

School Fund Policy

Christ the King RC Primary School



We believe it is essential to have in place an effective financial system in order to operate the School Fund in accordance with Local Authority regulations. The main purpose of the School Fund is to provide additional materials and opportunities above those provided through the school's delegated budget in order to enhance the learning experiences of children.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

Aims

- To have in place a School Fund run on an income and expenditure basis in transaction order and a running balance being maintained.
- To have in place a School Fund that will provide an alternative source of income for the school.
- To work with other schools in order to share good practice in order to improve this policy.

Activities within the scope of the School Fund	Activities outside the scope of the School Fund
<ul style="list-style-type: none"> • School trips, tours, outdoor pursuit centres • Fetes, bazaars, sale of work • Pupil concerts, discos, parties • Raffles, prize draws, charity collections and donations, sponsored events • Tuck shops, vending machines • Donations • Sale of school uniform, Christmas cards etc. • Purchase of equipment / materials for use by the pupils • Childcare Provision for Breakfast and Afterschool clubs 	<ul style="list-style-type: none"> • Staff functions and activities • Gifts for staff • Hospitality for teachers. Governors, visitors • Payments to staff, contractors, other employees for work undertaken • Loans • Reimbursement for theft or damage to property • Course registration, examination fees

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a School Fund Committee but has overall responsibility of the fund;

- delegated powers to the Headteacher for the day to day management of the fund;
- appointed a Business Manager who administers the fund;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and visitors to the school are aware of and comply with this policy;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- be responsible for the day to day management of the fund;
- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the Business Manager and the link governor;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy.

Role of the School Business Manager

The School Business Manager will:

- support the Headteacher in operating, maintaining and developing the financial procedures and systems of the school;
- give strategic vision and leadership to all aspects of Budget, Finance and Premises;
- act as treasurer who will undertake the day to day administration of the School Fund;
- lead the development of this policy throughout the school;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff.

Role of the Nominated Governor

The Nominated Governor will:

- work closely with the Headteacher and the coordinator;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy.

School Fund Committee

- The Committee consists of the Headteacher, the Bursar, a member of the Senior Leadership Team, a nominated governor and a member of the School Council.
- The establishment of a School Fund Committee which will make all decisions regarding the School Fund such as spending priorities and fund raising needs and meets at least once a term.

Accounts

The accounts will be kept up to date and will be based on an income and expenditure basis in transaction order and a running balance being maintained.

Signatories

The School Fund Committee will have a minimum of two signatories with a maximum of four.

Name	Role	Signatories
Nicola Potts	Headteacher	
Joanne McAllister	Assistant Headteacher	
Helen Matthews	Office Clerk	
Nicola Hallows	School Business Manager	

Independent Auditor

An independent auditor will be appointed who will audit the accounts annually from Salford LEA. Copies of the audited accounts will be sent to the Governing Body and to the LEA.

Financial Audit

During a financial audit by the Local Authority the School Fund will be presented for examination.

Training

The School Fund Committee will keep up to date with new regulations by attending training sessions offered by the Local Authority.

Role of School Personnel

School personnel will:

- comply with all aspects of this policy;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of the School Council

The School Council will be involved in:

- determining additional requirement for funding with regards to this policy and the Governing Body Approval;

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website;
- the Staff Handbook;
- PTA school events;
- meetings with school personnel;
- communications with home;
- reports such as annual report to parents and Headteacher reports to the Governing Body;
- information displays in the main school entrance.

Training

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)

Linked Policies

- School Trips
- Charities
- School Uniform
- Charges, Voluntary Contributions & Remissions