

**Minutes of LPSA AGM  
Thursday, 16<sup>th</sup> October 2014  
Lingfield Primary School**

**Attendees:**

Clare Dawson (CD)	Kelly Bashford (KB)	Clare Rowley(CR)
Sam Louis (SL)	Sara Page (SP)	Sarah Marlowe (SM)
Laura Martin (LM)	Jane Blunt	Julia Tappin (JT)
Sophie Mills	Vicki Street	Janice Blatcher (JB)
Alyson Rogers	Seonaid Bentley	Lisa Roach
Sharry McConnell	Helen Aaron	Evette Dale
Pip Sedgwick	Jessica Janes	Bernadette Jenkins
Marissa Reeves	Vicky Hobbs	Ruth Hunt
Kat Smith		

**Summary of action points**

141016-1	Add the following items to the agenda for the next meeting: Yr6 leavers gifts and year book photos Using sponsorship of bricks/plaques to fund playground improvements	LM
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**1. Apologies**

Jill Dyer, Ruth Hindmarch, Claire Baker.

**2. Minutes of meeting on 3<sup>rd</sup> June 2014**

140603-1	Check with Janice whether the VAT on the toilets can be claimed back by the school	SA/KB	completed
140603-2	Purchase 6 waterproof gazebos on e-bay	SL	completed
140603-3	Produce a definitive list of volunteer kobs for the fair	SL	completed
140603-4	Write a letter in reply to Mrs Whitaker re Ice Lolly Friday	CD/SA	completed
140603-5	Check with Rob if he has the LPSA minute book	CD	completed

**3. Chairs report**

SL and CD welcomed everyone and reviewed the events and activities of the past year. They thanked all those involved in organising and helping. They said that they had enjoyed their time as Co Chairs and thanked everyone for their help and support over the last three years. A full copy of the report is held on file.

**4. Treasurers report**

SP and KB presented their financial summary for the year (see attached).

Income has increased compared to 2013. There has only been a very small distribution of funds. The improvements made to the library in 2012 was the last large project supported by the LPSA.

JT, on behalf of the school, thanked the LPSA for all their efforts over the last year.

## 5. Election of officers

SL and CD stepped down as Co-Chairs. SP and KB advised they were happy to stay in role.

The following nominations were made and the nominees were duly elected by the meeting.

Role	Nominee	Proposer	Seconded
Chair	Laura Martin	Clare Dawson	Sam Louis
Vice chair			
Joint treasurer	Sarah Page	Sam Loius	Evette Dale
Joint treasurer	Kelly Bashford	Alyson Rogers	Clare Rowley
Secretary			
Communications			

Laura Martin volunteered to cover the Communications role as part her role as Chair.

There were no nominations for Vice Chair or Secretary so these roles remain vacant.

## 6. Election of class representatives

SL asked for volunteers to cover the class representatives roles with the following result:

Year	Class	Representative
Nursery	Netwings	Vacant
Reception	Earwigs	Vicki Street
Reception	Moths	Claire Baker, Helen Aaron, Pip Sedgewick
1	Planthoppers	Sharon McConnell, Nicole Cole
1	Pondskaters	Seonaid Bentley
2	Bumblebees	Kate Kelly
2	Butterflies	Sophie Mills, Alyson Rogers
3	Millipedes	Sana Karimi, Ruth Webb
3	Woodlice	Rachael Hardisty
4	Inchworms	Lisa Roach
4	Snails	Vacant
5	Caterpillars	Zoe Agombar, Becky Ericsson, Monika Fines
5	Crickets	Emma Briggs
6	Hoverflies	Clare Rowley, Lucy Curtis
6	Termites	Vacant - to be covered by Clare Rowley & Lucy Curtis

There are currently no representatives for Netwings(Nursery) or Snails(4).

CR gave a brief overview of the class rep role – delegation, organisation and communication.

## **7. Plans for spending LPSA funds**

JT outlined plans for changes to the lunchtime provision that the school would like the LPSA to support, namely:

### 1. Renovation fo the KS1 trim trail equipment

Some parts of the equipment are broken and in need of a general overhaul. Based on an initial photo survey, this is estimated to cost around £2,700. A more detailed quotation will be obtained in the near future.

### 2. Repair of the soft surface under the trim trail equipment

The surface is breaking up in places. Repair is estimated to cost £775.

### 3. Open up the nursery/reception outdoor area.

There is currently a shed between the nursery and reception areas that needs to be replaced. Removing and re-siting a new one will enable the children to move between the nursery and reception areas.

### 4. Improving accessibility to the amphitheatre and trim trail on field.

Access in winter is currently restricted due to the muddy field. Changing the surface around the area would allow the children access all year round.

### 5. Replacement of dining tables

Possibly with round tables

Estimates of cost for items 3, 4 and 5 have not yet been obtained.

JT also asked for LPSA support for school trips. In the immediate future, this means the Yr2 trip to the Houses of Parliament. If the LPSA are prepared to fund the costs of the children's lunches, parents will be asked to pay for the travel.

These proposals were discussed by the meeting. SL/CD proposed that the LPSA agree to fund the costs of items 1 and 2 subject to formal quotations being obtained. The authority for final approval will be delegated to KB, SP and LM. The meeting approved this proposal.

SL also proposed that the LPSA meet the cost of lunches for the Yr2 trip. The meeting approved this proposal.

The noticeboard key has been lost and the perspex has perished. The meeting approved spending £20 to replace the key and additional funds to cover the replacement of the perspex.

## **8. Future events – Christmas Fair?**

Sophie Mills and Seonaid Bentley volunteered to organise the Christmas Fair with a provisional date of Saturday 6<sup>th</sup> December.

Claire Baker is taking over the organisation of the RagBag collections and will set a date for the next collection in the near future.

Templates for Christmas cards will be going out in bookbags soon.

It is hoped that the Stargazing event will take place again this year. The Telescope House advised that February is the best month for this.

Evette Dale volunteered to look into the possibility of generating income from Waitrose green coins and grants from the Parish Council and Gatwick Airport.

Pip Sedgwick volunteered to draft a generic letter to be sent to local companies asking for support.

The suggestion of sponsoring bircks to raise funds for playground improvements will be considered at the next meeting.

#### **9. Date for next meeting**

8pm Wednesday 12<sup>th</sup> November at the school

#### **10. AOB**

CR asked that the Yr 6 leavers gifts and photos for the year book be added to the agenda for the next meeting.

A suggestion of carrying out a skills audit of parents was made. JT noted that this is on the school's to do list.

SP thanked SL and CD for all their hard work and everything they have done for the LPSA and school over the last few years.