

# Bishop Perrin Church of England Primary School

## Governors' Maintenance Fund

School Policy



*Our school is a Church of England School and works in partnership with our two local parish churches, St Augustine's and Ss Philip & James'. We aim to reflect the values, traditions and beliefs of the Christian Faith and therefore our Spiritual Values underpin everything that we do.*

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## CONTENTS

- 1 [Introduction](#)
- 2 [Management Of The Fund](#)
- 3 [Income To The Governors' Maintenance Fund](#)
- 4 [Fund Liabilities](#)
- 5 [Audit & Accountability](#)
- 6 [Non-Payment To The Fund](#)
- 7 [Claiming Gift Aid](#)
- 8 [Questions and complaints](#)
- 9 [Review of Policy](#)

## **1 INTRODUCTION**

Bishop Perrin School is a Voluntary Aided School [VA]. This means that the Diocese of London (Church of England) owns the school building and its land and contributes to building costs. The school receives no funding from the Local Authority for the maintenance or refurbishment of any of the school buildings.

The Governors of Bishop Perrin School are required to contribute 10% towards the costs of all works carried out on the building. As such, there needs to be enough money to ensure that necessary improvements can be made as and when required, or in the event of unforeseen or emergency expenditure.

Bishop Perrin is a member of the London Diocesan Board for Schools Maintenance Scheme (LDBF Scheme). This scheme provides a comprehensive planned maintenance programme for large-scale building projects that would otherwise be difficult for individual schools to fund. Membership of LDBF requires the school to make a contribution to this fund.

This liability to its maintenance costs is common to all Voluntary Aided Schools within the Diocese of London and without it, the Diocese of London would be unable to fully maintain and improve its schools.

'The Governor's Maintenance Fund' (GMF) was set up primarily to help meet these costs and funding is derived via voluntary donations made by parents and carers. All parents and carers are reminded that the education offered by Bishop Perrin School is affected by the quality and safety of the building and its grounds.

Where total donations received exceed the amount required to be paid to the LDBF scheme the Full Governing Board (FGB) will consider meeting other costs as outlined in Section 4.

## **2 MANAGEMENT OF THE FUND**

The Fund is managed by an elected representative of the FGB who will maintain records of all receipts and payments.

A Governor representative will act as Treasurer; the name of the Governor filling this role will be placed on the school website.

Payments from the fund will be made online by the Treasurer, and only after receiving the approval of a Governor who has been nominated by the FGB as an account signatory. Payments by cheque will require two signatories from those approved.

No monies are held by Governors, but instead are kept as designated funds within a school bank account set up for this purpose.

### **3 INCOME TO THE GOVERNORS' MAINTENANCE FUND**

Income for the GMF is by means of voluntary donations from parents and carers of pupils at Bishop Perrin School. All donors will be encouraged to Gift Aid their donation, with forms being provided for this purpose.

Payments to the GMF can be made by bank standing-order, or alternatively by cash or cheque via the School Office.

In order to meet its responsibilities, the FGB in association with the Headteacher and the School Business Manager will determine a suggested lower limit for the annual donation amount. This will be reviewed annually when considering the setting of the school budget.

The current recommended donation amount is £40 for the first child and £34 for any siblings.

The annual donation amount for the school year will be detailed on the school website; parents will be notified in writing of any changes to the minimum donation.

Donations exceeding the suggested annual amount are also welcomed; however, these can only be allocated to the year in which they are made.

### **4 FUND LIABILITIES**

Where the Fund raises more than required to meet the LDBF costs, the Governors of Bishop Perrin School, in association with the Headteacher, are authorised to make decisions to use the amount raised for the benefit of the school and its pupils.

Priority must always be given to meeting the LDBF costs, after which the FGB can consider meeting subsidiary expenses outlined below.

#### **Maintenance of the School Building**

- Costs related to Membership of LDBF are the Fund's priority.
- Upkeep and improvement of school premises.

#### **Subsidiary Expenses met by the Fund**

- Purchase of Bibles for Year 6 leavers
- One-off hardship grants to support educational visits (to a maximum amount of £100); to be agreed by Headteacher and Chair of Governors.
- Resources for Governor training and development; and occasional child care costs incurred as a result of Governor's duties.

- Items that would support the delivery of the school curriculum.

Except for hardship payments, requests for payments from the Fund will be made in writing and subject to authorisation by the Finance Group of the FGB.

## **5 AUDIT AND ACCOUNTABILITY**

The Fund is audited annually. The audited accounts will be published to the School Website Annually.

All spending decisions will be entered into the Minutes of the FGB and can be accessed on the school website or by way of the School Office.

In cases where payments are made as a pastoral or 'hardship' grant, details of the payee will be anonymised.

## **6 NON-PAYMENT TO THE FUND**

Whilst the Fund is a legal requirement for the FGB, payments to it are on a voluntary basis. Governors understand that there are sometimes circumstances where payments cannot be made.

## **7 CLAIMING GIFT AID**

All donations are treated as charitable which allows Bishop Perrin School to claim Gift Aid from the HMRC at the prevailing rates. Donors are asked to complete a form to allow the Fund to make this claim.

Prevailing rates of Gift Aid are published on the [HMRC website](#). Current rates allow the school to boost the amount raised by 25%.

All donors are reminded that it is their responsibility to ensure that they pay enough Income Tax annually to cover the Gift Aid claim amount on their personal donation.

## **8 QUESTIONS AND COMPLAINTS**

Parents can contact the School Office with any concerns about the GMF and these will be passed on to the named Governor.

If the issue is not resolved then the matter is one for the Governors to consider and should be taken up with the Board of Governors.

## **9 REVIEW OF THE POLICY**

This policy will be reviewed every three years by the Finance Panel on behalf of the FGB, or sooner if there is a change in legislation or other circumstances that affect the GMF.