

## Minutes of Lemsford School Association S.G.M.

Monday 19<sup>th</sup> June 2023

Committee Members in Attendance
Katie Wardle (KW) – Chair, Michelle Boylan (MB) – Head Teacher & Staff Rep, Sarah Curtis (SC) – Treasurer, Rebecca Lake (RL) – Secretary, Louisa Long (LL) – Year 1 Rep, Nicola Redmond (NR) – Year 6 Rep, Donna Shepherd (DS) – Governors Liaison
Committee Member Apologies
Claire Wilson – Class 1 Rep, Lucy Lambert – Class 1 Rep, Clare Hargreaves – Year 1 Rep, Lisa Sawle – Year 2 Rep, Abidemi Clark – Year 3 Rep, Lisa Toon – Year 4 Rep, Sara King – Year 5 Rep
Other Attendees
Claire Meola (CM)

1) Review of Previous Actions
<p>SC confirmed that the following actions had been completed since the last SGM in January:</p> <ul style="list-style-type: none"> <li>• Signatories and main contact for the LSA bank accounts have been updated with Natwest</li> <li>• Banking mandate now states 2 to sign</li> <li>• All signatories now have access to internet banking</li> <li>• Trustees and Constitution have been updated on the Charity Commission</li> <li>• LSA page on school website has been updated and now contains latest Constitution and meeting minutes from the start of this school year</li> <li>• The LSA's petty cash has been paid into the bank account</li> <li>• Challenge 2023 was completed</li> <li>• Spare uniform is being brought out more frequently</li> <li>• Fireworks have been booked for Friday 10<sup>th</sup> November 2023</li> </ul>
2) Election of Auditor for 2022/3 Financial Year
<p>There was an outstanding action to elect an Auditor for the current financial year. Carrie Shannon put herself forward for the role and the Committee were asked for their approval.</p> <p><b>Decision: The Committee Members approved Carrie Shannon as Auditor for this financial year.</b></p>
3) Closure of Business Reserve Account
<p>SC advised the Committee that at the moment we have a current and business reserve account for the LSA. The business reserve account is not being used so SC requested approval to close it. SC confirmed that she is allowing for upcoming known cashflows in her management of the current account.</p> <p><b>Decision: The Committee Members approved the closure of the Business Reserve Account.</b></p> <p><b>Action: SC to close the account.</b></p>
4) LSA Financial Year End
<p>SC advised the Committee that the financial year end is currently set to 30<sup>th</sup> June each year. It is understood that the A.G.M. used to be at the end of the Summer term so this would therefore make sense. However now that the A.G.M. is held in September it would make more sense to have the</p>

financial year end as 31<sup>st</sup> August. This will also prevent the Treasurer having to prepare 2 sets of accounts each year (one as at 30<sup>th</sup> June for submitting to the Charity Commission and one as at 31<sup>st</sup> August for the school year).

**Decision: The Committee Members approved moving the financial year end to 31<sup>st</sup> August.**

**Action: SC to update the financial year end on the Charity Commission.**

#### **5) AOB**

None