



Ysgol Bryn Gwalia



Voluntary School Fund Constitution

Last Review Date	January 2022
Date to be reviewed by Senior Management Team	April 2024
Date Adopted by Governing Body	April 2022
Head Teacher – Mrs Lorraine Dalton	
Chair of Governors – Mrs Janiene Davies	



Introduction

This Voluntary School Fund has been set up to provide additional materials and opportunities to enhance children's learning experiences. The Fund provides items over and above those provided for through our school's delegated budget.

Examples of what we will use the Voluntary School Fund for:

Prizes and gifts for pupils, e.g. team points
Subsidising educational visits
Additional classroom materials and equipment
Lunchtime games/toys
Children's parties and other social activities

Examples of what we will not use the Voluntary School Fund for:

Flowers and gifts for teachers and other members of staff, e.g. leaving gifts
Refreshments for meetings of teachers and/or governors
Payments relating to playgroups, breakfast clubs etc.
Payments to the Information Commissioner's Office
Courses and training expenses for teachers and other members of staff

The official title of the voluntary school fund is the **Ysgol Bryn Gwalia School Fund**.

Operational Responsibility

The Fund will be operated using the good practice outlined by the Local Authority and from feedback from the annual independent audit. The management of the School Fund is the day to day responsibility of the Head Teacher, although overall responsibility lies with the Governing Body.

Day to day administration of the Fund is the responsibility of the Treasurer, (School Business Manager) Maria Kennedy approved by the Governing Body.

The School Fund's Auditor is approved annually by the Governing Body.

Approval Limits

The Governing Body has approved the following expenditure authorisation limits for the Fund:

£500 for the Treasurer

£50,000 for the Head Teacher

For purchases over £50,000, the Governing Body's approval is required.

The Governing Body has approved the following people as cheque signatories.

Mrs Lorraine Dalton (Headteacher)

Mrs Liz Croft (Deputy Headteacher)

Mrs Maria Kennedy (School Business Manager)

Reporting Requirements

The Headteacher will provide the Governing Body with financial updates at every Governing Body meeting. A copy of the school fund's end-of-year accounts and audit certificate signed by the Headteacher, Treasurer and auditor by the end of April each year.

