

**Welwyn St Mary's Church of England Primary School**  
**School Fund**  
**Minutes of the meeting held on 27 April 2018 8.30am**

Present:

Evelyne Welch (Chair) EW  
Mary Westley MW  
Katie Mitchell KM (Secretary)  
Adam Lishman (Treasurer)  
Jane Coates JC

Declaration of Interests: None

1. **Apologies** – None
2. **Minutes of the last meeting** – the minutes of the last meeting on 02 February 2018, were accepted as a true and accurate record.
3. **Matters Arising/outstanding** – Gift Aid amount likely to be around £640 – AL waiting for validation and next steps to be confirmed. **Action AL.**
4. **Chair's Report** – No further business.
5. **Treasurer's Report** -  
All cheques outstanding now cashed and accounts to be reconciled – **Action AL.**  
As at 12 April balance of the account is £3604.96.  
Monthly standing orders currently at £172 per month.
6. **School Fund Projects** –  
Mudlarks have had three visits to date and cleared the area by hand. Payment will be £1000, due at the end of the term. This money has been allocated by the School Fund.  
Next project being explored by the school is an outdoor gym. This will be partly funded by a grant created by the sugar tax initiative, which enables the school to benefit from up to £2500 and partly funded by the School Fund. School Council have been involved in this idea and are in agreement. Mrs Westley looking into equipment in more detail.
7. **School Fund Communications** -  
Starting to look at the letters which go out in July to leavers and new joiners. Letter to be updated by school office to include information about the Quiet Garden and the Outdoor Gym. **Action School office.**
8. **Any Other Business**  
100 Club is now ready to be started. Jane Coates to speak to the PTFA to find a committed individual to run and administer this new fund raiser, outside of the School Fund group. **Action JC.**  
School Fund information on the board to be updated. **Action EW.**
9. **Date of Next Meeting** –29<sup>th</sup> June 2018 at 8.30 am.

