

## **Cleish Primary School** **School Fund Constitution**

The School Fund shall consist of monies for the advancement of education by the provision of facilities for pupils not provided for out of public funds devolved to the school.

A School Fund Committee will be established with the purpose of managing all monies raised by the school for the School Fund. The Headteacher (Chairperson) has the authority to spend £100 without seeking approval from the committee. Items over this value must be approved by the committee, in writing, before goods are ordered.

The School Fund will be run in accordance with the Perth & Kinross Council Financial Policies and Procedures.

The School Fund Committee will be appointed yearly at the beginning of each school session and will consist of the Headteacher (Chairperson), Treasurer and one other member.

The School Fund Committee will meet at least quarterly, with the minutes of the previous meeting and the date of the next meeting being agreed at each meeting. A financial report must be presented at each meeting. The chairperson will call additional meetings as required and a quorum for the meetings will be 3 members. Minutes of meetings must be distributed to committee members, and displayed on the school website. Parents must be advised that the minutes are published and a copy must be made available if requested.

The School Fund will be held in a separate bank account, which can be drawn on by the agreed joint signatories. There will be three signatories, with the account being accessible by two signatures from the three.

The Headteacher will make the School Fund Accounts available to staff and parents on request. Following the year end, a copy of the certified Income and Expenditure Account with Movement in Reserves must be displayed on the school website, or included in the school newsletter as available on request within 2 weeks of being certified. The financial statement will be certified by ECS Finance Officers.

Any amendments to this Constitution must be agreed and formally adopted at a meeting of the School Fund Committee. Copies of the Constitution will be available to members of staff and parents on request.

The Financial Year will be from 1st August to 31st July.

Signature A Nesbitt **Chairperson**  
(Bank Account Signatory)

Signature [Signature] **Treasurer**  
(Bank Account Signatory)

Signature L Halliday **Committee Member**  
(Bank Account Signatory)

Date 20-8-24