



**OUR LADY'S RC PRIMARY SCHOOL
SCHOOL FUND COMMITTEE MEETING
2nd October 2019**

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

| | OVERVIEW OF SCHOOL FUNDS | ACTION REQUIRED BY | | | | | | | | | | | | | | | | | | |
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| | Apologies made on behalf of Deirdre who was unable to attend | | | | | | | | | | | | | | | | | | | |
| | <p>All members were given the following documents :-</p> <p>Final Summary from School Fund 2018/2019 Summary from 2019/2020 Income and Expenditure Sheets Minutes from last meeting School Fund Financial Policy and Procedures</p> | | | | | | | | | | | | | | | | | | | |
| | LM welcomed everyone to the meeting and advised Deirdre Scott would replace Kylie Jones as Secretary. | | | | | | | | | | | | | | | | | | | |
| | LM went over 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 style="width: 80%;">General Fund</td> <td style="text-align: right;">£3,201.66</td> </tr> <tr> <td>Charity</td> <td style="text-align: right;">£10.00</td> </tr> <tr> <td>P7 School Trip - Lendrick Muir</td> <td style="text-align: right;">£4,368.00</td> </tr> <tr> <td>Nursery Snack</td> <td style="text-align: right;">£467.22</td> </tr> <tr> <td>Nursery Fund</td> <td style="text-align: right;">£661.27</td> </tr> <tr> <td>Parent Pay Fees</td> <td style="text-align: right;">£12.94</td> </tr> <tr> <td>Christmas Party</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Theatre Trip</td> <td style="text-align: right;">£215.00</td> </tr> <tr> <td>P7 Leavers'</td> <td style="text-align: right;">£101.99</td> </tr> </table> | General Fund | £3,201.66 | Charity | £10.00 | P7 School Trip - Lendrick Muir | £4,368.00 | Nursery Snack | £467.22 | Nursery Fund | £661.27 | Parent Pay Fees | £12.94 | Christmas Party | £0.00 | Theatre Trip | £215.00 | P7 Leavers' | £101.99 | |
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| | Nursery Trip £28.25 P6 Enterprise £111.29 Bike Breakfast £43.00 P5 Curling £6.20 RBS A/C TOTAL £9,226.82 CASH TOTAL £0.00 TOTAL SCHOOL FUND £9,226.82 | |
| | SPENDING PLAN | |
| General Fund | General Fund : £ 3,201.66 Due to restricted council budgets, again this year, it is likely class resources to support children’s learning will be purchased from this fund. <u>Income into the fund recently included:</u> <u>Expenditure out of the fund recently included:</u> Bouncy Castle : House Winner Reward: £115.00 School Diaries for P7 Pupils: £51.15 Giant Generators: P6 Book Order: £41.00 – money was collected from pupils for this order. Website Subscription: £200.00 –Donation received in May from Parent Council to Cover this cost. Courier Charges: £175.70 – Nursery Returned a Coat/Wellie Boot Rack which was too bulky, large and unsuitable. Unfortunately, the supplier charged for the pallet, protective wrapping (this was required due to the size etc., of item) and carriage/courier. | LM |
| Charity | £10.00 Was collected for Missio | |
| Lendrick Muir | Lendrick Muir 2018: £4,368.00 Final Invoice for Lendrick Muir and coach hire still to be paid. Once all costs have been paid Financial Statements will be issued to all parents whose children attended. | JB |

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| Nursery Snack Fund | <p>Nursery Snack: £467.22</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., Asda doesn't delivery nursery shopping as expected.</p> | <p>Nursery</p> |
| Nursery Toy Fund | <p>Nursery Toy Fund: £661.27</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. Monthly statements are issued to parents keeping them updated in respect of any outstanding balance etc.,</p> | <p>Nursery</p> |
| Parentpay Fee | <p>£ 12.94</p> <p>Parentpay fees are reimbursed by PKC</p> | |
| Christmas Party | <p>£ 0.00</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> | <p>JB</p> |

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| Theatre Trip | <p>£215.00</p> <p>We again have the opportunity to visit Pitlochry Theatre and the Production of – A Christmas Carol Cost of Visit: -</p> <p>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 offered to covering 20% of transport costs with the Parent Council applying to the Common Good Fund in respect of funding for the remaining transport costs.</p> <p>JB to forward any invoices etc., to Parent Council as evidence when applying for funding etc.,</p> | <p>JB</p> |
| P7 Leavers | <p>£101.99</p> <p>Pupils in P7 ran various fundraising events last session for school fund and to help cover the cost of their leavers evening etc., after all costs paid there remains an amount of £101.99 this amount will be transferred to the general fund heading.</p> | <p>JB</p> |
| Bike to School Breakfast | <p>£43.00</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>£6.20</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.</p> | <p>JB</p> |
| | <p>All members signed the Committee Members Declarations and School Fund Constitution.</p> <p>DS to sign all documents on her return to school.</p> | <p>JB</p> |
| Further discussions | <p>Any Other Business – No other Business Discussed</p> | |
| Date of Next Meeting | <p>Date of Next Meeting – Early December</p> | <p>LM</p> |