



## Rochsolloch Primary School & Nursery Class Establishment Fund Committee Meeting



<b>Date</b>	18/9/24
<b>Present</b>	Mark Wilson (Chairperson) Margaret Fraser (Joint Treasurer) Jamie Innes (Secretary) Lauren Fox (Nursery Representative)
<b>Apologies</b>	Helen Miller (Joint Treasurer) Helen Love (Parent Representative)

### **Agenda**

1. Review spends up to £200 that are approved by Treasurer.
2. Discuss projected spends between £201 and £500 that can be approved by Committee.
3. Discuss projected spends over £500 that require whole staff approval.
4. Review checklist to ensure compliance.

### **Minutes**

1. There were no qualifying spends to review.
2. Lauren will begin to look at Christmas presents for the nursery children, which is likely to be over the £201 threshold, and will submit for approval as required. School Christmas party supplies is also likely to reach this threshold and will be reviewed accordingly.
3. The whole staff will need to review a £1837.80 ICT spend for laptops, which Mark will put on MS Teams for the staff to approve.
4. The checklist was reviewed. Mark will clarify whether we need to add additional signatories to the account (two of five are currently absent).