School Fund Constitution for the 'Hednesford Hills Federation' (West Hill Primary School & Hednesford Nursery School).

Names

The official titles of the funds are 'West Hill Primary School Fund' & 'Hednesford Nursery School Fund'.

Purpose of the Funds

The funds exist to provide additional materials and opportunities to enhance the learning experiences of children in the Federation; for example:

- Educational visits
- Refreshments for children's parties
- Classroom materials & equipment
- Lunchtime games & toys
- Disco, Prom & other entertainment
- Educational resources that the school budget cannot support

In addition, the fund may also be used for:

- Refreshments for staff who support the needs of the school out of hours (for example, parents' evenings)
- Gifts for staff up to the value of £50 on special occasions (e.g. flowers for retirement, new baby)
- Gifts for volunteers / other stakeholders up to the value of £50 as a 'thank you' for supporting the school
- Donations to the school budget to top up costs incurred by donated items (for example, installation costs of donated equipment)

Composition of Committee

The business of the fund shall be managed by the Executive Head Teacher; Deputy Head Teacher, Federation Business Manager and Fundraising Friends coordinator to decide upon spending priorities and fund-raising needs.

Administration

The funds have an accounting year ending 31st August.

The funds shall be administered by the Federation Business Manager who may delegate the administration to other office staff. The administrator shall keep proper accounts of the finances of the funds, which shall be maintained in accordance with the principles contained in Financial Regulations for Schools wherever practicable.

Formal accounts for the funds shall be prepared at the accounting year end.

Direct management of the funds shall be the responsibility of the Executive Head Teacher, but overall responsibility for the funds shall rest with the Governing Body.

The Federation Business Manager and/or Deputy Head Teacher may authorise expenditure from the fund up to £500. The Executive Head Teacher may authorise expenditure up to £5000. Any expenditure above this level must be authorised by the Governing Body.

There shall be 3 signatories to both fund accounts: Mrs C Farish - Executive Head Teacher; Miss S Jones - Deputy Head Teacher; Mrs Maxine Johnson - Federation Business Manager. Cheques require the signature of any 2 of the 3 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.

Closure

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

a) Amalgamation with another School/Federation/Academy: transfer to the School fund of the newly formed school.
b) Closure of the School/Federation: transfer in equal proportion to the School funds of the Schools//Federations/Academies to which the pupils of the School/federation shall be transferred.
c) Closure of the School/Federation for reasons preventing distribution of the funds as at b) above: transfer to a charitable organisation for the advancement of education.

Constitution prepared by: Mrs Maxine Johnson (Federation Business Manager) **on** 30/06/2026

Approved by the Full Governing Body at its meeting on: 01/07/2026