



Minutes of Lemsford School Association A.G.M.

Wednesday 24th September 2025

Committee Members in Attendance
Faye Dave - Chair, , Sam White – Treasurer, Michelle Boylan – Head Teacher, Hilary Clark, Katie Wardle, Donna Shepherd - Class Reps
Committee Member Apologies
Rebecca Lake – Secretary
Other Attendees
Laura White, Carrie Shannon (chair of governors), Charlotte Watkins

1) Welcome
Welcome back for a new school year to all LSA reps and parents old and new.
2) Head Teachers Report
<p>Many thanks to all members of the LSA who have worked so hard this year to organise so many successful events to fundraise for the children at St John's. You have not only raised much needed funds but have enhanced the experiences of our children and their families at St John's. Your contribution to our school community is crucial and is appreciated very much. From fireworks, Christmas, Easter, the Lemsford Fete, cake sales and so much more you have filled the school year with fantastic events for all to enjoy - thank you! You are very much at the heart of our school. You contribute to our community in so many ways and help our children to flourish. I am very grateful for your on-going energy, generosity of time and your loyalty to St John's.</p> <p>I would especially like to thank our Chair, Faye, who has taken on so much on behalf of the school this year as the LSA chair. Thank you for your support and commitment. Many thanks also to others in their respective roles - a fantastic team! Thank you to the class reps of 2024-2025 and to those class reps for the year going forward.</p> <p>Allocation of LSA fundraising 2024/2025 has included:</p> <ul style="list-style-type: none">- Coaches to the pantomime- Bicycles for Robins class- House points display- Sports Day medals- Coach to Kew Gardens- Year 6 SATs tests breakfasts- Contribution towards the new play equipment in the Robins outdoor areas- Resources for Starlings class- Leavers' Treat- Beacon Pupil rosettes- Head teacher's awards- Young Shakespeare workshop for Sandpipers and Kingfisher classes- School merit stickers- Classroom bookcases <p>This amounts to more than £9,500 - an amazing appreciated contribution to St John's School.</p> <p>Future Plans:</p>

Our main focus for the coming year is to save enough funds to replace the main playground equipment. With estimates of over £30,000 it is quite an undertaking and will take time to fund.

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

3) Chairs Report

About

The Lemsford School Association (LSA) is a registered charity, and as such we follow a constitution, copies of which are available on the school website. The main priorities of the LSA are to develop relationships between staff, parents and others associated with the school, and to enhance the educational experience of the children at the school by carrying out fundraising activities to provide facilities that the school cannot easily fund.

Committee Changes

For the 2024-25 school year, we welcomed some changes: it was my first year as sole Chair, Sam White's first year as Treasurer, and Becky Lake kindly continued as Secretary.

Autumn Term Highlights

The term began with a very enjoyable silent disco organised by Marina, followed by an LSA café hosted by Sandpipers. The Family Fireworks Night was a great success, helped by Steve Hill's raffle; we raised over £1,800. Additional fundraising came from the Asda Rewards Cashpot and Christmas cards. This takes us up to Christmas which was lovely last year. Starting off with our pre-loved Christmas jumper sale and leading us into the 12 days of Christmas, with all of the usual St John's favourite Christmas events. We had a record number of 24 hampers last year and lots of generous donations, a great Christmas shopping day, and our usual visit from Father Christmas by a brilliant new recruit! Not forgetting the very generous donation from Aurora Lighting for all the chocolate gifts from Father Christmas.

Spring Term Highlights

In the spring term we started on Valentines Day with our almost-too-popular doughnut sale. Preparations for the Lemsford Fete then began. Many non-uniform days were enjoyed by all in return for donations to the Fete. At our annual Easter Egg hunt the weather was unusually kind to us so we could search for the eggs outside. We even managed to make it a little harder this year! We finished off the spring term with a great LSA cafe hosted by Kingfishers which raised £136.

Summer Term Events

We had another gloriously hot fete rehearsal performance, where we gave out ice lollies as a thank you to the children for all their hard work. Unfortunately, the weather was less kind on the day of the Lemsford Fete again. It was not so wet, but very windy. We were very thankful for the volunteers that pushed ahead and for all people who still came and enjoyed the day. This year we made a less-than-usual profit but given the circumstances we were grateful as we still managed to fund the new reception play equipment. This year we sold leftover stock after the Fete which seemed to be popular. Other summer events included Father's Day mug decorating, expertly supported by Amy Gammon, and a relaxing 'No-camp Camp St John's' evening. We ended with the joyous St John's Picnic in the Park, it was wonderful to celebrate the year and give a farewell to our leavers.

Additional Activities

This year in addition to our fundraising events, we held some lovely socials in the Crooked Chimney, something we will be continuing to do. As mentioned earlier, we have been lucky enough to fund the new play equipment in the reception playground, as well as a new house points display, library furniture, and coaches for school trips.

Gratitude and looking ahead

As this was my first year as sole Chairperson, I would especially like to thank Donna Shepherd and Katie Wardle for their invaluable support. With my return to work, for 2025- 26, I propose Donna to be appointed Vice Chair; she has already contributed so much behind the scenes. Many thanks to all supportive parents, committee members, and Sam for a fantastic first year as Treasurer. Sadly, Becky Lake is stepping down as Secretary (we will miss you) but will continue leading our pre-loved uniform

efforts; thank you, Becky! We warmly welcome Hilary Clark as our Secretary going forward. Thanks also to Lisa Sawle for her help as Year 5 class rep; and a warm welcome to Anya Bellingher as her successor. Thanks to all class reps for their diligent communications and encouragement. A super special thanks to Mrs Boylan for her ongoing support of LSA events, we all really appreciate the time and effort given to the LSA. Finally, heartfelt thanks to all the parents, staff members, and children, who contributed to our events in various ways. Every effort, big or small, was, and is, greatly appreciated. Looking forward to a fantastic year ahead.

4) Treasurers Report

The LSA had another impressive year of fundraising, generating approximately £12,300 in income. Although this represents a slight decrease from last year's £13,500, it remains a significant achievement and is a testament to the continued dedication of our pupils, the LSA and all our volunteers. Their commitment has ensured the ongoing success of our fundraising efforts.

Income Highlights - 2024/25

This academic year, our largest fundraising success was the school fete, which generated an impressive £4,500. This was followed by another fantastic fireworks event, which raised over £1,300 after expenses. A special mention to parent Samantha Coales, who successfully secured match funding from Barclays on the fireworks raffle ticket sales, contributing an additional £574. Please note this amount was paid directly to the school and is not included in the LSA accounts.

Our traditional Christmas events, including the Christmas Hamper Raffle and Shopping Day, also proved popular once again, collectively raising over £1,500.

How the Funds were used

After incurred expenses, the funds raised allowed the LSA to contribute circa £9.5K to the school over the last academic year. Parts of this funding, £4,500, supported the revamp of the play area outside Robins class. In addition, the LSA helped to purchase a range of new furniture for use around the school, such as bookshelves and beanbags, and also funded the installation of the new house points display. The money raised enabled pupils to enjoy enriching experiences, including the Young Shakespeare workshops, and also covered the cost of coach travel to Kew Gardens.

Start of Year Balance:	£ 8,739.11
Expenditure:	£12,294.02
Income: :	£12,309.78
End of Year Balance:	£ 8,268.87

5) Accounts

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

Action: Sam to complete and submit the financial accounts for 2024/25 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,
Vice Chair: Donna Shepherd,
Secretary: Hilary Clark
Treasurer: Samuel White
Head Teacher & Staff Representative: Michelle Boylan
Governor Liaison: VACANT
Reception Rep: Charlotte Watkins & Yasmin Claridge
Year 1 Rep: Hilary Clark

Year 2 Rep: Nina Fallia

Year 3 Rep: Faye Dave & Marina Castellano

Year 4 Rep: Katie Wardle

Year 5 Rep: Anya Bellinger

Year 6 Rep: Donna Shepherd

Charity Trustees: Faye Davé, Samuel White, Hilary Clark

Bank Account Signatories: Samuel White, Faye Davé, Katie Wardle, Anya Bellinger

Auditor: VACANT

7) Election of Auditor for the Coming Year

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

Actions: Auditor for coming year to be found.

8) Charity Trustees

Faye Dave, Rebecca Lake and Samuel White were the charity trustees during the previous academic year.

Decision: Faye Davé, Samuel White, Hilary Clark

Actions: Hilary Clark to be added as Charity trustee and Becky removed

9) Bank Account Signatories

It was agreed that the signatories will remain the same with Samuel White, Faye Davé, Katie Wardle, Anya Bellinger

10) Constitution

This can be found on the school website and has no changes needed.

11) Chair of Governors - future funding

Carrie introduced the need to raise funds for new play equipment in the main playground. The project aims to be completed within the next two years.

- A talking point sheet has been created for outreach to local companies, requesting support through community funding initiatives.
- The LSA has been asked to contribute financially to the project, alongside any corporate funding secured.
- Grants are not an option, as the playground is not publicly accessible.
- The LSA will contact companies to explore opportunities for team-building or volunteering days to assist with school improvement works.
- Katie will reach out to the building company currently operating in Lemsford to request a donation or contribution towards the new equipment.
- A drainage issue near the current play equipment has been identified. This has been raised with the company who provided the initial project quote.
- A notice board will be set up in the school hall to share information with parents and pupils, raising awareness and support for the project.
- The LSA propose to ring-fence a portion of annual funds to support this initiative.
- Mrs. Boylan will provide Faye with an estimate of the school's ongoing costs for the year to be funded by the LSA, to determine how much the LSA can allocate to the project.

12) AOB