



BLACON HIGH SCHOOL SUCCESS THROUGH PARTNERSHIP

Terms of Reference School Fund

VISION STATEMENT

Blacon High School will inspire everyone to work together to create a successful, inclusive and forward looking learning community, supporting excellence for all to make a positive difference to society.

Committee approved: 16th September 2021

Ratified by Full Governing Body: 16th September 2021

Next due for review: September 2022

School Fund Terms of Reference

Name of School: Blacon High School

Name of Fund: Blacon high School fund

1. Purpose of the Fund

The purpose of the School Fund is to provide additional materials and opportunities to enhance the learning experiences of children.

Expenditure is to be incurred on extra-curriculum activities, provision of additional equipment and transport, charitable donations and support to financially disadvantaged pupils. Expenditure should be appropriate and be for the benefit of the pupils.

The School Fund is used to finance activities and items over and above those provided for through the School's delegated budget.

2. Examples of Use

School Fund may be used for the following purposes:

- Subsidy of school educational visits
- Refreshments for children's parties
- Fund raising activities (e.g. raffles)
- Classroom materials and equipment
- Lunchtime games/toys, children's disco and entertainment
- Sale of sweatshirts
- School tuck shop

3. Income

Income will generally be derived from the following:

- Fundraising
- Parental contributions
- Voluntary contributions from outside bodies
- Bank Interest
- Donations

4. Administration

- The official title of the school fund is Blacon High School Fund
- The fund is administered by the Business Manager/ Finance Officer. Adequate and appropriate accounting records shall be kept so as to allow segmentation of income and expenditure into appropriate categories.
- The day to day management of the fund is the responsibility of the Headteacher although overall responsibility for the fund lies with the Governing Body.




- For expenditure under £29,999, the agreement of the Headteacher is sufficient. For purchases over £30,000 the approval of the Governing Body must be obtained.
- The School Fund bank details are:
 - HSBC, 47 Eastgate Street, Chester CH11XW
 - 21490583
- Cheque signatories are Headteacher, Deputy Headteacher. (These could be the Headteacher, Deputy Headteacher and Business Manager/Bursar.) Two from the three signatories are required.


5. Audit

- The fund has a financial year end of (31.08.2021).
- Accounts are prepared annually by the Business Manager/Finance Officer within 3 months of the year end.
- The accounts are audited by (Jane Parker), who is an independent person. She is considered to be a suitable person to audit the fund, having regard to the nature and complexity of it.
- Audited accounts are presented to the Governing Body each year for formal approval. A copy is sent to The Council's School Finance Team.

Constitution prepared in September 2021 by Headteacher

Signed.....  Date.....16.09.2021.....

Approved by the Governing Body in September 2021

Signed.....  Date.....16.09.2021.....