



## Meeting Minutes



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| <b>Date</b>      | 8 <sup>th</sup> May 2024   |
| <b>Purpose</b>   | Establishment Fund Committee Meeting   |
| <b>Present</b>   | Mark Wilson (Chairperson)<br>Margaret Fraser (Joint Treasurer)<br>Helen Miller (Joint Treasurer)<br>Lauren Fox (Nursery Representative)<br>Jamie Innes (Secretary) |
| <b>Apologies</b> | Helen Love (Parent Representative)   |

- £6644 remaining in school fund once committed expenditure is taken into account.
- £1089.22 remaining in nursery fund once committed expenditure is taken into account.
- Spends up to £200 for both school and nursery were reviewed by the EFC and deemed to be reasonable and appropriate spends
- A send of £261.12 was approved for Event Hire for P7 End of Year Celebration (funded through P7 fundraising)
- The constitution will be updated to allow for members to collaborate via MS Teams to approve spends, and for MS Teams to be used to approve spends over £500 (by majority of staff team) pending Mark seeking approval.
- A spend of around £280 was approved for nursery graduation.
- Recommendation from Derek Lowrie was that more detail was added to the cash book for small spends, which has been actioned by joint treasurers.
- The Annual Compliance Checklist was reviewed, with updates made to cash book recording (to be signed by joint-treasurers at the end of each month).

### Next Steps

- Mark will seek clarity around amending the constitution to allow for more efficient review and approval of spends over £200 and over £500. (*Update – having sought further advice, it has been confirmed that we can use MS Teams to collaborate on approving spends*).
- Jamie will add a copy of the meeting minutes to the school website.
- Helen will order a locking cash box to improve security of nursery cash.
- The next meeting date has been set for Wednesday 28<sup>th</sup> August.