**School Fund Committee Meeting**

**Wednesday 21st June 2017**

**Attendees: Brittany Murray (Treasurer)**

**Kim Crossley (Committee Member)**

**Margaret Donaghy (Chair Person)**

* It was noted that there is a total balance of £1,389.12 in the school fund bank account.
* It was agreed that the £1,127.25 in the trips fund can get moved to the general fund as trip fund is not required. All trips now have a separate fund. Once transferred to general fund, this will be used to clear the deficits of Ski trip, Dalguise, charity fund and Verdant Works trip. Now leaving £292.21.
* It was discussed that in future all trips must be planned out using EVOLVE and authorised by SMT before any provisional bookings are made. Full costings need to be outlined in advance before any communication with parents and children.
* Due to increased ratios for Dalguise the final cost was more than expected, therefore the fund is now in a deficit.
* It was agreed by the committee that £183.89 in uniform fund can be moved to general fund as it was commission from pervious years.
* Nursery snack fund is sitting at £108.47. BM will seek advice on whether we can return to purchasing snack at a cheaper cost out with Tayside Contracts.
* Nursery toy fund is sitting at £89.86. It was discussed that the toy fund can be a carry forward to next terms budget.
* It was agreed that the £9.30 from the ticket fund can be moved to general.
* From next session, children in the nursery with full time hours will be required to pay additional snack money because they are in receipt of 2 snacks per day. Price will be negotiated with nursery staff.
* The nurseries Radio Tay Grant fund is sitting at £286.20, it was agreed that this money can now be spent.
* Tuck shop fund is sitting at £37.57.
* Parent Pay fund is sitting at £-1.19, which is parent pay charges. This money gets refunded to us from Perth and Kinross Council.
* Charity fund is sitting at £-1.00, BM explained this was because there was £1.00 extra in the charity fund. This has now been rectified.

* BM to look at ticket fund to see why we have £9.30 in that fund. BM looked at ticket fund and this can now be moved to general fund.
* BM to speak to Andrew regarding P7 ski trip in a minus of £306.00.
* BM to speak with ER about Museum and Lego exhibition trip as £76.00 is still sitting in the fund. BM to phone Museum and to arrange for this to be paid.
* It was noted that the Verdant Works trip fund is sitting at £-224.00. BM is waiting on a credit of £150 from the Verdant Works that was to go towards the cost of the bus. This would mean that the school fund will only need to put £74.00 towards the costing.
* BM to check about prize giving for p7 leavers. Scientific calculator. It was agreed that BM to move £60 from banking to school fund petty cash to cover this cost.
* BM, KC and MD discussed and agreed previous minute.
* St Andrew’s Trip fund is sitting at a balance of £16.75. This balance will increase when BM does the banking and the rest of the money from parent pay comes through. The money will then get paid to the bus company.
* The grant fund is sitting with a balance of £400.00. This money is from the Living Communities fund. Mrs Dormer requested a grant from Living Communities and was awarded £800.00. £200.00 of this money is to be spent on materials/resources and the other £600.00 is to be paid to a visiting Artist called Alison Pryce, costing £200.00 a day.
* It was agreed that the next meeting will be on **Friday 25th August 2017 at 10am**.