

Welwyn St Mary's Church of England Primary School

School Fund

Minutes of the meeting held on 3rd March 2017 2.30pm

Present:

Evelyne Welch (Chair)

Katie Mitchell (Secretary)

Jane Coates

Mary Westley

Adam Lishman

No interest is declared at this meeting by any of the attendees.

1. Apologies

None

2. Minutes of the last meeting

The minutes of the last meeting were accepted as a true and accurate record.

3. Matters outstanding

None

4. Chair's Report

- **Welcome to the new Treasurer – Adam Lishman**
- **Newsletter – July 2016. iPads – Mary to confirm how many were purchased since this letter and at what cost?** Mary explained that their usual supplier is struggling to get stocks of the six iPads on order. Adam Lishman has a contact at PC World who has been able to put through an order of ten iPads, totalling £2950.00. The School Fund will cover this cost.
- **Donations since September 2016. Have all donations that have been received been acknowledged and banked?** Adam Lishman confirmed that this is all up-to-date.
- **Minute of the School Fund Meeting September 2016. Have the minutes been sent to the school office for uploading on to the website?** Katie Mitchell confirmed that yes they have been forwarded to the school office, but as they don't seem to be showing online they have been resent.
- **School Fund notice board – Has Katie been able to add list of names of the School Fund Committee to the notice board?** Yes, Katie Mitchell has added to the notice board.
- **New School Fund projects – to be discussed.** The repair of the play equipment in KS1 playground proposed.

5. Treasurer's Report

As of 10.02.2017 there is £5,624.74 in account.

There is a monthly income of c. £109 via standing orders and Direct Debits.

Recent donations this quarter total £400. These are all one-off donations. Letters of thanks to be drafted by Chair. Donation details to be added to running spreadsheet.

£5,000 available to spend. Nothing committed against this money in the bank.

Work to complete once statements received:

- Need to file report with Charity Commission - will be done after end of financial year.
- Need to complete annual return - will be done after end of financial year.
- Need to add on new Trustees, Jane Coates and Katie Mitchell - Adam Lishman to check to see if this has already been done.
- Need to complete Gift Aid Claim 2015/16. - Adam Lishman to check to see if this has already been done.
- Summary to be completed electronically to all committee members. Completed.

5. School Fund Projects

Donation for further ten iPad purchases agreed.

The School Fund has also agreed to jointly fund, with the PTFA, the refurbishment and repair of the KS1 playground climbing equipment. This will take place during the Easter school holidays.

Mary Westley to discuss with teachers any requirements they may have outside of technology.

7. AOB

None

8. School Fund Donations

Katie Mitchell to look at a box where donations could be made anonymously at some selected school events.

Jane Coates to look at Hundred Club which might be suitable to run for the School Fund.

9. Date of next meeting

The next meeting of the School Fund will be held on 28th April 2017 at 2.30pm.