



OUR LADY'S RC PRIMARY SCHOOL
SCHOOL FUND COMMITTEE MEETING
8th October 2025

Lynne Mendes: Chairperson
 Jillian Bruce: Treasurer
 Ola Pruszek: Secretary
 Nikki Green: Parent Representative

		ACTION REQUIRED BY																								
	LM welcomed everyone to the first meeting of the new school year and reviewed the minutes from the previous meeting held on 2 June 2025. LM reviewed the School Fund Constitution. Each member received a copy to sign together with a copy of the financial procedures to review. Members were then asked to sign the Committee Members Declaration Forms																									
	Current Funds: - Total Amount in School Fund RBS Account: Breakdown: <table><tr><td colspan="2"></td></tr><tr><td>General Fund</td><td>£911.97</td></tr><tr><td>Charity</td><td>£0.00</td></tr><tr><td>P7 School Trip '26</td><td>£3,948.75</td></tr><tr><td>Parent Pay Fees</td><td>-£58.53</td></tr><tr><td>Nursery Fund</td><td>£35.59</td></tr><tr><td>School Tie</td><td>£10.00</td></tr><tr><td>Shelter Fund</td><td>£7,347.66</td></tr><tr><td>Fundraising</td><td>£2,046.70</td></tr><tr><td>P7 Trip 2025</td><td>£313.50</td></tr><tr><td>P5/6 Make £5.00 Grow</td><td>£102.07</td></tr><tr><td>The Kelpies</td><td>£92.54</td></tr></table>			General Fund	£911.97	Charity	£0.00	P7 School Trip '26	£3,948.75	Parent Pay Fees	-£58.53	Nursery Fund	£35.59	School Tie	£10.00	Shelter Fund	£7,347.66	Fundraising	£2,046.70	P7 Trip 2025	£313.50	P5/6 Make £5.00 Grow	£102.07	The Kelpies	£92.54	
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	Church Donation	£374.25		
	P1/2 and P3 Make £5.00 Grow	£42.77		
	P6 Enterprise: Morning Coffee	£44.50		
	The Snow Queen	-£2,359.07		
	P7 To Carfin (May 26)	-£580.00		
	P7 Leavers Event	-£350.00		
	House Winners Event	-£350.00		
	RBS A/C TOTAL	£ 11,572.70		
	CASH TOTAL	No cash float in school		
	TOTAL SCHOOL FUND	£ 11,572.70		
	SPENDING PLAN			
General Fund	General Fund: £1,037.11 Class resources to support children’s learning will be purchased from this fund. <u>Income into the fund recently included:</u> Cheque Received from Easyfundraising: £16.39 <u>Expenditure out of the fund recently included:</u> P7 Leavers Pens were received an invoice: £46.44			
Charity	£0.00 There are currently no funds remaining under this heading after the cheque in the sum of £72.41 was issued to Saints in the Community on 2.6.25.			JB
P7 Residential Trip 26	£3,948.75 Following consultation with the cluster schools, it has been decided to arrange a P7 transitional residential trip to Lendrick Muir from Wednesday 17th June 2026 to Friday 19th June 2026. The full cost of the trip, which includes transport, full board (breakfast, lunch & dinner), and all activities, Totals: Outdoor Activity Week: £234.00			

	Coach Hire: £760 ÷ 32 £ 23.75 Total: £257.75 This payment item has been added to ParentPay and parents are currently paying this trip up.	
Parentpay Fee	-£58.53 ParentPay fees are reimbursed by PKC.	
Nursery Fund	£35.59 Income into the fund recently included: Expenditure out of the fund recently included:	
School Ties	£10.00 Secondary school ties will be purchased next term for the P7 Leavers. This payment item will then be added to ParentPay. Ties are then presented to the pupils at their Leavers' Assembly in June 26.	
Shelter Fund	£7,347.66 The shelter is now in place, and we have received an invoice for £17,855.00. The school raised £7,347.66 as noted above, and PKC Property Department kindly donated the remaining balance to cover the cost. <u>Income to date:</u> Christmas Concert Tickets 2019: £686.00 Calendar Sales 2019/2020: £334.50 2020 Christmas Card Project Funding Tempest Photography Commission on sales: £53.00 Easyfund Raising Commission: £24.77 Christmas Jumper Donation: £220.50 Hamper Raffle/Draw: £743.00 Co-Op Raffle Ticket Sales Donation: £100.00 As per June 21 Minutes: Remaining Theatre Funds Transferred to Shelter Fund: £247.50 October 21 Nonuniform day: £142.00 Christmas Concert/Hamper Tickets Dec 23: £672.71 Pupil Donation: Kilt Run Sponsor: £125.00	SLT/Whole School

	Parent Council Donation from Disco proceeds: £142.55 Parent Council Donation from Co-Op Community Funding: £1,030.57 Donation from a Parish Member: £300.00 Christmas Hamper Funds '24: £705.00	
Fundraising	£2,280.19 <u>Income:</u> <u>Expenditure</u> These funds will be used as part of our STEM Project and Participatory Budget Sharing Project. Pupils will be involved in the spending of these funds.	
P7 2025 Trip	£313.50 This will be the first transition event for children moving into S1 in August 2025 and gives them the opportunity to meet and begin to build friendships, with future peers from the St John's Academy Cluster. Monday 28 th April 2025 to Wednesday 30 th April 2025 The full cost of the trip, which includes transport, full board (breakfast, lunch & dinner), and all activities, Totals: Outdoor Activity Week: £250.00 Coach Hire: £400.00 ÷ 22 £ 18.19 Total: £268.19 Once the initial payment/ deposit of £80.00 which was added to parent pay in March, has been completed this leaves a remaining balance of £188.19 per child. This amount can be paid in instalments on ParentPay under payment item P7 Activity Trip 25. Please follow this link to access your account. www.parentpay.com <u>Instalment Breakdown</u> £40.00 by 30 th September 24 £30.00 by 30 th October 24 £30.00 by 30 th November 24 £30.00 by 30 th December 24	

	£30.00 by 30th January 25 £28.19 by 28th February 25 On receipt of all invoices etc., information was issued to parents advising they had been charged the VAT element of this trip in error. Parents were advised of the overpayment. Parents were asked to contact the school to advise details of refunds etc., Any refunds not claimed, or any uncashed cheques after refunds are made, will be transferred to the school fund to purchase resources for our children. The above balance of £313.50 will be transferred to school fund heading to purchase resources for the children.											
P5/6 Virgin Money: Make £5.00 grow: Enterprise Project	£102.07 Virgin Money lent £5.00 to each child in P5/6 to help them source any materials required to create a real product or service they can sell to make a profit. P5/6 purchased resources and sold their goods and services to the school community via the parent council. The loan has been repaid to Virgin Money leaving a profit of £102.07.											
The Kelpies Trip	£92.54 We had the wonderful opportunity to take P1 to P7 to see the Kelpies on Friday 23rd May 2025. The Kelpies were a focus for literacy learning for the whole school in term 1 and have led to a continued focus on STEM throughout the session. The cost of this trip had been calculated as follows: Coach Hire <table><tr><td>4 Buses at £480.00</td><td>£1,920.00</td></tr><tr><td>1 Minibus</td><td>£ 100.00</td></tr><tr><td></td><td>£2,020.00</td></tr><tr><td>Less Common Good Funding:</td><td>£1,000.00</td></tr><tr><td>Total Transport Cost:</td><td>£1,020.00</td></tr></table> School Tour at the Kelpies	4 Buses at £480.00	£1,920.00	1 Minibus	£ 100.00		£2,020.00	Less Common Good Funding:	£1,000.00	Total Transport Cost:	£1,020.00	JB
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	£3.50 x 188 pupils £ 658.00 Total Cost of Trip £1,678.00 Cost Per Child (£1,628.00 ÷ 188) £ 8.93 All invoices have now been paid leaving a balance of £92.54 which will be transferred to our fundraising heading.	
Church Donation	£374.25 Donation received from Church to help support our families.	
P1/2 and P3 Virgin Money	£42.77 Both classes received a total of £330.00 from Virgin Money to purchase resources etc., to make and sell in school. P1/2 and P3 Opted to run a Snack shop over two weeks in June. Any profits made after this project has ended will be used as follows: • 75% to Perth food bank • 25% used for the classes. <u>Income in Respect of Project</u> Virgin Money Loan Received: Money Collected on ParentPay to date: £330.00 £286.00 <u>Expenditure In respect of Project</u> Tesco Gift Card Purchased for P1/2 & P3 Enterprise Brakes P1/2 and P3 Make £5.00 Grow Virgin Money Repayment of Loans Less £100 cheque issued to Perth Food Bank £ 40.00 £103.23 £330.00 £100.00 Remaining Profit made: £42.77 will be transferred to fundraising to purchase resources.	

P6 Enterprise Project	£44.50 As part of their Enterprise Project P6 will be hosting a Coffee Morning for their parents on Friday 6th June. <u>Income in Respect of Project</u> Money Collected on ParentPay to date: £64.50 <u>Expenditure In respect of Project</u> Tesco Gift Card to purchase resources £20.00 Remaining Profit made: £44.50 will be transferred to fundraising to purchase resources.	
The Snow Queen	-£2,359.07 We have the wonderful opportunity to take P1 to P7 to see the production of The Snow Queen at Perth Theatre. The school has tickets for the performance Tuesday 9th December '25 at 10.30am. We appreciate this can be a costly event however, I am pleased to advise the Parent Council applied to the Common Good Fund and were successful in obtaining the following funding to help cover the cost of this event: Common Good Grant: £1,633.95 £1,563.95 to use against tickets Transport. £70.00 Snack (Water and Harbo) Total Cost: Total Cost of Theatre Tickets: £2,112.00 Coach Hire: 4 Buses at £300.00 £1,250.00 Less Common Good Funding: £8.64 per child - £1,563.95 Total Cost: £1,798.05 Cost per pupil: £1,798.05 ÷ 181 £ 9.93 This payment item has been added to ParentPay with parents being asked to complete payment on or before Friday 31st October 2025	
P7 to Carfin	-£580.00	

	P7 Pilgrimage to Carfin will take place on Thursday 28 th May '26. The bus is booked through Docherty's with the church kindly agreeing to cover the costs of transport.	
P7 Leavers Event	-£350.00 Bruce Entertainments have been provisionally booked again for this event.	
House Winners Event	-£350.00 Bruce Entertainments have been provisionally booked again for this event.	
Further discussions	Any Other Business –	
Date of Next Meeting	Date of Next Meeting - End Nov/Early Dec next term.	LM