



*That they may have life; life in all its fullness - John 10:10*

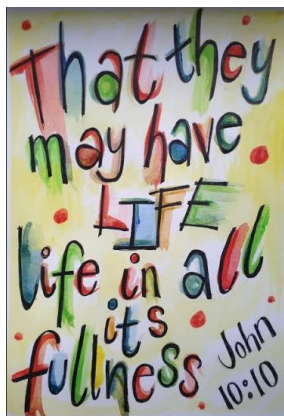
# Hordle CE (VA) Primary School

## JOHN 10:10 FUND ADMINISTRATION POLICY

**Any reference to 'the school' throughout this policy shall mean Hordle CE (VA) Primary School and Nursery.**

### **Background**

Hordle CE (VA) Primary School has, at its heart, the vision statement:



In keeping with this Vision Statement, during COVID19 pandemic - the school launched its Food Bank Project under the principle that no family should suffer unnecessarily and that all our children should 'live life in all its fullness'.

The support of the local community was secured and the "John 10:10 Fund" was born.

### **Fund Derivation**

The fund consists entirely of donations from the community given in the spirit that it would be spent in support of those in need in our community.

No income received from the Government, for use by the whole school, has or will be diverted to this fund.

### **Fund Administration**

Any school family finding themselves in circumstances which are detrimental to their health and well being - physical or mental, may be considered eligible for support.

Recipients of the Welfare Fund must be families of pupils at the school but will also be considered to assist staff members in need.



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Anyone being considered for welfare support must be willing to make honest disclosures as to their current financial situation. Confidentiality will be maintained at all times.

The headteacher is responsible for the administration of this fund after an anonymised discussion with the Chair of Governors.

Staff are expected to alert the headteacher to the needs of families as these emerge and these needs will be recorded in CPOMS.

In order to protect staff from coercion or unnecessary emotional duress, the school does not intend to advertise the presence of the fund - restricting knowledge of its existence only to staff and Governors.

Once the school is made aware of a family that is financially in need a contribution with a value of up to £50 can be allocated to support a family in one of the following ways:

- a. To pay for a FSM for any child that is not in KS1 / FS
- b. To pay for a food bag for the child and the wider family
- c. Uniform or PE kit
- d. To provide a one off donation towards bills / rent / meter top up etc.
- e. To pay for all or part of a school trip (day or residential)

Ordinarily, a contribution would be expected to be a one off event. However, under unusual circumstances, a family might be considered for a second support contribution. This would only be considered under exceptional circumstances and in conjunction with the Chair of Governors.

The Welfare Fund will not provide help when, in its estimation, financial assistance may reinforce or facilitate further irresponsible behaviour.

### **Accountability & Financial Systems and Regulations & Reporting**

This fund is accounted for separately from the main school accounts. It is a public fund and the school and Governors are responsible for its administration in keeping with the spirit in which donations were made and of the school's vision statement.

The fund is monitored by the Governing Body with delegated responsibility to the Finance Committee who ensure proper use in keeping with the spirit in which the donations were made. It is subject to the School Financial Standards and appropriate records are maintained in keeping with these regulations. Regular reports on this fund will be prepared by the school business manager and Governors will monitor donations received and contributions made.

Although the school will keep named records to ensure fair distribution of the fund, these records will be redacted before Governor scrutiny.

This policy was reviewed by the Governing Body in the year:	2020
This policy is scheduled for review in the year:	2021