



Perth Grammar School  
With Pride - We Respect - With Ambition - We Strive

**Perth & Kinross Council  
 Education & Children's Services  
 Perth Grammar School**

**Minute of the School Fund Committee on 10 September 2025**

**Location: HT Office  
 Time: 10.30am - 11.50am**

**Present:** Fiona Robertson (FRO), Scott Jewell (SJE), Lesley Greig (LGR), Sam Lewis (SLE), Alastair Spalding (ASP)

**Apologies:** Mark Walker (MWA)

	<b>BUSINESS ITEMS</b>	<b>ACTION POINT</b>
<b>1.</b>	<b>Minutes from last meeting</b>	
<b>1.1</b>	<b>Donations to school fund</b> Discussed.	SJE will draft wording for an upcoming parent bulletin regarding donations received through wills or from former pupils. <b>(SJE)</b>
<b>1.2</b>	<b>School Trip Planning</b> The importance of financial awareness was discussed, along with the need for clear and timely communication with families to help them plan ahead for school trip payments.	SJE and SLE to discuss early communication with families about school trips at the next whole school meeting. <b>(SJE/SLE)</b>
<b>2.</b>	<b>Upcoming School Trips</b> <ul style="list-style-type: none"> <li>France January 2026 - statement discussed with ASP present. Continue to monitor short payments and contact those on waiting list as and when necessary.</li> <li>Aviomore October 2026 - payment progress report discussed. A number of payments not yet made. Noted the trip has not been on Parent Pay long. Discussed Aviomore's requirement as an education provision.</li> </ul>	<p>ASP to monitor payment progress closely and use waiting list as required. <b>(ASP)</b></p> <p>MWA to monitor payment progress. <b>(MWA)</b>          FRO to discuss Aviomore as an education provision with MWA. <b>(FRO)</b></p>

	<ul style="list-style-type: none"> <li>Belgium September 2025 - payment progress report discussed. All payments received and no issues/actions noted.</li> </ul>	
4.	<p><b>Activity Day Statements</b> General discussion regarding refunds took place. Consensus reached that a whole school group call will direct parents to Website where activity day statements and potential refunds can be viewed. Refunds can be requested thereafter.</p> <ul style="list-style-type: none"> <li><b>Go Ape / Alton Towers / Blackpool / Ten Pin / Willowgate / Blair Drummond</b> - surplus values to move to general fund. Refunds to be processed on request.</li> <li><b>Airthrill</b> - statement to be finalised once deposit refunded from venue. Surplus to move to general fund once finalised. Refunds to be processed on request.</li> <li><b>Manchester</b> - Shortfall of £95 to be recovered from general fund. No refunds available.</li> <li><b>Cinema</b> - no statement required. Shortfall of £5.93 to be recovered from general fund. No refunds available.</li> </ul>	LGR to action transfers to general, upload statements to website once finalised and direct parents to website. LGR to process any requested refunds thereafter. <b>(LGR)</b>
5.	<p><b>School Fund Summary</b></p> <ul style="list-style-type: none"> <li><b>Panto SLE</b> to pay the £77 cash in from non PGS pupils.</li> <li><b>PE funds low.</b> PE to be made aware.</li> <li><b>School Show SLE and LGR</b> to meet and discuss income and expenditure for 2025 show.</li> <li><b>Uniform</b> Clip-on ties to be ordered and made for sale at retail price.</li> <li><b>Florida</b> transfer 0.03 from general to cover shortfall and close Florida.</li> <li><b>S1-3 Disco 23</b> Change name.</li> <li><b>Newcastle</b> check on negative balance.</li> </ul>	£77.00 cash to be paid into Panto <b>(SLE)</b> SLE to update PE on available funds. <b>(SLE)</b> Meet to discuss school show shortfall. <b>(LGR and SLE)</b> SJE to order clip on ties for sale. <b>(SJE)</b> Transfer 0.03 from general to Florida. <b>(LGR)</b> LGR to change name of Disco item to 'Jnr Disco' <b>(LGR)</b> LGR to investigate negative balance for Newcastle <b>(LGR)</b>
6.	<p><b>School Website</b> Information regarding School Trip refunds is now available on Perth Grammar School website.</p>	LGR to make minor alterations to wording. <b>(LGR)</b>
6.	<p><b>Request for Funding</b> Discussed and agreed that no funding is available on this occasion due to the low PE School Funds. Pupil will be recognised by PGS for achievements in another way.</p>	KMC to inform family of lack of funds <b>(KMC)</b>

8.	<b>Next Meeting</b> Thursday 20 November 2025, 10.00am	
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