



Ysgol Uwchradd Dewi Sant St. David's High School

Pennaeth : Craig Burns: BA(Hons), PGCE, NPQH, PGDip: Headteacher
"To be the best you can be, everyday"

SCHOOL FUND CONSTITUTION

Date adopted by Governing Body:

Signature of Headteacher:

S. Richardson
W. Burns

Signature of Chair of Governors:

Reviewed October 2023

The official title of the School fund is St. David's High School - School Fund (hereinafter referred to as the "Fund").

Purpose of the fund

The fund exists to provide additional materials and opportunities to enhance the learning experiences of children in the school, for example:-

- School Educational visits;
- Sale of equipment;
- Fund raising activities (e.g raffles, Christmas Fayre)
- Classroom materials and equipment;
- Lunchtime games/toys, children's entertainment

Composition of Committee

The business of the Fund shall be managed by a Fund Committee comprising of the Headteacher, Business Manager and a Chair of Finance Committee, to decide on spending priorities and Fund Raising Needs.

The Fund Committee shall meet at least on a termly basis unless it shall decide otherwise for special reasons.

Separate accounts will be administered by the nominated trip leader / activity leader etc. They are responsible for all income and expenditure actioned within their individual accounts in School Fund.

Administration

The Fund has an accounting year ending 31st March 2024.

The Fund shall be administered by Mrs Tracy Peers who holds the position of Business Manager, but overall responsibility for the Fund shall rest with the Governing Body.

There shall be at least two signatories to all accounts used by the Fund, the Headteacher and the Business Manager. All withdrawals and cheques require the signature of both signatories.

Audit

The year-end accounts shall be audited annually by a competent, independent person and shall be submitted with an annual report to the governing body within six months of the accounting year-end.

The governing body will appoint the auditor for next year's accounts at this meeting.

A copy of the audited accounts shall be forwarded to the County Council's Internal Audit Section once approved by the Governing Body.

Closure

The Fund may be wound up on the agreement of the Governing Body or in the event of closure or amalgamation of the school. Where such an event occurs all liabilities of the Fund will be paid and the remaining assets will be distributed as follows:-

- a) Amalgamation with another school: transfer to the School Fund of the newly formed school.
- b) Closure of the school: transfer in equal proportion to the School Funds of the schools to which the pupils of the school shall be transferred.

- c) Closure of the school for reasons preventing distribution of the Funds as at (b) above: transfer to a charitable organisation for the advancement of education.