



## **Aims**

The school maintains a fund to manage the provision of additional items and activities for the benefit of pupils. The fund is supported by donations, fund raising activities and parental contributions.

## **Account Management**

The management of this account will be in line with the procedures outlined within the school's 'Finance Policy and the 'Financial Scheme of Delegation for Schools', with the following exceptions:

*The head teacher can bring proposals to the governing body for the use of funds from this account for exceptional circumstances. Examples include:*

- *Activities to maintain the wellbeing of staff, with clear evidence of the positive impact that such activities would have on the educational experiences of our pupils.*
- *Activities where pupils and parents can mark the significant contribution made by:*
  1. *Individual staff members who have given many years of exceptional service.*
  2. *The whole staff following successful inspection of the school by regulatory authorities (Ofsted/Diocese of Salford).*

Appendix 11 of the school 'Finance Policy' (available on the school website) outlines the process for the consideration of such proposals by the governing body.

## **Activities of the fund**

In agreement with the Governors, the fund can be used to fund/manage the following items/activities:

- Class products / items to support after school clubs / school trips.
- Contributions towards larger projects to improve the school building/grounds.
- School items e.g. flowers for a class Mass, batteries, flour for baking, etc.
- Small prizes to recognise good work / attendance of pupils.
- Small gifts for voluntary helpers up to a maximum value of £30.
- Proposal made by the head teacher and approved by the governing body.



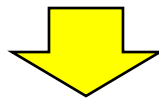
**St. Philip's**  
RC Primary School

## School Fund Account – Governing Body Consideration for Exceptional Use of Funds

### Headteacher Proposal to Governors

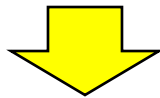
Proposal must include:

- Clear evidence of the educational benefits to the pupils/evidence of the significant positive impact that the work of an individual /group has had on the children's education.
- Detailed costings, which shows that proposed expenditure is not exceptional/unreasonable.



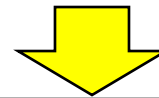
### Consideration by Governors

- Governors to consider the request against the aims of the fund, as outlined in the Mission Statement.
- Each governor to be given an opportunity to express their own views on the proposal.
- Governors to question Headteacher/request further details of how the request will be of benefit to the children.
- Governors formally vote on the proposal.
- All discussions to be minuted.



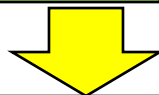
### Proposal Approved

- Governors will outline the reasons why the request has been approved.
- Governors will clearly stipulate the amount of funds available for the proposed activity.
- Governors will confirm how the decision will be communicated to parents.



### Proposal Rejected

- Governors will outline the reasons why the request has been refused.
- Headteacher/Staff governor will communicate outcome to staff member/s where appropriate.



### Notice to Parents

- The Chair of governors will inform parents, in writing, of the decision taken.
- Parents will have the opportunity to discuss any concerns with governors, who will share these at the next scheduled meeting.