



Meeting Minutes

Date	10 th January 2024
Purpose	Establishment Fund Committee Meeting
Present	Mark Wilson (Chairperson) Helen Love (Parent Representative) Helen Miller (Joint Treasurer) Margaret Fraser (Joint Treasurer) Lauren Fox (Nursery Representative) Jamie Innes (Secretary)
Apologies	

- Office bearers were elected and have been noted above.
- The Teacher Representative role is currently vacant.
- The Constitution was discussed and agreed: proposed by Mark, seconded by Helen Miller and unanimously agreed by all members.
- The Annual Compliance Checklist was reviewed; it was agreed that for subsequent meetings the record of cash in/out would be offered to members as a handout to review.
- Helen Miller confirmed that Derek Lowrie, parent and accountant has agreed to audit the accounts annually.
- For spends from £201 to £500 an extraordinary meeting would be convened, with any spends needing to be approved by at least four members of the committee, as per the constitution.

Next Steps

- Mark will present a copy of the constitution to the parent council and staff body.
- Jamie will add a copy of the meeting minutes to the school website.
- The next meeting date has been set for Wednesday 1st May at 11.30pm.