



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 16 November 2023

Location: HT Office  
Time: 12.20pm - 1.00pm

**Present:** Fiona Robertson (FRO), Sam Lewis (SLE), Cheryl McIntosh (CMC),  
Lynsey Coull (LCO)

**Apologies:** Scott Jewell (SJE), Lesley Greig (LGR)

<b>BUSINESS ITEMS</b>	
	<b>Minutes from last meeting</b>
1.	<b>Perth Grammar Community Trust</b> Bank account now closed. Awaiting money to be transferred into the School Fund bank account. This money will go into a new pot called Sports Trust money dedicated to HWB.
2.	<b>Vine Trust</b> PKC Insurance confirmed that the £300 does not need to be returned. It was discussed and agreed to use the money to purchase items to take out for the children in Tanzania.
3.	FRO advised that no young people responded to her request to join the School Fund meeting.
4.	<b>Tally's Blood Surplus</b> The Committee agreed to use the £44 remaining in the Tally's blood pot to refund the 4 staff members who attended and paid using their own money as the £44 is the VAT and dividing it between the 77 attendees is not required.
5.	<b>School Show</b> The school show is sitting in a negative balance. £500 costume deposit has been received and still £75 outstanding for advertising in the show brochure. The Christmas concert should allow this to break-even/make a profit.
6.	<b>Florida 2025</b> All deposit money now received for the Florida 2025 trip. Payment instalments are now coming in. Deposit paid to Ramsay travel. Trip invoices are split between Blairgowrie and PGS, so we are only managing our own payments.
7.	<b>School Fund Committee</b> It was agreed to add LGR to the School Fund Committee along with FRO, SJE, CMC, SLE and LCO. LGR will be added as a signatory also.

	<b>Actions</b>		
<b>1</b>	<b>Tanzania</b> Discuss with MWA what to purchase with the £300.	<b>FRO</b>	24/01/24
<b>2</b>	<b>PKC Trust</b> Email CMC and CSI to remind them about the PKC Educational Trust money	<b>LCO</b>	24/01/24
<b>3</b>	<b>EY Foundation</b> Speak to MRE about getting prices for the VR headsets and also discuss travel arrangements for him to attend the Bett UK EdTech festival in January 2024.	<b>LCO</b>	22/12/23
<b>4</b>	<b>Carried forward</b> Chase students for outstanding money for Crucible cinema trip & Panto.	<b>LCO &amp; SLE</b>	22/12/23
<b>5</b>	Get names from SLE for the 4 staff members who attended the Tally's blood trip and organise a refund for them with the leftover money.	<b>LCO</b>	22/12/23
<b>6</b>	Provide LCO with receipts for Prom materials and LCO will organise a sundry payment to SLE.	<b>LCO/SLE</b>	22/12/23
<b>7</b>	<b>School Fund Meetings</b> Add LGR as a signatory for school fund. Prepare Committee paperwork and organise for this to be signed for 23/24.	<b>LCO</b>	22/12/23