligible for re-election at the annual General Meeting (AGM), held during the summer of each year.~~

~~The Committee should elect a Chairperson, Secretary and Treasurer and other officers as from time to time required, at its first meeting after the A.G.M.~~

~~The Committee shall be empowered to co-opt additional Members for specific purposes during its term of office, but any such co-optees will not be eligible to vote.~~

4. Voting Rights

~~Any mMembers of the Association may attend Committee mMeetings and have any opportunity to express their views, but only Committee Members have~~~~without~~ the right to vote.

~~Where an agenda item requires approval, All members will be eligible to vote, and decisions shall be made by a simple majority of those Committee Members present. The Chair(s) person shall may exercise the a casting vote in the event of a tie.¹~~

~~All meetings of the Committee will be minuted and copies of the minutes will be available for inspection by any member of the Association by request to the Secretary.~~

5. Powers Responsibilities of the Committee

The Committee shall ~~be responsible for~~~~have the power to~~ ~~organisinge~~ events and ~~raisinge~~ funds in pursuit of the aims ~~and objectives~~ stated in section ~~12~~. ~~Provided that t~~The Association shall not undertake any permanent trading activities in raising funds for its charitable objectives.

a) 6. Committee Meetings

~~Committee mMeetings shall require take place at least once per school term and six Committee mMembers will be necessary to form a quorum. Two of these six Committee Members shall be the Chair (or one of the Co-Chairs) and the Head Teacher.~~

6.1 Annual General Meeting (AGM)

¹ Exceptions to this are where the Constitution is being amended or the Association dissolved. In these specific instances, two thirds of Committee Members present at the meeting shall be required to agree to make a decision . Further details can be found in sections 10 and 11 below.

An AGM shall be held every year ~~in September before the end of the school year~~. At least 14 day's notice ~~shall~~must be given to all Members.

The agenda for the AGM shall be:

- Welcome new Members to the Association
- Review the Head Teacher, Chair and Treasurers Reports covering the previous school year
- Review the accounts for the previous reporting year (to end June) and school year (to end August)
- Approve the accounts for the latest reporting year for submission by the Treasurer to the Charity Commission
- Elect Committee Members for the new school year
- Elect an Auditor for the new school year
- Review and approve the Trustees of the Charity
- Review and approve the signatories on the LSA bank accounts
- Review and approve the LSA Constitution (this document)
- Any other business

Any mMember wishing to raise an additional agenda item for the AGM shall make their request in writing to the Secretary at least 7 days before the meeting.~~must have a resolution included in the agenda of the meeting by written request at least 7 days before the meeting by application to the Secretary.~~

~~—The Head Teacher, Chairperson and Treasurer shall present reports covering the period since the last AGM. The business of the meeting shall be to:~~

~~Adopt the minutes of the previous meetings
Accept the reports of the officers
Adopt the audited accounts for the preceeding period
Elect Committee members for the next year
Elect an auditor for the forthcoming year
Conduct any other ordinary business of the Association~~

~~All members will be eligible to vote, and decisions shall be made by a simple majority of those present. The Chairperson may exercise a casting vote in the event of a tie.~~

~~The Committee shall be empowered to co-opt additional members for specific purposes during its term of office but any such co-optees will not be eligible to vote.~~

~~Committee meetings shall take place at least once per school term and six Committee members will be necessary to form a quorum.~~

6.2 Special General Meeting (SGM)

A SGM may be called at the written request of 5 or more Association Members stating the reason for the request and the resolution(s) being sought. At least 14 day's notice shall be given to all Members.

6.3 Meeting Minutes

The Secretary shall minute aAll Committee mMeetings. of the Committee will be minuted and copies of the minutes will be available for inspection by any member of the Association by request to the Secretary. Once drafted, minutes shall be circulated to all Members. Any queries or questions regarding the minutes shall be made in writing to the Secretary.

67. Financial Arrangements

Bank Accounts shall be operated in the name of the Association.

Signatories on the account shall be the Treasurer, the Chair (or one of the Co-Chairs), and any two other Parent Members. The Treasurer shall be the main contact on the Accounts.

All withdrawals shall require two signatures. A signatory shall not approve any monies being transferred from the Associations bank account to themselves and withdrawals shall be made on the joint signature of the Chairperson and Treasurer holding office at that time.

78. Auditor

The Auditor shall examine and comment on all accounts produced by the Treasurer and shall comment on this at the AGM when the accounts are presented. and present to the AGM.

The Auditor is elected each year at the AGM.

The Auditor shall not be a member of the Committee.

9. Charity Trustees

The Association shall be registered as a charity and the Trustees shall be the Chair(s), the Treasurer, and the Secretary.

The Treasurer shall be the registered contact at the Charity Commission and shall be responsible for uploading the annual return once it has been approved at the AGM.

810. Alteration of the eConstitution

No alteration to this Constitution may be made except at the Annual General Meeting (AGM) or a Special General Meeting (SGM) called for this purpose.

No amendments or alterations shall be made without the prior written permission of the Charity Commission to the aims and objectives of the Association or the process for

~~dissolution~~ ~~clauses 2, 9 and 10~~, and no alteration shall be made which would cause the Association to cease to be a charity in law.:-

Alterations to the ~~e~~Constitution shall ~~require~~ ~~ee~~ ~~ive~~ the ~~approval~~ ~~ssent~~ of ~~at least~~ two thirds of ~~Committee m~~Members present and voting at ~~the relevant~~ ~~an~~ AGM or SGM. The Charity Commission shall be made aware of amendments to the Constitution within 21 days of them being approved.

911. Dissolution

The Association may be dissolved by resolution presented at a SGM called for this purpose. The resolution must have the ~~approval~~ ~~ssent~~ of ~~at least~~ two thirds of ~~Committee Member~~ ~~those~~ present and voting. Such resolution may give instructions for the disposal of any assets remaining after satisfying any outstanding debts and liabilities. These assets shall not be distributed among the ~~m~~Members of the Association but will be given to the school for the benefit of the children ~~of the school, or i~~In the event of ~~at~~the school closing~~ingure, the assets shall be distributed~~ to the school to which the majority of children of the closing school will go, ~~in any manner which is exclusively charitable in law~~. If effect cannot be given to this provision, then the assets can be given to some other charitable purpose.

10. Special General Meeting (SGM):

~~An SGM may be called at the written request of 5 or more members of the Association stating the resolution to be put to the meeting. The Secretary shall give 28 days notice of the meeting and details of the resolutions to be put to the meeting. A three-quarters majority of those present shall be necessary to pass a resolution and the Chairperson may exercise a casting vote if necessary.~~

Resolutions at an SGM shall be necessary to:

- ~~a) Amend any provisions of the constitution.~~
- ~~b) Dissolve the Association.~~