

Minutes of Lemsford School Association A.G.M.

Wednesday 25th September 2024

Committee Members in Attendance
Katie Wardle (KW) – Chair, Faye Dave (FD) - Chair, Rebecca Lake (RL) – Secretary, Sarah Curtis (SC) – Treasurer, Michelle Boylan (MB) – Head Teacher, Claire Meola (CM) - Year 5 Rep, Lisa Sawle (LS) – Year 2 Rep, Nina Fallia (NF) - Reception Rep, Donna Shepherd (DS) – Governor Liaison
Committee Member Apologies
Louisa Long, Marina Castellano
Other Attendees
Hillary Clark, Sarah O’Gorman

1) Welcome
Welcome back for a new school year to all LSA reps and parents old and new.
2) Head Teachers Report
<p>Once again, many thanks to all members of the LSA who have worked so hard this year to organise so many successful events to fundraise effectively for the children at St John’s. You have not only raised much needed funds but have also enhanced the experiences of our children and their families at St John’s. You have been a joy to work with, always answering my questions and acting on my requests. We are very fortunate to have you.</p> <p>I would especially like to thank Katie Wardle, Faye Dave & Marina Castellano – Co Chairs, Rebecca Lake – Secretary, Sarah Curtis – Treasurer, Donna Shepherd - Governor Liaison.and all the year reps for their hard work throughout the year.</p> <p>Allocation of LSA fundraising 2023/2024:</p> <ul style="list-style-type: none"> • Allocation of LSA fundraising 2023/2024 has included: • Coaches to the pantomime • Sports Day medals • Furniture and a rug for Starlings class • Resources for Starlings class • Leavers’ Treat • Beacon Pupil rosettes • Instruments for weekly class music lessons including djembe drums, xylophones and metallophones. • Head teacher’s awards • Young Shakespeare workshop for Sandpipers and Kingfisher classes • CD set for Collective Worship • Smart Moves training and resources • Exotic explorers visit • STEM centre visit

- Christmas crackers
- Stempoint K'nex challenge
- School merit stickers

This amounts to approx. £9,000 – an amazing and much appreciated contribution to St John's School.

Many thanks to all parents who have so generously supported the school with time and money over this last year. We look forward to another year of fundraising and fun!

3) Chairs Report

In 2023-24 the LSA was extremely lucky to have 2 new Chairs, Faye Davé and Marina Castellano, joined Katie as Co-Chairs. Sarah Curtis remained as Treasurer, Becky Lake as Secretary and Donna Shepherd as Governor Liaison.

Autumn Term Events:

- Disco
- LSA Cafe (raised £174)
- Fireworks (raised over £1400)
- Christmas Wreath Making
- 12 Days of Christmas

Spring Term Events:

- Non Uniform Days (Fete donations)
- Art Exhibition
- Easter Egg Hunt
- LSA Cafe

Summer Term Events

- Lemsford Fete (the wettest in 20 years)
- Two Parents Socials
- Camp St John's
- LSA Cafe
- Summer Social

This year in addition to our fundraising events, we have been lucky enough to secure some funding from local business John Lewis which allowed us to purchase a new oven and hob for the small kitchen in the Hall. We have also funded a new projector for the school hall, musical instruments, coaches to the pantomime, workshops and external performances, ice lollies and the year 6 leavers treat.

As you may know, Katie and Marina are standing down as Chairs with Faye becoming sole Chairperson. Sarah Curtis will also be stepping down as Treasurer. Sarah has been invaluable at bringing the LSA accounts all online and we will miss her very much.

We would like to say a huge thank you to the Class reps, who do such a brilliant job at sending out communications to parents and encouraging them to take part in our events. Thank you for all you

do. I would also like to say a special thank you to Mrs Boylan, who has been so supportive for all the LSA events, it's so appreciated. Finally, we would like to express our huge thanks to all the parents and staff who gave their time and effort to make these events happen. Without everyone's hard work these events could not take place. Every contribution is very much appreciated, however small.

4) Treasurers Report

The LSA had another successful year of fundraising with circa £13.5k of income achieved (compared to £14.2k last year). This is a great achievement as the income from the fete, our largest fundraiser of the year, was half that of the previous year due to very unkind weather!

The reduction of ~£3.5k in fete income was offset by an increase of ~£1k in fireworks profits, an extremely generous parent donation of £2k and a £750 donation secured by one of our Co-Chairs (Faye Dave) from John Lewis to go towards buying a new oven & hob for our hall kitchen.

The purchase of a SumUp card reader is moving the LSA away from being reliant on cash.

It was highlighted that as intended, the income and outgoing figures were very similar this year (i.e. the income generated by the families of the children during the financial year was spent on those children). It was also mentioned that if we are to follow this trend in future years, we may want to think about what we want to do with the end of year bank balance as it isn't an insignificant amount.

The appointed Auditor for the last academic year (Carrie Shannon) has reviewed the accounts for the period.

Start of Year Balance:	£8,214.99
Expenditure:	£12,980.28
Income:	£13,504.40
End of Year Balance:	£8,739.11

The Committee approved the above income and expenditure figures for submission to the Charity Commission for the financial period ending 31st August 2024.

5) Accounts

After review, and with a unanimous vote, the accounts were approved.

Action: SC to complete and submit the financial accounts for 2023/4 on the Charity Commission website

6) Election of Committee Members for the Coming Year

We welcomed some new committee members and say goodbye to those who have left the school

Decision:

Chair: Faye Dave

Secretary: Rebecca Lake
Treasurer: Samuel White
Staff Representative: Michelle Boylan
Governor Liaison: Donna Shepherd
Reception Rep: Hillary Clark
Year 1 Rep: Nina Fallia
Year 2 Rep: Faye Dave & Marina Castellano
Year 3 Rep: Katie Wardle
Year 4 Rep: Lisa Sawle
Year 5 Rep: Donna Shepherd & Lauren Jarmain Chew
Year 6 Rep: Claire Meola

Actions: None

7) Election of Auditor for the Coming Year

Carrie Shannon served as the account auditor during the previous academic year.

Decision: Carrie Shannon has agreed to continue as auditor for the LSA accounts for another year.

Actions: None

8) Charity Trustees

Katie Wardle, Rebecca Lake and Sarah Curtis were the charity trustees during the previous academic year.

Decision:

It was agreed that the following changes to the trustees will be made:

Faye Dave to replace Katie Wardle (Chair)

Samuel White to replace Sarah Curtis (treasurer)

The following the charity trustees will remain the same:

Rebecca Lake (Secretary)

Actions: SC to update the charity trustees

9) Bank Account Signatories

Decision: It was agreed that the following changes to signatories will be made:

Samuel White to replace Sarah Curtis (treasurer)

Faye Dave to replace Katie Wardle (Chair)

Katie Wardle to replace Natasha Welsh

It was agreed that the following signatories will remain the same:

Anya Bellinger

Actions: SC to update the signatories on the bank account

10) Constitution

SC proposed the following changes to the Constitution to allow for the aligning of the financial and school year ends and the number of accounts now being managed, as well as tidying up the list of Committee Members (the Head covers the Member of Staff role):

3. Committee Members

The Committee shall consist of the following Association Members:

- Head Teacher
- ~~Member of staff~~
- Chair ~~or~~ Co-Chairs
- Secretary
- Treasurer
- Class Reps (a minimum of 7, covering each of the school years)
- Governors Liaison

The Chair(s), Secretary, Treasurer, ~~and~~ Class Reps **and Governors Liaison** shall be elected at the Annual General Meeting (AGM).

6.1 Annual General Meeting (AGM)

An AGM shall be held every year in September. At least 14 day's notice shall 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 **& approve** the accounts for the previous ~~reporting year (to end June)~~ and school **financial** 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

7. Financial Arrangements

~~AB~~bank ~~A~~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 ~~a~~Accounts.

Decision: Committee Members approved the proposed updates

Action: SC to get the Constitution updated with the Charity Commission within 21 days of this meeting

11) AOB

Michelle Boylan has raised the possibility of new play equipment both in the main playground and the reception play area. She also requested advice on setting up a Governor's Fund as the School has no charity number that she can find.

The following fundraising events are already scheduled for the coming Autumn term:

- LSA café
- School silent disco
- Fireworks
- 12 days of Christmas

The possibility of independent local companies matching any totals raised in school raffles was raised, as well as the possibility of construction companies giving money back to the community.

Actions:

FD to arrange a planning meeting to discuss a variety of upcoming events before putting them to the wider committee.

MB to investigate the longevity and cost of maintaining the existing play equipment in the main playground.

SW to look into raffle profit matching by local businesses.

HC to look into construction companies giving back to the community.

KW to investigate the charity status of the school.