



**OUR LADY'S RC PRIMARY SCHOOL
SCHOOL FUND COMMITTEE MEETING
23rd November 2018**

Lynne Mendes: Acting Chairperson

Jillian Bruce: Treasurer

Kylie Jones: Secretary:

Linda Taylor: Parent Representative

	OVERVIEW OF SCHOOL FUNDS	ACTION REQUIRED BY																						
	Lynne welcomed everyone to the meeting and advised that as acting Headteacher she would chair the school fund meetings. LM also welcomed Kylie Jones to the Committee and advised Kylie had replaced M Sharkey as Secretary.																							
	LM went over minutes from the last meeting and checked that all members had received a copy of the Policy and Procedures which had been e-mailed out.																							
	LM confirmed that as of 22 nd October 2018 the school office had gone cashless. All but 18 parents signed up to parentpay. Parents who are not signed up to parentpay have the facility to pay for trips etc., via paypoint.																							
	Income and Expenditure sheets given to each member																							
	<p>Current Funds: -</p> <p>Total Amount in School Fund RBS Account:</p> <p>Breakdown:-</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">General Fund</td> <td style="text-align: right;">£3,762.89</td> </tr> <tr> <td>Charity</td> <td style="text-align: right;">£55.00</td> </tr> <tr> <td>Class Trips</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Lendrick Muir</td> <td style="text-align: right;">£262.30</td> </tr> <tr> <td>Panto</td> <td style="text-align: right; color: red;">-£679.00</td> </tr> <tr> <td>Nursery Snack</td> <td style="text-align: right;">£494.99</td> </tr> <tr> <td>Nursery Fund</td> <td style="text-align: right;">£1,612.54</td> </tr> <tr> <td>Parent Pay Fees</td> <td style="text-align: right;">£21.21</td> </tr> <tr> <td>Christmas Party</td> <td style="text-align: right; color: red;">-£52.73</td> </tr> <tr> <td>Wizard of Oz Production</td> <td style="text-align: right; color: red;">-£1,482.50</td> </tr> <tr> <td>RBS A/C TOTAL</td> <td style="text-align: right;">£3919.04</td> </tr> </table>	General Fund	£3,762.89	Charity	£55.00	Class Trips	£0.00	Lendrick Muir	£262.30	Panto	-£679.00	Nursery Snack	£494.99	Nursery Fund	£1,612.54	Parent Pay Fees	£21.21	Christmas Party	-£52.73	Wizard of Oz Production	-£1,482.50	RBS A/C TOTAL	£3919.04	
General Fund	£3,762.89																							
Charity	£55.00																							
Class Trips	£0.00																							
Lendrick Muir	£262.30																							
Panto	-£679.00																							
Nursery Snack	£494.99																							
Nursery Fund	£1,612.54																							
Parent Pay Fees	£21.21																							
Christmas Party	-£52.73																							
Wizard of Oz Production	-£1,482.50																							
RBS A/C TOTAL	£3919.04																							

	CASH TOTAL	£103.66	
	TOTAL SCHOOL FUND	£4,022.70	
	SPENDING PLAN		
General Fund	<p>General Fund : £ 3,762.89</p> <p>As previously discussed resources for Christmas Crafts to be purchased by each class.</p> <p>Further to the last meeting LM confirmed that reading resources were purchased from Oxford Reading Tree:</p> <p><u>Income into the fund recently included:</u> Easyfundraising Commission: £16.41 Tesco Clothing Commission: £15.57 50th Birthday Celebrations: Raffle: £252.60 Donation from Church to pay for Pope Francis Awards: £68.00 Christmas Concert Tickets : £104.00</p> <p>LM: to re issue information to parents regarding the easyfundraising scheme.</p> <p><u>Expenditure out of the fund recently included:</u> Oxford University Press: Reading Books: £410.48 Pope Francis Awards: Donation received from Church: £68.00 Badge Maker: £27.45 School Eco Badges: £14.85</p>		LM
Charity	<p>£55.00</p> <p>£55.00 was collected for Missio during the last dress down day in September.</p> <p>£72.70 was also collected for Poppy Scotland with a cheque for this amount having been sent to PKC on the 14th November 2018</p>		
Class Trip	<p>£0.00</p> <p>Class trips will now be recorded individually allowing the school and committee to see exactly where shortfalls occur.</p>		

<p>Lendrick Muir</p>	<p>Lendrick Muir 2018: £262.30</p> <p>Financial Statements have been issued to parents advising breakdown of charges etc. Parents were advised that there was a slight overcharge due to coach hire costs etc., All parents were given the opportunity to have this money refund. It was agreed that this money be transferred into a fund in respect of the P7 leavers' event which will be held sometime in June.</p> <p>JB to retain a list parents who have contributed to this event with a breakdown of contribution. This money will then be used to purchase leavers' gifts and or party food/ decoration for the leavers' party.</p> <p>JB to transfer the funds of £262.30 into Leavers' Event '19 Budget Heading .</p>	<p>JB</p>
<p>Panto: -</p>	<p>Pantomime: -£679.00</p> <p>Parent Council have confirmed receiving the cheque from the Common Good Fund.</p> <p>Parent Council are in the process of getting the authorised signatories change at the bank. Once this process is completed a cheque will be issued to school.</p> <p>Once this cheque is received from PC this will clear this deficit.</p>	
<p>Nursery Snack Fund</p>	<p>Nursery Toy Snack: £494.99 (includes £103.66 Snack Petty Cash)</p> <p>Nursery Snack purchased weekly via Asda.</p> <p>Snack Cost: £1.50 per week. Parents pay via parentpay and have the option to pay a one off payment, weekly or monthly.</p> <p>A few parents have paid the full amount of £60.00 covering them up to June 2019.</p> <p>Monthly statements are issued to parents keeping them updated in respect of any outstanding balance etc.,</p> <p>The nursery shopping bill usually amounts to approx. £70.00 .</p> <p>Cash retained for emergency purposes ie., Asda doesn't delivery nursery shopping as expected.</p>	<p>Nursery</p>

Nursery Toy Fund	<p>Nursery Toy Fund: £1,612.54</p> <p>Nursery is looking at replenishing resources and is currently looking to upgrade the outdoor facilities for the nursery. The toy fund will be used to fund these upgrades.</p> <p>Nursery Fund: £1.00 per Week. Parents pay via parentpay and have the option to pay a one off payment, weekly or monthly.</p> <p>A few parents have paid the full amount of £40.00 covering them up to June 2019.</p> <p>Monthly statements are issued to parents. Monthly statements are issued to parents keeping them updated in respect of any outstanding balance etc.,</p>	<p>Nursery</p>
Parentpay Fee	<p>£21.21</p> <p>Parentpay fees are reimbursed by PKC</p>	
Christmas Party	<p>£ 52.73</p> <p>Parents have been asked to pay £1.00 towards party food and party prizes.</p> <p>Party food will again be purchased from Asda.</p> <p>P1 Christmas gifts have been purchased from the Book People: Cost of Books : £36.00</p>	<p>JB</p>
Wizard of Oz	<p>-£1,482.50</p> <p>This year the school have the opportunity to visit Pitlochry Theatre and the Prouction of the Wizard of Oz.</p> <p>Cost of Visit: -</p> <p>Tickets cost: £7.50 per child £7.50 x 214 = £1,605.00</p> <p>Transport Quotes £1,400.00</p> <p>Pitlochry Theatre have generously offered to covering 50% of transport costs with the Parent Council applying to the Common Good Fund in respect of funding for the remaining transport costs.</p> <p>£82.50 still to be collect from pupils who have not, as yet, paid for this event.</p> <p>£1,400.00 – The remaining £1,400.00 related to the transport costs as noted above.</p>	<p>JB</p>

P5 Curling	<p>£28.00</p> <p>P5 have the opportunity to participate in the schools Curling is Cool Programme.</p> <p>This event is being charged and costs £4.00 per child, payable on parentpay.</p> <p>£4.00 x 23= £92.00 should be the total collected for this event.</p>	JB
	All members signed the Committee Members Declarations and School Fund Constitution.	
Further discussions	Any Other Business - No other Business Discussed	
Date of Next Meeting	Date of Next Meeting - Late February	LM