



Rochsolloch Primary School & Nursery Class Establishment Fund Committee Meeting



Date	29Sep26
Present	Mark Wilson (Chairperson) Laura Dunlop (Treasurer) Jamie Innes (Secretary) Kirsty Milligan (Nursery Representative) Helen Love (Parent Representative)
Apologies	

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 the fund
6. Next meeting dates (plus additional meeting due to missed meeting last term).

Minutes

1. Spends reviewed up to £200; all in keeping with regular spends (small items checked – nursery snack £85 clarified as a collection of receipts from snack purchases over the summer; £31.83 approved for pitch balls and bibs).
2. No spends to be approved between £201 and £500.
3. No projected spends over £500 at this time.
4. Compliance checklist was reviewed. Confirmed Year End Accounts and Income/Expenditure Statement in process of being completed (to be ready by October break at the latest). Laura will ask Derek Lowrie if he is willing to review accounts again. This statement from the constitution:
‘The receipt and distribution, through the Secretary, of all application forms requesting money from the fund.’ was queried and can be raised as a question with the Governance and Compliance Officer who is visiting on the 7th of October.
5. The nursery fund is currently £2061.27 and the school fund is £4885.64.
6. Next meeting dates are in the diary for: 17th November 9.30am; Tuesday 9th February 9.30am; Tuesday 11th May 2027 9.30am.

AOB: The decision was made to retain at school fund at around £2000; with surplus funds being transferred into ‘Miscellaneous Income’ to be used for school purchases via the PECOS system, thus saving VAT money.