



St. Andrew's Primary School & Nursery Parent Council Fund Policy & Procedure

Parent Council Fund Paperwork:

- ? forms: Requisition forms for school staff
- ? Book: Parent Fund Income
- ? Book: Income & Expenditure
- Receipt folder: Includes completed blue forms and receipts /invoice stapled
- Bank Statements: Online via post

Parent Fund Policy and Procedure:

All monies paid into the parent fund must be recorded. Any money counting after events must be done by 1 member of staff and 2 PC members on site, this should be recorded and signed before being sent to bank.

All requisitions must be completed on the ? form (available from chair) before any purchases using or claiming parent council fund can be made. Members of staff must have the form signed by a member of Parent Council (after PC consultation) before purchasing goods. Where possible the money should be released before purchase and goods bought with cash where possible. Receipts/invoice must accompany (be stapled to) the request slips. Once money is given and signed off on requisition forms these are kept in a receipts folder. If purchases are not going through procurement procedure the Parent, Council should purchase directly.

Use of School Funds:

Parent fund money is received either via parental input for fund raising or grant schemes. This money must be treated for the good of the children and fully accounted for.

The school & nursery community will be consulted and made aware of the direction of parent council funds via form questionnaires and App newsletter.

Agreed Main use of School Funds

Events	Agreed Actions	Agreed Estimated Costing
Subsidising School Trips	Children should have at least 1 trip per term. No more than £5 per (non residential trip) should be asked for unless agreed. The parent council have agreed to subsidise busses.	Approximately 7/8 classes requiring a minimum of 2 buses per year at approx. £100 per bus. PC subsidising where funds are possible.
Nursery Graduation & Leavers Event	Decorations, gift, small in nursery party.	£5 per head for gift £50 towards decorations
P7 graduation, leavers event	Graduation gift, graduation party in school or church hall not out with, decorations, food, drink, DJ/compare. N.B School fund also directed at P7 trip.	£5 per head for gifts Decorations recycled Party budget £250 direction negotiated with children.
Sacramental Parties	After party in school.	£50
School learning focus eg. ICT, outdoor learning, school show costumes etc.	All requests to be made by school then agreed by Parent Council.	Approximately £500 per year on school grounds.

Date	Policy Amendments
JUNE 2020	During uncertain COVID times when graduating children missed out on other events the PC agreed to make a special effort for Leavers events. It should be noted that hoodies have never been agreed but leavers T-shirts have.