



**OUR LADY'S RC PRIMARY SCHOOL
SCHOOL FUND COMMITTEE MEETING
29th January 2020**

Lynne Mendes: Chairperson
Jillian Bruce: Treasurer
Deirdre Scott : Secretary
Linda Taylor: Parent Representative

		ACTION REQUIRED BY																																						
	LM apologised on behalf of Deirdre Scott who was unable to attend.																																							
	LM welcomed everyone to the meeting and then went over the minutes from the last meeting.																																							
	<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>General Fund</td><td style="text-align: right;">£3,303.43</td></tr> <tr><td>Charity</td><td style="text-align: right;">£94.21</td></tr> <tr><td>P7 School Trip - Lendrick Muir</td><td style="text-align: right; color: red;">-£12.00</td></tr> <tr><td>Nursery Snack</td><td style="text-align: right;">£496.74</td></tr> <tr><td>Nursery Fund</td><td style="text-align: right;">£345.09</td></tr> <tr><td>Parent Pay Fees</td><td style="text-align: right; color: red;">-£41.89</td></tr> <tr><td>Christmas Party</td><td style="text-align: right;">£75.46</td></tr> <tr><td>Theatre Trip</td><td style="text-align: right;">£1,110.00</td></tr> <tr><td>P7 Leavers'</td><td style="text-align: right;">£0.00</td></tr> <tr><td>Nursery Trip</td><td style="text-align: right;">£40.25</td></tr> <tr><td>P6 Enterprise</td><td style="text-align: right;">£108.98</td></tr> <tr><td>Bike Breakfast</td><td style="text-align: right;">£252.65</td></tr> <tr><td>P5 Curling</td><td style="text-align: right;">£198.40</td></tr> <tr><td>P3 Trip to Stirling</td><td style="text-align: right; color: red;">-£165.00</td></tr> <tr><td>P1 – P7 Christmas Show</td><td style="text-align: right;">£686.00</td></tr> <tr><td>Nursery Christmas Show</td><td style="text-align: right;">£168.00</td></tr> <tr><td>Calendar Sales</td><td style="text-align: right;">£339.50</td></tr> <tr><td>RBS A/C TOTAL</td><td style="text-align: right;">£4,779.82</td></tr> <tr><td>CASH TOTAL</td><td style="text-align: right;">£0.00</td></tr> </table>	General Fund	£3,303.43	Charity	£94.21	P7 School Trip - Lendrick Muir	-£12.00	Nursery Snack	£496.74	Nursery Fund	£345.09	Parent Pay Fees	-£41.89	Christmas Party	£75.46	Theatre Trip	£1,110.00	P7 Leavers'	£0.00	Nursery Trip	£40.25	P6 Enterprise	£108.98	Bike Breakfast	£252.65	P5 Curling	£198.40	P3 Trip to Stirling	-£165.00	P1 – P7 Christmas Show	£686.00	Nursery Christmas Show	£168.00	Calendar Sales	£339.50	RBS A/C TOTAL	£4,779.82	CASH TOTAL	£0.00	
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	TOTAL SCHOOL FUND	£4,779.82	
	SPENDING PLAN		
General Fund	General Fund : £ 3,303.43		
	<p>Due to restricted council budgets, again this year, it is likely class resources to support children's learning will be purchased from this fund.</p> <p><u>Income into the fund recently included:</u> PKC Grant: £121.00 – Funds to be used against transport costs against P3 trip to Stirling Castle and any remaining budget will go towards transport costs for school trips.</p> <p>Parent Council Paid £449.00 towards Website and School Parent Evening Booking System</p> <p><u>Expenditure out of the fund recently included:</u> Mystery Box Rewards: Popcorn for movie afternoon: £32.30 Robotics Workshop: £30.00 YouCat Books: £15.08 Pope Frances Faith Awards Enrolment Fee: £66.00 Science Resources: £63.50 School Cloud – Parent Evening Booking System: £199.00 Purchase of Cups for Parent Assemblies: £22.90</p>		
Charity	£94.21		
	<p><u>Income into the fund recently included</u> Poppy Scotland Appeal: £13.37 Majority of funding for Poppy Scotland was paid via Parentpay direct to PKC.</p> <p>Dress in Blue: UNICEF: £84.21 collected from classes</p> <p><u>Expenditure out of the fund recently included:</u> Poppy Scotland Appeal: £13.37</p> <p>Cheque to be issued to UNICEF in sum of £94.21</p>		JB
Lendrick Muir	Lendrick Muir -£12.00		
	<p>Financial Statement has been issued to all P7 parents.</p> <p>There was a slight deficit of £12.00 under the transport section of this trip due to transport costs. This deficit will be covered by the school.</p>		

	JB to clear this deficit by transferring funds from General Fund.	JB
Nursery Snack Fund	<p>Nursery Snack: £496.74</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 2020.</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., When Asda do not delivery nursery shopping as expected.</p>	Nursery
Nursery Toy Fund	<p>Nursery Toy Fund: £345.09</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 2020.</p> <p>Monthly statements are issued to parents keeping them updated in respect of any outstanding balance etc.,</p>	Nursery
Parentpay Fee	<p>£ -41.89</p> <p>Parentpay fees are reimbursed by PKC</p>	
Christmas Party	<p>£ 75.46</p> <p>It is likely parents will be asked to pay £1.00 towards party food and party prizes.</p> <p>Party food will again be purchased from Asda.</p> <p>This will be done via parentpay.</p>	JB

	Funds remaining will be transferred to General Fund to purchase resources for classes.	
Theatre Trip	<p>-£1,110.00</p> <p>We again have the opportunity to visit Pitlochry Theatre and the Production of - A Christmas Carol</p> <p><u>Cost of Visit: -</u> Tickets cost: £7.50 per child – Payable on parentpay £7.50 x 214 = £1,605.00</p> <p>Transport Quotes £1,400.00</p> <p>Pitlochry Theatre have generously increased their offered to covering 20% of transport costs and are giving the school £1,000.00 towards the costs.</p> <p>The school also received a donation from a member of our community in the sum of £200.00.</p> <p>JB – will chase up funding etc from the Theatre and it is hoped the remaining transport costs will be covered by the Parent Council.</p>	JB
P7 Leavers	<p>£0.00</p> <p>As agreed at last meeting £101.99 raised by P7 last year has been transferred to General Fund to purchase resources for classes.</p>	JB
Bike to School Breakfast	<p>£252.65</p> <p>Primary 7 are running various fundraising initiatives – Bike to School Breakfast money raised will go towards school fund and also the P7 leavers events / hoodies etc.</p>	
P5 Curling	<p>£198.40</p> <p>P5 have the opportunity to participate in the schools Curling is Cool Programme.</p> <p>This event is being charged and costs £6.20 per child, payable on parentpay. £6.20 x 33= £204.60 should be the total collected for this event. Payment in respect of one child not received.</p> <p>Await invoice from PKC in respect of this amount.</p>	

P3 to Stirling Castle	<p>£-165.00</p> <p>Two mini buses were organised to transport children to the venue. The school organised a driver and authority mini bus to take some of the children. A further mini bus was hired from WeGo and this incurred a charged of £165.00. The Scottish Heritage agreed to cover some of the costs involved and have advised they would contribute £123.75 towards our transport. The remaining £41.25 will be covered from funding received from PKC as stated above under general fund.</p> <p>JB to chase up funding from Scottish Heritage.</p>	JB
P1 - P7 Christmas Show	<p>£686.00</p> <p>Was raised for the school fund through the sale of Christmas Show Tickets.</p>	JB
Nursery Show	<p>£168.00</p> <p>Was raised for the nursery through the sale of Christmas Show Tickets.</p>	
School Calendar	<p>£339.50</p> <p>The above amount was raised for school funds following the sale of our school calendar.</p>	
Further discussions	<p><u>Fundraising: -</u></p> <p>Parent Council to apply to the Aviva Community Fund again this year. Should the school's application be successful, funds received will go towards purchasing outdoor playground equipment for children.</p> <p>Raffle Ticket sales at Christmas raised £622.90. Children will be involved in financial decision making in respect of these funds. Each class will be given a budget and will source equipment/goods for their class. The parent council will purchase the requested resources on behalf of the pupils.</p> <p>Any Other Business - No other business discussed</p>	
Date of Next Meeting	Date of Next Meeting - Early Next Term.	LM