

Perth & Kinross Council
Education & Children's Services
Perth Grammar School

Minute of the School Fund Committee on 21 May 2025

Location: HT Office
Time: 12.20pm - 1.00pm

Present: Fiona Robertson (FRO), Scott Jewell (SJE), Lynsey Coull (LCO), Sam Lewis (SLE), Nicola Marshall (NMA).

Apologies: Lesley Greig (LGR), Corrie Simon (CSI), Mark Walker (MWA)

	BUSINESS ITEMS	ACTION POINT
	Minutes from last meeting	
1.	<p>Wallace Trust Money SJE suggested that we build into the trips process criteria for offering help to our young people when paying for trips. This would include factoring in SIMD bandings and exceptional family circumstances. It was decided that a limit of £100 per child for their time at school would be reasonable. This money could be used towards one trip or multiple items as long as it wasn't above £100. Longer payment plans can also be offered to parents who are struggling financially and this is already in place. It was agreed that an item in the parental bulletin re: donations to the school would also be useful and may help us find beneficiaries who can help our young people with trips in the future.</p>	<p>FRO and SJE to come up with some wording for the parent bulletin re: donations to PGS School Fund.</p> <p>PT's to plan ahead and communicate trips in advance to allow parents to plan financially.</p>
2.	<p>Florida Trip Refunds The Committee discussed the refunds due to the Florida trip participants. This money was due to a bus refund and the meals not costing as much as predicted. Refund due back to 24 pupils of £27.76.</p>	<p>LCO to process refunds.</p>

3.	Leavers hoodie outstanding balance	SLE to speak to Maddison Mitchell re: paying for her leavers hoodie.
4.	It was agreed to cover the £4.00 shortfall on the English theatre trip from the General pot.	LCO to process the adjustment on the school fund package.
5.	Newcastle trip taking place 24 and 25 May. £219 outstanding. NMA actively chasing these payments.	NMA and office chasing payment.
6.	PGS Activity Day Work currently ongoing to confirm numbers and get payment in for these trips. SJE keen to set the date earlier next year to allow for more time to plan and give parents earlier warning and long to pay.	
7.	Panto Shortfall of £77 due to sickness and pupils not attending.	Carried forward SLE and LCO will investigate and try to claim back some of the shortfall.
8.	Sports trust name to be changed to PGS Community Trust on the school fund package. This is because the trust is there to support overall HWB activities, not just PE.	LCO to make amendment
9.	Charity fundraising events We discussed several fundraising ideas for topping up school fund.	NMA to investigate fundraising opportunity for HWB.
10.	Plan in next school fund meeting. Try to align it with S6 Leadership periods so the Pupil Leadership team can attend.	LCO to book in next meetings.