



At a meeting of the School Fund Committee of Glassary Primary School held on 12th March 2024 the following resolutions were proposed by the Head Teacher.

- 1 The Glassary Primary School Fund will be constituted to advance the education provided by the school.

The School Fund Committee, after consultation as detailed below, is empowered to spend funds raised to obtain the provision of additional books, materials and equipment, and to finance extra-curricular activities which cannot be completely financed from public funds allocated to the school by Argyll and Bute Council in disposition of its statutory responsibility.

- 2 The School Fund will be administered by a School Fund Committee.

The Committee will comprise of three members.

The Committee will include:

*Head Teacher; One Depute; Elected staff representative).*

Elections to the Committee will take place every 2 years at a meeting open to all staff.

The Committee will elect the following office-bearers:

*Chairperson and Secretary.* The Administrator of the school fund will also be part of the committee.

The Secretary will be responsible for taking minutes of all School Fund Committee meetings.

The Administrator will be responsible for the day to day administration of the fund including these.

- i Arrange for the recording of all income and expenditure and the banking of cash
- ii Distribute and receive all application forms requesting money from the fund.
- iii Distribute funds as approved by the School Fund Committee.
- iv Keep subsidiary records for funds held on behalf of clients and groups within the school fund.

- v Report regularly to the committee on the state of the fund.
- vi Produce an annual statement of account for the fund.
- vii Arrange for an annual independent audit of the school fund records.

The Committee will meet three times per year.

Two members will be required to be present for financial decisions to be valid.

- 3 Funds raised will be deposited with Bank of Scotland, the account to be designated "Glassary Primary General Purpose Fund".

2 signatories will be required for any account withdrawals.

Authority to incur expenditure will be as follows.

Amount per transaction	Type of school		
	Secondary schools	Other schools	Single teacher establishments
Up to £50	Administrator	Administrator	Administrator
Over £50	Approval by full school fund committee required	Approval at full staff meeting required	Must first be discussed at a parents' meeting

- 4 The annual statement of accounts must be signed by all bank account signatories. The accounts must be audited and a copy sent to the School Services Support Manager by 30 November each year.
- 5 In the event of school closure and the dissolution of the School Fund Committee, surplus funds shall be transferred either to the education authority or to another school in the locality in whose catchment area this school may be situated, to be held in trust for similar purposes which are charitable in law.

After discussions the resolutions were proposed by the Head Teacher, seconded by Raune Fraser and unanimously agreed by the committee and to be put to the next meeting of the parent council.

Signature Lisa Speechley (Secretary)

Date 12th March 2024

Lisa Carter Chairperson.  
12.3.24