

Welwyn St Mary's Church of England Primary School

School Fund

Minutes of the meeting held on 9th September 2016

Present:

Evelyne Walsh (Chair)

Katie Mitchell (Secretary)

Jane Coates

Mary Westley

Rachel Davis

1. Apologies

none

2. Minutes of the last meeting

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

3. Matters outstanding

4. Chair's Report

- **School Fund email address** - no longer operational and has been deleted from PTFA magazine and elsewhere.
- **Newsletter/ Donation Form** - Chair prepared the new Newsletter depicting the iPads and these were distributed to all children at the end of last term July 2016.
- **School Open Evening 21st June 2016** - A Table was set up in the School's Entrance hallway, latest Newsletter was distributed.
- **Letters - End of Term Year 6 Leavers July 2016** - Letters were updated and they were given to the school office to distribute.
- **Letters - New Parents September 2016** - Letters were updated the letters and they were given to the school office to distribute.
- **Minutes of each School Fund Committee meeting** and AGM to be uploaded to school website via school office.
- **AGM September 2016** - Sarah kindly prepared the Treasurer's slides for the joint AGM which Evelyne presented. All committee members attended the AGM.
- **School Fund Notice Board** - Katie to add a list of members name to the board – ACTION

Treasurer

- Rachel Davis attended the meeting as possible future Treasurer but explained that she was unable to accept the post due to other commitments. New treasurer to be sought.

5. Treasurer's Report

As of 31.03.2016 £3,770.85 in account. All signatory work now complete and awaiting missing bank statements. Year end is to end of March. Work to complete once statements received:

- Need to file report with Charity Commission.
- Need to complete annual return.
- Need to add on new Trustees, Jane Coates and Katie Mitchell.
- Need to complete Gift Aid Claim 2015/16. Total currently does not include this.
- Summary to be completed electronically to all committee members.

New one off donation of £100. No new regular donators added since last meeting.

5. School Fund Projects

Donation for further six iPad purchases agreed.

7. AOB

None

8. School Fund Donations

How to raise more awareness of the existence of the '*School Fund*' was discussed and the benefit it brings to all the WSM children. Considering a small note given to each child at the beginning of each half term. Also discussed making it possible to donate online or anonymously through a box at school events.

9. Date of next meeting

The next meeting of the School Fund will be held on 3rd March 2017 at 2.30pm.