

# Meeting Minutes

## Lauriston School Association

### Annual General Meeting

#### January 14<sup>th</sup>, 2020

#### Attendees

Louis Harris	Arnaud Farcy	Jonathan Rabagliati
Lorraine Groom	Lucy Marsden- Rodgers	Laura Dewe Mathews
Svitlana Yarmolchuk	Tom Marsden	Julie Kim
Chloe Way	Arnaud Farcy	Esther Hall
Kimberley Morgan	Softka Armour-Brown	Deniz Kocak
Natasha Wainwright	Sophie Heawood	Mia Frostner
Gabriella Urban	Sarah Taylor	Orfhlaith Ni Mhorda

18.20-19.00 - Annual Report and Accounts, presented by Svitlana Yarmolchuk

Svitlana presented LSA full report and accounts (see below for full text).

19.00 -19.00 Playground Vision Presentation, Questions and Feedback, presented by Laura Dewe Mathews and Jonathan Rabagliati

Laura and Jonathan presented a summary of research they have completed and their vision for the playground's masterplan. It is formed of five distinct parts: wall treatments, surface graphics climbing trail, amphitheater, slow space. It was well received by the attendees. The next step is to request costing from three contractors.

There is no budget estimate yet, but similar projects have cost up to £200,000. As LSA will not be able to raise the full amount, it will be necessary to involve other external streams of funding e.g. grants, donations from other charities, match funding, etc. Lorraine Groom confirmed the school has previously received funding through this method. LSA needs to be registered as a charity to qualify for some of these funding streams.

Head of School Louis Harris thanked all parents who have worked on the playground vision.

Agreed:

- share presentation with all parents and carers at the next Parents Day or LSA events
- form fundraising committee to explore external sources of funding
- consider using some of LSA funds for other purpose so that older children benefit from LSA fundraising while the playground project is not completed

### 19.30 LSA Committee Elections

All present LSA committee members stood for re-election. In addition, three LSA members expressed interest in joining the committee. All were elected unopposed:

Lorraine Groom (re-elected)  
Svitlana Yarmolchuk (re-elected)  
Chloe Way (re-elected)  
Kimberley Morgan (re-elected)  
Natasha Wainwright (re-elected)  
Gabriella Urban (re-elected)  
Lucy Marsden- Rodgers (newly elected)  
Orfhlaith Ni Mhorda (newly elected)  
Sophie Heawood (newly elected)

### 19.37 - Adoption of new LSA Constitution

Vote passed with 100% of votes in favor of the new Constitution

19.38 - Head of School Louis Harris thanked the LSA Committee and all volunteers for their work and contributions

19.40 - Meeting ended

**LAURISTON SCHOOLS ASSOCIATION (LSA)  
ANNUAL REPORT AND ACCOUNTS FOR THE 12 MONTH PERIOD  
ENDED 28TH SEPTEMBER 2019**

**LSA COMMITTEE**

Svitlana Yarmolchuk – Chair  
Chloe Way – Deputy Chair  
Lorraine Groom – School Business Manager  
Amy Miller – Treasurer (stood down July 2019)  
Kimberly Morgan – Treasurer (Co-opted September 2019)  
Natalia Wainwright – Committee Member  
Gabriela Urban – Committee Member  
Lucy Daniels – Committee Member  
Sarah Taylor (co-opted October 2019)  
Jimena Tascon – stood down September 2019  
Mariana Marquez - stood down January 2019  
Senol Ensari - stood down January 2019

**OBJECTIVES**

Lauriston School Association consists of all parents and /or guardians and all teachers. LSA's objective is advance education of the pupils in school by

- a) developing relations between the staff, parents and others associated with school
- b) engage in activities which support the school and advance the education of pupils in it
- c) provide and assist in the provision of items for education (not provided from statutory funds)

Our primary goals for the LSA this year were:

- improving engagement with parents and community
- improving transparency and compliance of our accounts so that we can become a registered charity
- fundraising for a new playground

**ACTIVITIES AND ACHIEVEMENTS**

Although we started a year with a new committee, we managed to maintain a good level of fundraising activity. During the year we have generated a total of

£15,807 (compared to £17,067 previous year). Our expenses for running the events were £3,638 meaning we generated £12,169 profit from the events.

Most of funds were generated by Winter and Summer Fairs (£8,298 in total). Income from these events about £1000 lower than in 2017/2018 but we also reduced our expenses, resulting in only £246 profit reduction. Sovereign sponsorship associated with these events was £2,000, compared to £3,000 in 2017/2018. We also organized Movie Night (£204 profit vs. £305 loss in 2017/2018), International Food Evening (£276 profit), hot chocolate and bake sale (£151 profit) and a book sale.

Raffles remain our single most profitable activity, thanks to generous donations from our community. A substantial part of our profit is derived from the bar, generously donated by The Empress, owned by Lauriston parents Michael Buurman and Gabriella Urban. We also had a very successful ice cream stall, with all supplies generously donated by Chambers, owned by parents Eda and Levent Gunes.

In addition to direct expenses, we had £3,363 in general expenses. Our general expenses was substantially higher than usual as we made an investment in equipment to allow us to run the events more safely and efficiently. We invested £1,684 in a galvanized steel storage shed as the cupboard in Parents Room is not available for safety reasons. This also allowed us to save money by storing supplies left from previous events and bric-n-brac donations, resulting in higher sales. We also purchased a coin counter, money bags, a blender, Kilner jars, and LSA mugs we use for sales and as “thank you” gifts for sponsors.

We maintained our ParentKind membership (cost £117) as it provides us with insurance and valuable resources.

In addition to the expenses we incurred in 2018/2019, we also settled expenses incurred in 2017/2018 which remained unpaid in the previous financial year, for the total amount of £674. We now ensure all expenses are accounted in the same year they are incurred. We also ensure that expenses incurred by the school on behalf of LSA and invoiced to LSA are not accounted as donations.

## **DONATIONS TO SCHOOL**

After all expenses and charges, we had £7,616 available for donations or future activities, in addition to funds available at the beginning of the year. We transferred £28,186 to school to cover the cost for donations committed to by the previous committee in 2017/2018. This included £20,000 contribution for ICT, comprising of 32 Chromebooks, 2 charging trolleys, device management licenses and contribution to network upgrade. Other donations included coaches for the seaside trip in 2018 (£3,475), playground equipment storage (£1,476), nursery sandpit (£696) and other expenses as detailed in Exhibit 1.

The committee agreed that in the interests of better planning and

transparency it would be beneficial to pay for donations agreed in the same financial year. If this is not possible, we recommend stating commitments made in the annual report.

The committee reviewed some of the donations that were traditionally funded by the LSA and have decided not to continue them in the future. We believe they benefit parents or a select group of students more than the school or the whole community. These projects included school bags for Reception, PE T-shirts, leaver hoodies and Leavers Ball. Total funding for these projects was £2,696. The school supported our recommendation.

We have donated £100 to the fundraiser to help John and Linnie, Lauriston family who lost their home in the fire. We also donated £100 in supplies (beverages) to run a bar at Open Garden to benefit Lauriston gardening club.

In total, we funded £29,042 of donations from LSA funds. Total cash flow from all activities was -£21,423.

Our opening balance at the beginning of the year was £27,410, therefore our expected balance on September 28, 2019 was £5,984. However, HSBC closed our bank account on August 12, 2019. This means we were not able to complete all payments and deposit the cash available.

As of September 28, 2019 our assets and liabilities included:

Funds held at bank: £8,490

Cash (held at school): £671

Unpaid invoices: - £3,693

Refunds due: £516

Total: £5,984, as expected.

## **PLAYGROUND UPDATE**

The funds available are reserved for playground funding. Architects and Lauriston parents Jonathan Rabagliati and Laura Mathews generously donated their time and expertise to evaluate the requirements of all stakeholders, conduct site visits and research. They will present their vision and next steps at AGM

## **BANK CHANGE AND CHARITY REGISTRATION**

As noted, our bank account was closed without notice by HSBC due to concerns in safeguarding. The account was registered to a private address of a previous treasurer, and the name on the account was of his predecessors. Current regulations do not allow charity accounts to be registered to a private address.

We opened a new bank account with Natwest in November 2019. The account is registered to the school address, and we have better visibility into our funds and expenses.

With a new bank account available, we now only need to adopt a new constitution to register LSA as a charity with Charities Commission.

## **SUSTAINABILITY**

We continued to reduce the amount of plastic used at our events and reduce waste. We stopped buying plastic gifts for Santa's Grotto, all gifts and many supplies come from Scrap Project, a registered charity.

We evaluated use of Vegware, and decided to discontinue it. We now use reusable plates and cutlery. We also use reusable glasses for drinks, they were donated by The Empress. We pay a staff member for dish washing at large events, but it costs less than Vegware.

## **IMPROVEMENTS AND RECOMMENDATIONS**

The committee is very pleased with the results achieved in 2018/2019. Although we were a new team, we worked well together and tried to encourage new ideas and wider parental engagement. All current committee members are standing for elections.

Based on feedback from previous members, we reduced email communications to minimum, encouraged personal contact and work in smaller groups/sub-committees to avoid overburdening committee members and volunteers with details.

We improved communications with local community by ensuring timely thank you letters and better recognition at events.

We acknowledged that lack of volunteers was a persistent problem. We conducted two large volunteer sign up events and adopted use of online forms and personal outreach for more effective volunteer recruitment. As a result, we engaged many new parents, increased volunteer numbers and improved volunteering experience for our community. We are pleased to note that we have more fathers involved in our events.

We are very pleased with the support we received from the school.

In 2019/2020 we recommend to focus on further improvement volunteer engagement, inclusivity and communications.

We also recommend to form a separate fundraising committee for the playground as the expected cost is not achievable by LSA alone.

We recommend the new committee considers to release some of the funds already raised for the activity or project that would benefit the children who might not be at school when the playground is completed.

## INDEPENDENT EXAMINER

The committee will appoint an independent examiner to verify the accuracy of the accounts

Svitlana Yarmolchuk, Chair  
Kimberly Morgan, Treasurer

### EXHIBIT 1: LSA Accounts for 12 month ending September 28, 2019

<b>FUNDRAISING ACTIVITIES</b>			
<b>Event</b>	<b>Income</b>	<b>Expenses</b>	<b>Profit</b>
Winter Fair	5,449	1,560	3,889
Movie Night	501	297	204
Hot Chocolate / Bake Sale	151		151
Mug Sale at Open Garden	12		12
Book Sale	17		17
Parents Day	55		55
Summer Fair	6,119	1,711	4,408
Sovereign Sponsorship	2,000		2,000
International Food Evening	346	70	276
Other (previous events)	543		543
Amazon	97		97
Other income (refunds)	516		516
<b>Total</b>	<b>15,807</b>	<b>3,638</b>	<b>12,169</b>

<b>GENERAL LSA EXPENSES (2018/2019)</b>			
Advertising		15	
Coin Counter		120	
LSA Mugs		1,225	
Kilner Jars		68	
Blender		89	
Storage Shed		1,684	
Cash handling bags		45	
PTA Membership & Insurance		117	
<b>Total General Expenses for 2018/2019</b>		<b>3,363</b>	

**Profit from 2018/2019 Activities**

**8,806**

<b>LSA Expenses for 2017/2018 (unpaid in 2017/2018)</b>			
Vegware (Summer Fair 2018)		205	
Draw Tickets (Summer Fair 2018)		243	
Arts and crafts , prizes (Summer Fair 2018)		227	
<b>Total Expenses 2017/2018</b>		<b>674</b>	<b>8,132</b>

<b>Other Deductions</b>			
PayPal Error (to be refunded)		47	
Error (double invoice)		469	
		<b>516</b>	
<b>Total Available for Donations</b>			<b>7,616</b>
<b>Donations, 2017/2018 commitment</b>			
Seaside coaches		3,475	
Year 6 Disco		105	
Leavers Hoodies		886	
Schoolbags		549	
Nursery Sandpit		696	
Playground Equipment Storage		1,476	
THFC Coaches		499	
PE T-shirts		500	
32 Chromebooks		13,056	
2 Charging Trolleys		1,700	
32 Device Management Licences		600	
Contribution to school ICT network upgrade		4,644	
<b>TOTAL DONATIONS</b>		<b>28,186</b>	
<b>Donations, 2018/2019 commitment</b>			
JustGiving donation( John, Linnie, house fire)		100	
Gardening Club (bar for Open Garden)		100	
Leaver Hoodies (Year 6)		656	
<b>TOTAL</b>		<b>856</b>	

<b>Total cash from 2018/2019 Activities</b>		-21,426	
<b>Starting Balance</b>		<b>27,410</b>	
<b>Expected Balance on September 28</b>			<b>5,984</b>

<b>Actual Balance on September 28</b>			
Funds held at bank			8,490
Cash (held at school)			671
Payables (outstanding invoices)			-3,693
Receivables (refunds due)			516
<b>Total Balance on September 28</b>			<b>5,984</b>