



Rochsolloch Primary School & Nursery Class Establishment Fund Committee Meeting



Date	6/11/24
Present	Mark Wilson (Chairperson) Margaret Fraser (Joint Treasurer) Jamie Innes (Secretary) Lauren Fox (Nursery Representative)
Apologies	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.
5. State of fund

Minutes

1. There were no qualifying spends to review.
2. A spend of £488.40 was approved for Nursery Learning Journals.
3. Christmas spends for nursery and school are likely to meet this threshold, though no spends are currently requiring approval.
4. The whole staff may need to review a £1837.80 ICT spend for laptops, which Mark will put on MS Teams for the staff to approve. Mark has sought clarity on whether this has to be approved through the committee, with funds being vired from school fund into the ICT line of the school budget (awaiting response).
5. The checklist was reviewed. Mark clarified whether we need to add additional signatories to the account, with two of five are currently absent – Mark will initiate the process to have Lauren and Nicolle Murray added as signatories.
6. The nursery currently has £1492.91 in the fund, and the school has £14020 in the fund.
7. The cashbooks were signed.