

# ROCHSOLLOCH PRIMARY SCHOOL & NURSERY CLASS ESTABLISHMENT FUND CONSTITUTION

At a meeting of the Establishment Fund Committee of Rochsolloch Primary School & Nursery Class held on 10<sup>th</sup> January 2024 the following resolutions were proposed by the Head of Establishment:

1. The Rochsolloch Primary School & Nursery Class Establishment Fund will be constituted to advance the education provided by the establishment. The Establishment Fund Committee, after consultation as detailed below, is empowered to spend funds raised to obtain the provision of goods, and to finance extra-curricular activities which cannot be completely financed from public funds allocated to the establishment by North Lanarkshire Council in disposition of its statutory responsibility.

2. The Establishment Fund will be administered by an Establishment Fund Committee:

a) The Committee will comprise 7 members

b) The Committee will include: -

- Mark Wilson - Head of Establishment - *Chairperson*
- Helen Love – Parent Representative
- Helen Miller & Margaret Fraser – *Joint Treasurers*
- Lauren Fox – Nursery Representative
- Jamie Innes – *Secretary*
- Teacher Representative (role vacant)

c) The Committee will elect the following office-bearers. • Chairperson • Secretary • Treasurer

3. The Secretary will be responsible for taking minutes of all Establishment Fund Committee meetings and for processing all applications for support from the fund through the Committee.

4. The Joint Treasurers will be responsible for the day-to-day administration of the Fund including:

- Count, Receipt, Verify & Bank Money.
- Pay any outstanding invoices of orders raised from the Establishment Fund.
- Reconcile bank statements.
- Prepare Income / Expenditure report for Chairperson & Establishment Fund Committee.
- Adhere to Operational Policy Educational Establishment Fund Financial Procedure Document issued by NLC.
- The receipt and distribution, through the Secretary, of all application forms requesting money from the fund.
- Distribute funds as approved by the Establishment Fund Committee
- Arrange for an annual independent review of the Establishment Fund records and produce the annual statement of accounts for submission to Education and Families Services.

5. The Committee will meet 3 times per year. A minimum number of 4 members will require to be present for financial decisions to be valid. An Extraordinary Committee Meeting will be held for planned spends that require discussion before the next scheduled meeting.

6. Funds raised will be deposited in the same bank that the Council uses which is currently the Royal Bank of Scotland. The account name will be preceded with North Lanarkshire Council and then the establishment name. - Two signatories will be required for any account withdrawals. Authority to incur expenditure will be as follows: Up to £200 - Treasurer. More than £200, but less than £500 requires consultation with minimum Establishment Fund Committee members. Costs over £500 require approval by full Establishment Fund Committee.

7. The annual income and expenditure statement of accounts must be signed by all bank account signatories. The accounts must be reviewed by an Independent Reviewer, and the annual income and expenditure statement sent to Education and Families Business Support Team by 31st October each year.

8. In the event of establishment closure, the Education and Families Chief Officer must be consulted as to the distribution of surplus funds which will be transferred either to the Education Authority or to other establishments pro rata to the number of children transferring.

After discussions the resolutions were proposed by the Head of Establishment, seconded by Helen Miller and unanimously agreed by the Committee, and to be put to the next meeting of staff and parents for approval.

Jamie Jones (Signature) (Secretary)

10/11/24 (Date)