



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 8 September 2021

Location: HT Office  
Time: 10.00am - 10.30am

**Present:** Fiona Robertson (FRO), Scott Jewell (SJE), Lynsey Coull (LCO)

**Apologies:** Craig Martin (CMA)

	BUSINESS ITEMS & ACTIONS	Actioned by	Date
	<b>Previous meeting actions (updates)</b>		
1.	<b>Outdoor Gym</b> Discussion carried from Perth Grammar Community Trust regarding support to fund an outdoor gym. Consultation with PE department was positive and agreed that it would be a good idea.  <b>Update 8/9/21:</b> SJE agreed this this should not be School Fund and should come out of the community trust instead. Complete		Complete
2.	<b>Fundraising</b> ParentPay fundraising - finance team have advised that fundraising can happen as cash. Payment items to be set up on parent pay for fundraising. All fundraising to be 50/50 split between charity and school fund. FRO Approved, CMA Seconded All fundraising payments should have a letter from FRO. <b>08/09/21: Complete</b>		Complete
3.	<b>General ledger</b> There has been larger expenditure than normal. Some credit card requests have been mis coded and these will be re-charged. NPLQ costs have come out of school fund and are still awaiting to be refunded from the Community trust. <b>08/09/21 SJE to check this has been done</b>	SJE	6/10/21
4.	<b>School Trips</b> Discussion about pupils not attending or pulling out of trips and therefore the school has a larger than expected transport bill to pay. Standard letter to be created to explain that transport costs will be non-refundable. The school should be working towards a cost-free school day including trip transport.  <b>08/09/21: Complete</b>		Complete
5.	<b>Perth &amp; Kinross Trust</b> Money spent on basketball tournaments transport. Remaining monies to be spent on equipment. <b>08/09/21: Office to check purchase orders</b>	LCO	06/10/21
6.	<b>Prize Giving</b>	FRO	06/10/21

	SJE to arrange for DSM carry forward to cover 2019 prizegiving Horsecross costs. SJE to explore alternative venue options for future events (cathedral/marquee/etc)  <b>08/09/21: FRO to speak to HT's at Perth High and Perth Academy re: venue for Prizegiving 21/22 session.</b>		
7.	<b>PE Department</b> SJE enquired why there were so many projects for the department. CMA explained that this was historical. SJE suggested that these are flattened to what is currently required. <b>08/09/21: Complete</b>		Complete
8.	<b>Florida Trip</b> Pupils now attending Bertha Park High School will pay their own school the money and this will be journaled to Perth Grammar. <b>08/09/21: Complete</b>		Complete
9.	<b>Tanzania</b> Donation received from Miller Hendry. LCO to check if a thank you letter has been sent. <b>Update 08/09/21: action above complete. Tanzania trip did not go ahead so office to check if this donation was refunded.</b>	LCO	06/10/21
10.	<b>Senior Social Area</b> This is a historical fund. Agreement for money to be spent on improving outdoor social spaces. <b>08/09/21: Complete</b>		Complete
	<b>New actions from meeting on 08/09/21</b>		
11.	<b>Aviemore</b> - Investigate if the money left is to be refunded.	LCO	6/10/21
12.	<b>Art</b> - Advise SLE that she has £161.65 to be spent then this line can be closed.	LCO	6/10/21
13.	<b>Attendance</b> - Advise TDA that she has £444.94 to spend then this line can be removed.	LCO	6/10/21
14.	<b>Climbing Wall</b> - SJE will use up the remaining money and split the cost of the next inspection between the money left in SF and from DSM.	SJE	6/10/21
15.	<b>Community F</b> - SJE to investigate this	SJE	6/10/21
16.	<b>Cycle Project</b> - LCO to advise ASP on money left in SF. ASP to confirm what is happening with the cycle project and the money.	LCO/ASP	6/10/21
17.	<b>D of E</b> - check that ECR is running D of E this year and advise her that she has money to spend.	LCO	6/10/21
18.	<b>ECO Soil S</b> - investigate what this money is for.	SJE/LCO	6/10/21
19.	<b>Florida 2022</b> - tbc if trip is going ahead.		
20.	<b>German Exchange</b> - SJE to ask Jackie if this is part of the grant funding and how we give it back.	SJE	6/10/21
21.	<b>Wallace trust</b> - SJE believes this was Mike Farrell's money for German trip? To be investigated.	SJE	6/10/21
22.	<b>LRC</b> - Advise FDO that she has money in SF to be spent.	LCO	6/10/21
23.	<b>Parent Council</b> - SJE confirmed that we would use the remainder of the money in the parent council project to go towards funding the Parents evening booking system that PC normally pay for. The line will stay on the SF.	SJE	6/10/21
24.	<b>PKC Trust:</b> SLE to be informed that she can use this money to buy equipment.	LCO	6/10/21

25.	<b>Science:</b> Notify ASP that this money is there to be spent on the Science faculty.	LCO	6/10/21
26.	<b>Senior Social Area</b> - the remaining money can be given to GBE to spend on an outside social space.	SJE/LCO	6/10/21
27.	<b>Social Subjects</b> - make Principal Teacher SPA aware that the money is there for her faculty.	LCO	6/10/21
28.	<b>Spain 2019</b> - money left to be refunded. Office to investigate.	LCO	6/10/21
29.	<b>Tech fund</b> - make Principal Teacher DMC aware that there is money there to spend on her faculty.	LCO	6/10/21
30.	<b>Yearbook</b> - make seniors aware that there is £100 in the school fund to go towards a yearbook/ leaver's hoodies.	LCO	6/10/21
31.	<b>PGS Face Masks</b> - use remainder of the money to buy face masks. Keep the line on the SF.	LCO	6/10/21
32.	<b>Poetry books</b> - advise Principal Teacher Cara Wishart that there is money left to spend and clear the line.	LCO	6/10/21
33.	<b>EY Foundations</b> - Remainder of grant money is for headsets. Still chasing these up.	SJE	6/10/21
34.	Email teachers who are free P3 to get a volunteer for teacher representation at the SF meetings.	LCO	Complete
35.	<b>Book next meeting - Wed 6<sup>th</sup> October - send diary invites</b>	LCO	Complete