



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 23 January 2025

Location: HT Office  
Time: 12.20pm - 1.00pm

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

**Apologies:** Lesley Greig (LGR), Corrie Simon (CSI), Mark Walker (MWA), Nicola Marshall (NMA)

	BUSINESS ITEMS
	<b>Minutes from last meeting</b>
1.	<b>Trips</b> Looking to tighten up on smaller trips as this is where we get larger numbers of pupils not paying. SJE suggested that payment is made 7 days minimum prior to trip taking place and if no payment received, they will not be allowed to attend the trip. Sentence to be added to communication to parents saying they will not be entitled to a refund if they pull out of the trip.
2.	<b>Perth Grammar Community Trust</b> Paperwork to be scanned kept in the office.
3.	<b>Aviemore trip</b> Refunds have been processed minus the two that paid via Paypoint. They have till 31 January then money will be transferred into the General pot.
4.	<b>Florida</b> MCO has paid for ESTA's so waiting for money to be refunded for this. The remaining money will then be split between 3 Revolut cards for meals when over there.
5.	<b>Prom</b> Money to be carried over for this year 24/25. Currently unaware if there will be one planned this year due to low numbers and lack of engagement from PLT.
6.	<b>Tanzania Hoodies</b> C.Hodge never received a hoodie, so a full refund has been issued. FRO requested the remainder of the money is offered back to everyone who purchased a hoodie. There will be an option to donate this money to school fund.
7.	<b>PGS Activity Day</b> This will be a lot of work with each trip requiring a separate line on School Fund. Expected to be on ParentPay by next school fund meeting in May. Minibuses and pool cards have been booked to minimise costs to pupils. These will be for current S1-5.
8.	<b>Black Watch</b> It was agreed that the VAT back from the trip would be transferred into General pot as the costs were £5pp so below the £20 limit.
9.	<b>Scottish Rugby</b> It was agreed that VAT received will be transferred to  General as the tickets were less than £20.
10.	<b>Edinburgh Geography Trip</b> It was agreed that the £1 left on this trip would be transferred to General.
11.	<b>Panto</b>

	Shortfall of £77 due to sickness and pupils not attending. SLE and LCO will investigate and try to claim back some of the shortfall.
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	<b>Actions</b>		
1.	<b>Tanzania</b> Refund VAT back to individuals who purchased a hoodie.	LCO	31/01/25
2.	<b>Perth Grammar Community Trust</b> LCO to collect from FRO office and scan.	LCO	31/01/25
3.	Send recognition email to NMA for how well the Scottish Rugby trip was organised and how well the upcoming  Newcastle trip is going.	FRO	07/05/25
4.	Complete the VAT adjustments to General pot as per business items 8,9 and 10.	LCO	31/01/25
5.	Refund MCO money for the ESTA applications and contact RBS re: an electronic transfer to Revolut cards.	LCO	31/01/25
6.	Print barcode letters for staff and pupils due money for Panto	LCO	31/01/25