

School Fund Constitution



Purpose of the Voluntary School Fund

This Voluntary School Fund has been set up to provide additional materials and opportunities to enhance children's learning experiences. The Fund provides items over and above those provided for through our school's delegated budget.

Examples of what we will use the Fund for

- ✓ Prizes and gifts for pupils, e.g. team points
- ✓ Subsidising educational visits
- ✓ Additional classroom materials and equipment
- ✓ Lunchtime games/toys
- ✓ Children's parties and other social activities

Examples of what we will NOT use the Fund for

- ✗ Flowers and gifts for teachers and other members of staff, e.g. leaving gifts
- ✗ Refreshments for meetings of teachers and/or governors
- ✗ Payments relating to playgroups, breakfast clubs etc.
- ✗ Payments to the Information Commissioner's Office
- ✗ Courses and training expenses for teachers and other members of staff

Administration of the Fund

The official title of the voluntary school fund is the Argoed School Fund.

The Fund will be operated using the Voluntary School Funds Guidance for School provided by Flintshire County Council and is the day to day responsibility of the Head Teacher, although overall responsibility lies with the Governing Body.

Day to day administration of the Fund is the responsibility of the Treasurer, Anneke Perrett, approved by the Governing Body.

The Fund's Auditor is Susan Ridings, approved by the Governing Body.

The Governing Body has approved the following expenditure authorisation limits for the Fund:

- 📁 Below £2000 for the Treasurer
- 📁 Over £2000 but below £5000, for the Head Teacher
- 📁 For purchases over £5000, the Finance Committee's approval is required.
- 📁 This excludes payments for trips where income has been received.

To ensure the school fund can operate as intended, i.e. that necessary payments can be made at the correct time, Chairs action can be used by both the Chair of the Governing Body or the Chair of the Finance Committee. Where Chairs action is used, an exception report of all payments over £5000 must be provided to both the Finance Committee and the Governing Body at the soonest possible point.

The Governing Body has approved the following people as cheque signatories.

- Paul Smith (Headteacher)
- Katherine Edwards (Assistant Headteacher)
- Howard Goodson (Assistant Headteacher)
- Mike Lofts (Assistant Headteacher)
- Anneke Perrett (Business Manager)

Reporting Requirements

The Headteacher will provide the Governing Body with:

- The balance of the School Fund at every Full Governors Meeting, held half termly.
- School Fund breakdown reported at every Finance Committee Meeting (4 per year).
- Details of payments requiring Full Governing Body approval, at half termly Full Governors Meetings, to ensure payments are made at the correct time.

Signature Headteacher	
Date Reviewed	June 2023
Date Reviewed by Finance Committee	14 th June 2023
Signature of Chair of Governors	