

Welwyn St Mary's Church of England Primary School

School Fund

Minutes of the meeting held on 13th November 2015

Present:

Evelyne Welch (Chair)

Sarah Ellingworth (Treasurer)

Katie Mitchell (Secretary)

Jane Coates

Mary Westley

1. Apologies

None

2. Minutes of the last meeting

The minutes of the last meeting were approved as a correct record.

3. Matters outstanding

Evelyne queried minutes from last AGM, which haven't been circulated yet. Need to be uploaded onto website.

Action: Evelyne to contact Nathalie Payne.

4. Treasurer's Report

Sarah chasing bank statements to update financials.

Action: Sarah

Approximately £180 a month in regular donations is currently being received into the School Fund.

5. School Fund Projects

The next project, in conjunction with PTFA, to be replenishing wooden play equipment at far end of KS1 Playground.

Ask pupils what they would like to see in the new area, via school council.

6. School Fund Communications

Discussed new ideas for improving parent communications and ways to engage with new parents.

Newsletter to be created in the style of the previous one. To be distributed to the whole school, via ParentMail with hard copies available at school events.

Action: Eveyne and Sarah to write newsletter

Action: Mary to source photos of equipment being considered to include in the newsletter.

The only concern with the project is whether there will be VAT to pay on the equipment?

Christmas cards to be sent to all those who donate to school fund.

Action: Katie to buy up to 35 cards and leave at school office. All to sign.

7. AGM

No further comments.

7. Date of next meeting

The next meeting of the School Fund will be held on 22 January 2016 at 2.45pm, subject to Mary being available on this date.