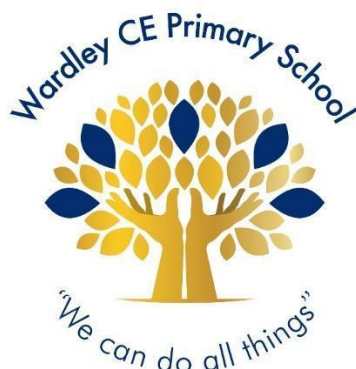


Wardley CE Primary School

School Fund Mission Statement



Name of Reviewer	Helen Kelly
Date of Approval of Governing Body	October 2026
Signature of Chair	<i>Colin Gettins</i>
Signature of Head	<i>Helen Kelly</i>
Date Due for Review	October 2027

EQUALITY STATEMENT

As a school we welcome our duties under the Equality Act 2010. The general duties are to:

- eliminate discrimination, harassment and victimisation
- advance equality of opportunity
- foster good relations

We review all policies and procedures we operate to ensure there are no negative equality impacts based on the following protected characteristics: age, disability, ethnicity & race, gender (sex), gender identity & reassignment, pregnancy & maternity, sexual orientation, religion & belief and non-belief as outlined in the Equality Act 2010. If you feel, on reading this policy that there may be a negative equality impact, please tell us about this. Please also let us know if you need to access this policy in a different format. You can do this by contacting the school office.

Mission Statement: The School Fund exists to provide all our children access to activities not supported by the School Budget. It also provides a means of expressing appreciation for services to our school community.

- ❖ The Headteacher must be informed of any year group trip prior to the event & presented with a cost breakdown on the school trips form.
- ❖ Income from trips is paid directly into school fund via the School Spider App
- ❖ School is now cashless so all income is paid through School Spider or Schoolcomms
- ❖ The School Fund may be used to purchase flowers for a member of staff who has experienced a significant life event that the school community wishes to recognise. This may include occasions such as retirement, bereavement, or the birth of a child.

The maximum amount that may be spent on flowers for such an occasion is **£50**.

This provision is in accordance with the decision made at the Governors' Meeting held on **20 October 2026**.

- ❖ Any income received is banked at Lloyds by the Site Officer when necessary. Prior to banking, the money is kept in a cash box in the safe.
- ❖ All expenditure should be agreed by the Head Teacher prior to any purchases being made. The receipt is signed by the Head Teacher before any reimbursement is paid.
- ❖ A £20 monthly direct debit is paid to Plan International who work with girls, young people and communities in more than 80 countries, responding to local priorities while driving global change.

Banking Procedures

- Petty Cash expenditure from staff is paid by cheque after authorisation by the Head teacher prior to any purchases being made. The Purchaser must fill in a Petty Cash Voucher and this is signed and checked before the money is reimbursed.
- School Fund is reconciled to a monthly bank statement.
- School Fund is audited annually by an external auditor.
- A Financial Statement is presented to the Governing Body annually.
- Bank signatories are approved by the Governing Body with any two of four to sign – Headteacher/Deputy Headteacher/School Business Manager/TLR.
- The Bank Mandate is kept in a locked cupboard in the office and the cheque book is kept in the school safe.
- School Fund avoids incurring bank charges.
- No personal cheques are cashed for staff.