

# **Welwyn St Mary's Church of England Primary School**

## **School Fund**

### **Minutes of the meeting held on 11<sup>th</sup> November 2022 8.15am**

#### **Present:**

Emma Phillips EP (Acting Headteacher)

Evelyne Welch EW (Chair)

Hannah Gregory HG (Secretary)

1. **Apologies** – Oliver Kightly OK (Treasurer)
2. **Minutes of the last meeting** – the minutes of the last meeting on 1<sup>st</sup> July 2022 were accepted as a true and accurate record.
3. **Matters outstanding** – none.
4. **Chair's Report** – nothing to report.
5. **Treasurer's Report** – Balance of £945 at the end of August 2022.
6. **School Fund Projects**  
  
£500 committed to helping with transport costs for the School Pantomime trip in December 2022.  
  
EP to share wishlist of future purchases for the School, as shared with the PTFA – action EP
7. **School Fund Communications**  
  
Letter for new parents to be re-drafted so it is more informative and not asking for contributions at this time. – action EW  
  
25/11/22 Post meeting note: Done and approved to be sent out.  
  
Newsletter to be updated and shared to all parents in Nov/Dec. – action EW  
  
29/11/22 Post meeting note: Done and approved to be sent out.  
  
Letter including form to make contributions to the School Fund to be shared with all parents in the new year.  
  
Newsletter and Trustee names to be updated on the notice board in School. – action Office
8. **AOB**  
  
In person promotion of the School Fund and what it is/does was discussed. Idea to have a stand at e.g. the parent consultations in February. – action to discuss in next meeting
9. **Date of next meeting** – Friday 20<sup>th</sup> January 2023 at 8.35am, in school.