

LSA AGM - Minutes
Monday 9th September 2024 7.30pm at school

1. Welcome

Present: Donna Laycock (DL), Katie Lubomski-Wiggan (KLW), Anna Chapman (AC), Laura Sykes (LS), Vic Paul (VP), Steve Boy (SB), Carla Prowse (CP). Apologies: Jen Lloyd (JL)

2. Appointment of Chair, Vice-Chair, Secretary and Treasurer

Chair (DL), Vice-Chair (KLW) & Secretary (AC) all happy to remain in post. Jen Lloyd standing down as Treasurer. In the absence of a volunteer for this role, the Secretary (AC) will carry it out in the interim. Advertise the role (AC).

3. Appointment of Committees

○ Xmas Fair

- KLW to start a planning document to make set-up easier (include visuals).
- Start asking children what games they'd like to see at the fair (class reps). SB happy to help if any of them need making.
- Class reps to ask people to start bringing in filled jam jars now (as this is such a popular tombola for the kids at the fair). Provide empty jars if possible, to encourage people to fill them. LS offered to store them if required.

○ Raffle prizes – Lucy Woodward & Carla Prowse heading this up.

○ Sports Day + Summer Fair – to be confirmed after Christmas

○ Grants / bids – Laura Sykes to take this forward. KLW asked whether YCAT would have any advice about grants to apply for, or that they've applied for in the past. AC to check with Jo Robinson.

○ It was suggested that we engage the wider school community as much as possible, using class reps to share specific requests / ways to help throughout the year. Would also like to get the children's views more, for example ask which games they'd like to see at the Christmas fair, which film/snacks for the cinema night etc.

4. Confirmation of Class Reps & the new role description

Class Reps:

- Reception: Laura King
- Year 1: Lucy Woodward
- Year 2: Victoria Baldwin
- Year 3: Kelly Marshall
- Year 4: Vic Paul
- Year 5: Rachel North
- Year 6: Laura Sykes

A discussion was held around the new role. Regular meetings with the headteacher would be welcomed, VP to liaise with Melanie to arrange the first one.

5. Safeguarding Training – all LSA volunteers required to read KCSiE 2024 Part One (pages 7 – 24), Part Five (pages 11 – 143) and Annex B (pages 148 – 169) of KCSiE 2024. Please inform the school’s safeguarding lead, Lucy Bateman, when you have completed the reading.
https://assets.publishing.service.gov.uk/media/66d7301b9084b18b95709f75/Keeping_children_safe_in_education_2024.pdf
6. Review of how many enhanced DBS checked LSA helpers we’ve got.
It was decided that the LSA has enough enhanced DBS checked volunteers at present.
7. Future events
 - Thu 26th September Break and afterschool **Autumn Bake Sale**
 - Wed 23rd October 3.15pm – 5.30pm **Cinema Night**
Year 6 children to choose the film and snack (Yr 6 class rep to ask)
 - Sat 30th November **LSA Christmas Fair**
 - Wed 11th December 3.15pm – 5.30pm **Christmas Bingo**

Future ideas:

- Spring Show (instead of Grow a £1), include stalls & competitions (LS to put an example programme together)
- Bake Off Competition
- ‘Wonka bar’ sale, inc golden tickets to win prizes – do this around World Book Day
- Easter Egg Hunt around the village. Pre-book so we can buy enough eggs etc, a price per family. Invite villagers / local community.
- Sports Day – don’t tie this in with the summer fair next year but do include refreshments (e.g. drinks and a BBQ) in the park.
- Summer Fair – to be held on a Saturday in the park next year. Open up to local community, advertise beforehand, include stalls and games.
- Discussed the possibility of a bigger YCAT event, involving other schools in YCAT such as Cononley, Bradley, Threshfield and/or Askwith, possibly have a band, outside theatre, festival etc.

8. Projects to raise funds for:

Project	Est cost	Comments
Fruits	£350	Annual cost (LSA is invoiced monthly)
Transports for Eshton Grange/Xmas production/Marrick	£1500 - £2000	Yearly agreement with LSA to fund this. (last year was £153
Y6 leavers treats (disco & hoodies & refreshments)	£500	Yearly agreement with LSA to fund this.
Winston Plowes – resident poet / land artist	£1500	Donation given to school in July.
Camambear (French for EYFS) subscription	£150	Robert Windle Grant secured last year
Music Express	£276	Robert Windle Grant secured last year
Libresoft	£319	LSA reimburses school for this
ParentKind (PTA insurance)	£153	Annual charge
Staff room renovation	£2500	Donation to be given to school when cash flow allows.
16 iPads	£3850	Can we get these sponsored / a grant?
Total	£11,098 - £11,598	

9. Financial Summary 2023 – 2024

MONEY IN	
Money brought forward	£6,489.90
Bag2School	£215.20
Sum Up (LSA Christmas Fair)	£140.10
Christmas Fair (25th Nov 23)	To be confirmed
Christmas Cards	To be confirmed
Robert Windle Christmas Grant	£500.00
Robert Windle Foundation Donations	£1,076.00
Easyfundraising	£579.90
Bonfire Bake Sale (26th Oct 23)	To be confirmed
Christmas Bingo Night (11th Dec 23)	£313.50
LSA Wonky Bars	£312.00
Parentpay (LSA Movie Night 18th April 24)	£313.50
Grow a £1 donation (Williams Human Performance)	£110.00
Hare & Hounds 'Onion Ring' donation	£876.00
Parish Trust Grant (EYFS)	£6,000.00
Summer Fair (4th July 2024)	£400.00
Grow a £1	£1,249.00
Staff Room Renovation - Donations from parents/carers/villagers	£290.00
TOTAL IN	£18,865.10

MONEY OUT	
Fruit	£321.00
Wear It Blue (NHS Fundraiser)	£35.45
Sum Up machine	£46.80
Xmas selection boxes	£195.75
Christmas cards	£331.30
Christmas Fair supplies	£14.08
Bingo night refreshments	£9.85
Transport	£1,530.00
Cinema night refreshments	£70.30
Hot drinks urn	£143.98
Walking Bus hi-vis vests	£50.97
Movie night refreshments	£19.86
Year 6 leavers hoodies	£251.25
Camembear subscription	£149.00
Librosoft software	£319.00
Music express subscription	£230.00
Wellbeing resources	£200.00
Rocket Phonics books	£200.00
Bank charge	£0.60
Summer fair refreshments	£13.99
Winston Plowes	£1,500.00
Year 6 disco DJ	£180.00
Year 6 disco refreshments	£62.50
EYFS Project	£9,794.00
Donna for the Grow a £1s	£58.00
Staff Room renovation	£222.60
Parentkind insurance - direct debit changed to new account for Jan 2025 payment	
<u>TOTAL OUT</u>	<u>£15,950.28</u>
Actual bank balance 05.09.24	£6,355.39