



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 December 2021

Location: HT Office
Time: 10.25am - 11.00am

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

Apologies: Craig Martin (CMA)

	BUSINESS ITEMS & ACTIONS	Actioned by	Date
	Previous meeting actions (updates)		
1.	General ledger 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. 08/09/21 SJE/Office to check this has been done 01/10/21 Still investigating 08/12/21 Still investigating	SJE	28/02/22
2.	Community F Update 16/09/21: left over money would get put into this fund and it went towards buying uniform etc for kids who couldn't afford it. Update 06/10/21: FRO agreed to purchase a range of uniform items (shirts, tights, leggings, skirts) for Guidance to keep. Office to purchase and give to Guidance. 08/12/21: LCO will progress this and get an order raised for spare uniform.	LCO	28/02/22
3.	D of E - check that ECR is running D of E this year and advise her that she has money to spend. Update 16/09/21: ECR confirmed she is running D of E with RKN. Update 06/10/21: FRO to email ECR to ask about assessor, leader and expedition training for D of E and make her aware of School Fund money. 08/12/21: FRO to speak to ECR	FRO	28/02/22
4.	Florida 2022 - tbc if trip is going ahead. Update 16/09/21: Meeting happening with FRO and MCO before Oct holidays to decide if trip going ahead. Update 06/10/21: FRO and MCO meeting 1 st week back to make a final decision re: the trip. 08/12/22: Decision made to cancel trip due to ongoing COVID restrictions. SJE to speak to MCO and LCO will coordinate the refunds back to pupils.	FRO	28/02/22
5.	Wallace trust - SJE believes this was Mike Farrell's money for German trip? To be investigated.	SJE	28/02/22

	<p>Update 16/09/21: This money was donated to the school by Mrs Wallace, and it is to be used towards school trips for pupils who cannot afford to go. Application forms did exist. Mike Farrell was involved with this. Need to investigate further.</p> <p>Update 06/10/21: SJE creating a new trip approval process and will build this in. CMA to send SJE the previous Wallace application form.</p> <p>08/12/21: SJE has received the application form and work on the new trip approval process is underway.</p>		
6.	<p>School Fund Committee agreement to sponsor Eilidh Davies home top and boots as she plays for Hearts Women's team. School Fund to pay for both and the Community Trust to pay into School fund for either the top or boots.</p> <p>Update 19/11/21 - £350 paid from School Fund for Eilidh's sponsorship. PGS Logo now on Hearts website.</p> <p>08/12/21: £350 came from School Fund. FRO will discuss paying half of this from the Community Trust at their next meeting.</p>	FRO	28/02/22
7.	<p>£2300 deposits received back from Premiership Experience. LCO to check money is in the bank account then coordinate the refunds back to parents.</p>	LCO	28/02/22
8.	<p>The climbing wall inspection took place. It was agreed when the invoice comes in for the safety upgrade then the money in school fund for the climbing wall will be used to go towards this.</p>	SJE/LCO	28/02/22
9.	<p>The S6's are organising a Yearbook. £100 deposit was paid - this was from School Fund from the remaining money against the Yearbooks project in the School Fund package.</p>		
10.	<p>It was agreed that the £51 left for PGS face masks can go towards school ties or snoods.</p>		
11.	<p>School Fund audit actions were discussed from 2019/20. FRO and SJE confirmed that it was agreed that Mike Farrell's retirement gift could be purchased through school fund due to staff being unable to contribute with not being in school because of covid and lockdowns. This was agreed because Mike had been with the school for many years.</p>		
12.	<p>Book next meeting for mid/end Feb 2022 -send diary invites. Include Rebecca and Holly from PLT as student representation and possible a couple of S4s too if we can get a time to suit everyone.</p>	LCO	17/12/21

