

**Ashleigh Primary School and Nursery  
Minutes of an Extra-ordinary FGB meeting held at 5pm  
On 7 November 2017**

	<p><b>Present:</b> Kate Wood (KW), Sarah Witcomb (SW), Lisa Bramford (LB), Claire Dxon (CD), Sam Nixon (SN), Jo Satterley (JS), Louise Carolan (LC), Danni Lacey (DL) and Melissa Marfleet Collins (MMC).</p>	
<b>1.</b>	<b>Apologies and welcome.</b>	
<b>1.1</b>	Apologies were received from Martin Taylor (MT).	
<b>2.</b>	<b>School Fund Account</b>	
<b>2.1</b>	Governors discussed the audit report by Educator Solutions and noted that the audit found controls to be acceptable and that there were no weakness to be found.	
<b>2.2</b>	CD sought clarification on the use of the School Fund <b>(Challenge)</b> . SN confirmed that it was a savings account for the school where monies raised by school photos, DVDs, donations etc. were held. The School Fund can then be used to fund trips etc.	
<b>2.3</b>	<b>LB asked why £9.50 was shown as unrepresented cheques (Challenge)</b> . SN explained that these were cheques which have not yet cleared through the banking system. It is possible that these have been lost.	
<b>2.4</b>	Governors approved the audit report and it was signed by the co-chairs.	

Signed: Chair ..... Date .....