



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 28 September 2022

Location: HT Office
Time: 11.30am - 12.10pm

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

Apologies: Craig Martin (CMA)

	BUSINESS ITEMS & ACTIONS	Actioned by	Date
	Previous meeting actions (updates)		
1.	Wallace Trust - SJE has an application form for trips using the Wallace trust money. SJE to work with TWO to establish the application criteria and process.	SJE/TWO	30/11/22
2.	The decision has been made to fold the Perth Grammar Community Trust. Money left in this trust will be donated to the School Fund.		
3.	Aviemore trip taking place on 29 and 30 September. It was agreed that a trip statement would be created and published on the school website and any monies left over will be refunded to parents.	LCO	30/11/22
4.	Cycle project - this is being run as a wider achievement class. FRO to ask ASP what the plan is for spending the money.	FRO	30/11/22
5.	Eco Soil - LCO to speak to SLU re: grant money as all goods for the garden were purchased using school fund money but the grant money may have gone into DSM. Need Finance to advise is a journal can be done from DSM to School Fund LCO to speak to Finance.	LCO	30/11/22
6.	It was agreed by the School Fund Committee to clear the £147.50 balance from the Edinburgh theatre trip (35) from the Wallace trust (25)	LCO	07/10/22
7.	It was agreed to clear the £28 outstanding from the Verdant Works trip (36) from the Community Fund (6).	LCO	07/10/22
8.	It was agreed to clear the £86 outstanding balance on project 38 (Leavers Hoodies) with the money left in the Prom 2022 project (37). The remainder of the outstanding balance on the Leavers Hoodies would be cleared by a further £5.33 moving from the Community Fund (6).	LCO	07/10/22
9.	FRO asked LCO to query with Finance why we have to detail the ParentPay transactions on our school fund e.g. the PP charges.	LCO	24/10/22
10.	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	LCO	30/11/22

11.	The PKC Educational Trust award was discussed and decided that it will be awarded to the HWB faculty this year. LCO to make AAN aware. Existing money left in the PKC trust project belongs to Expressive Arts. It was decided to move the remainder of the money (£208.91) to School Show (17).	LCO	24/10/22
12.	SJE advised that he will give a School Fund update at the next Parent Council meeting and he will notify them that they have £93.28 left over in school fund and discuss how they want to use this.	LCO	30/11/22
13.	LCO to ensure that all minutes from school fund meetings during 2021/22 are available on the school website.	LCO	30/11/22
14.	Trip statements were discussed. Only 1 from 2021/22 (Manchester trip) will need to be published on the website. Process moving forward will be that a trip statement will be created for all trips and for those that require to be published, a standard comms will go out to parents to say that the trip statement will be available 1 month after the trip has completed.	LCO	30/11/22
15.	Next meeting to be booked for either 3 rd or 4 th week next term. FRO would like x2 PT's in attendance and pupil representation (Ruben & Ross from S6 if possible). FRO to discuss with PT's and S6's. LCO to book meeting.	FRO/LCO	24/10/22