



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 04 May 2023

Location: HT Office  
Time: 12.20pm - 13.00pm

**Present:** Fiona Robertson (FRO), Scott Jewell (SJE), Sam Lewis (SLE), Craig Martin (CMA), Lynsey Coull (LCO)

**Apologies:** Aaron Anderson (AAN), Shiona Park (SPA)

<b>BUSINESS ITEMS</b>	
	<b>Minutes from last meeting</b>
1.	<b>Aviemore trip</b> - It was agreed that the deposits of 3x pupils still outstanding can be transferred to the general pot after 3 reminder emails to parents.
2.	<b>School Jackets</b> The Committee agreed to cover the shortfall from the School Jackets pot (86.40) from the General pot.
3.	<b>Vine Trust refunds</b> 9/10 pupils have now had their £300 deposit refunded. LCO has sent a reminder re: the final payment. We have claimed for an 11 <sup>th</sup> pupil, but it was in fact Dawn Gillies who is an adult helper, so this has been a mistake. LCO will liaise with Mark Walker, Dawn Gilles, and Vine Trust to work out of the deposit is to go back to Dawn or if money of to be returned to the Vine Trust.
4.	<b>Inspector Calls Theatre Trip</b> This trip is £60 in debit due to the quote for the bus being £429 but the actual invoice was £480. The Committee agreed to cover the £60 from the General pot.
5.	<b>CPK Living Communities Grant</b> LCO has applied for an extension to the CPK Living Communities grant as the deadline to spend the money was 31/03/23 and the project has been delayed. Lucy McIntosh advised that money will be spent this term if extension approved.
6.	<b>Crucible Cinema Trip &amp; Panto</b> SLE advised she is aware of the shortfall and will chase up all outstanding monies once school show is complete.
7.	<b>Addams Family School Show</b> Ticket sales are ready to go live. Set hire has been paid.
8.	<b>Surgeon's Hall Trip Refunds</b> LCO advised that there is a £103 surplus for this trip. LCO will organise for refunds to be issued.

	<b>Actions</b>		
1	<b>Perth Grammar Community Trust</b> FRO to contact Wendy Robertson re: the conclusion of the Trust.	FRO	07/09/23
2	<b>Cycle project</b> Speak to all involved re: the plan for the cycling project.	CMA	07/09/23
3	<b>Vine Trust Refunds</b> Liaise with MWA and Dawn Gillies re: Vine Trust refund.	LCO	07/09/23
4	Chase students for outstanding money for Leavers Hoodie, Crucible cinema trip & Panto.	SLE	29/06/23
5	<b>Surgeon's Hall Refunds</b> Organise refunds for the Surgeons Hall trip.	LCO	31/05/23
6	Book all School Fund Meetings for 2023-34. Make them approx week 3 in each term.	LCO	05/05/23