



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 09 February 2023

Location: 1F006

Time: 12.20pm - 13.00pm

**Present:** Fiona Robertson (FRO), Scott Jewell (SJE), Sam Lewis (SLE), Aaron Anderson (AAA), Lynsey Coull (LCO)

**Apologies:** Craig Martin (CMA), Shiona Park (SPA)

	BUSINESS ITEMS & ACTIONS	Actioned by	Date
	<b>Previous meeting actions (updates)</b>		
1.	<b>Perth Grammar Community Trust</b> - FRO keen to speak with Chris O-Hern to discuss what is required for closure of the Trust. Then we can get Wendy Robertson to write a cheque to transfer money to school fund.	FRO	20/04/23
2.	<b>Aviemore trip</b> - Trip statement drafted. To be approved and published on the website. Refunds to be organised before end of February.	LCO	20/04/23
3.	<b>Cycle project</b> -FRO to ask ASP and DWI what the plan is for spending the money. Bikes have arrived. AAA to catch up with DWI re: Bike ability Nat 4 course.	FRO AAA	20/04/23
4.	<b>Eco Soil</b> - Finance advised that we cannot journal from DSM to School Fund - it would have to be the other way round. However, the invoices were from the previous financial year. It was agreed in order to clear the £101 from the Eco Soil money (9), we will use money from the Senior Social Area (17) which is for the outside garden space.	LCO	20/04/23
5.	LCO to speak to Lucy McIntosh and Suzanne Luti re: their plans for spending the £850 CPK Living Communities grant money received into DSM.	LCO	20/04/23
6.	LCO to investigate the income from the School Jackets (29) and liaise with staff members and supplier to see if there is still money outstanding ( <b>carried forward from 09.02.23 - LCO to wait for incoming payments to clear and investigate amount still outstanding</b> )	LCO	20/04/23
7.	SJE advised that he will give a School Fund update at the next Parent Council meeting, and he will discuss using the remaining PC £93.28 money for a new banner. ( <b>Update 09.02 - carry forward and discuss at next PC meeting</b> )	SJE	20/04/23
8.	Bridge of Earn Farm trip (31) -It was agreed to clear the £10 outstanding from the Wallace Trust (21).	FRO LCO	20/04/23

9.	Panto 2022 (35) - SLE advised that she has Paypoint barcode letters and is aware of who hasn't paid. The income will be coming in for this.	SLE	20/04/23
10.	Vine Trust refunds - £3300 has been received. LCO working with MWA to establish contact details for all the families. Refund payments will then be made via sundry payments.	LCO	20/04/23
11.	Crucible Trip - SLE confirmed that she is aware of the £30 outstanding, and she has a Paypoint letters from one child and she will make up the £15 outstanding as the other child was a Christmas leaver.	SLE	20/04/23
12.	Inspector calls trip - LCO advised that income is still coming in for this trip and all pupils have paid via ParentPay.		20/04/23
13.	Manchester Champions League Trip - income has been going into the P&K main bank account instead of School Fund. This will be corrected by Finance and income transferred to School Fund.	LCO	20/04/23
14.	Prom 2023 - meeting has taken place. Deposit paid. Photographer and DJ sorted. Awaiting final numbers before trip will be set up on ParentPay for pupils to pay.	SLE	20/04/23
15.	Leavers Hoodie - these have been ordered £20 each. SLE managing this so only pupils who have paid will receive a hoodie.	SLE	20/04/23
16.	SJE confirmed that although it will be less than £1 - the £31 remaining in the Geography Edinburgh trip money will need to be refunded to parents (32).	LCO	20/04/23
17.	Trip statements to be created and published for Aviemore trip (4) and for the Manchester 22 trip (27).	LCO	20/04/23
18.	SJE will get FDO to counter sign the monthly bank reconciliations going forward.	SJE	20/04/23
19.	Next meeting to be booked for beginning of next term. FRO to speak to Emma McBride as she may want some of her business students to get experience of joining the meeting.	FRO	20/04/23