

**Oakbank Primary School
School Fund meeting**

Date : 29.01.18, 10.15am

Present

Paula Morrison	HT	PM
Diana Clark	Clerical Assistant	DC
Julie Manson	DHT	JN
Jo Smith	DHT	JS

	Discussion	Action
School Fund General overview	<p>DC updated on current funds available. School fund reserves have hardly been used for sessions 2015/16 and 2016/17 due to move to new school and 2 management changes. PM wishes to reduce this excess immediately. Approx.. £10,830 in school fund Brief breakdown:</p> <ul style="list-style-type: none"> - £1000 in uniforms - £2000 bus costs and trips* - Spree £425 - Self Raising £450 - £1335 in nursery fund <p>*DC has been checking back through previous school funds and has noticed a total of 2 errors in the 2015/16 and 1 error in 2016/17 when inputting Dalguise payments. A total of £2182.50 was allocated to 'trips and activities' when it should have been allocated to Dalguise. It was agreed that adjustments should be made to rectify these errors on this years' SF.</p>	<p>-£1000 to be transferred to general reserves from Uniforms. DC -Spree and Self Raising to be transferred to general reserves. DC</p> <p>DC</p>
	Actions to spend funds	
School Resources	<p>TOTAL AMOUNT: £5500 £3000 to be spent on litercacy and numeracy resources £2000 to be spent on school requisition</p>	<ul style="list-style-type: none"> - PM, JM, JS to source - Wish list to be compiled by teaching staff
IT	<p>TOTAL AMOUNT: £500 New Laptop</p>	<ul style="list-style-type: none"> - PM to source
Art	<p>TOTAL AMOUNT: £600</p>	<ul style="list-style-type: none"> - P. Denny wish list to be compiled

Treehouse	TOTAL AMOUNT: £600	<ul style="list-style-type: none"> - Funds had been used to help purchase resources/furniture - MMY
Nursery	Current Nursery Fund Total - £1335 £1000 to be spent on developing the nursery environment and enhancing resources currently available to the children.	<ul style="list-style-type: none"> - Resources to be spent JS

General reserve total will have been reduced to approx. £4170 after spending.
(£12705 -£8535 = £4170)

Date of next meeting: Tuesday 23rd March 2018