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Description automatically generatedFinance Commitee

Minutes

**Date**: 11 February 2022

**Time**: 2.00pm

**Facilitator**: L Verdot

# In Attendance

Hayley Noonan

Lynn Drysdale

Elaine Boyle

Lorna Mc Dougall

Margaret Guthrie

# Apologies

Kim Stevenson

Trudie Carstairs

Yvonne Brolley

Debbie Speirs

Claire Beatson

# Approval of Minutes

The minutes from the December meeting were read and approved.

# Actions From Last Meeting (to be discussed at relevant agenda item)

1. Book Trust Order-has order been placed?
2. Room 9 request for 2 switches
3. Has Hayley received a decision from Essentia regarding a trampoline?

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| --- | --- | --- |
| **Agenda Items** | **Key Discussion Points** | **ACTION (who? /timescale?)** |
| 1.Book Trust Order-has order been placed? | Action: Hayley Noonan placed and received an order from Browns Books.  Our finance department made a mistake when it allocated the remaining Book Trust Funds to pay for Flotsam and Jepson story telling activities for our 2022 package - see additional information from Margaret.  The committee members agreed that the loss would be made up from unallocated funds in the school's account. | The unused funds will be used to purchase the story sacks.  Hayley will be informed of the remaining balance by Margaret. |
| 2. Room 9 request for two switches | Room 9 made a request to purchase two switches for class use. Hayley advised that Room 9 were given funds from the SeeHear funding award to purchase the Go Talk App. The purchase of the APP should remove the need for switches. Closed | Helen Shaw will be advised by Hayley that switches ordered with funds from SeeHear will arrive soon Helen will be advised to request two switches from the delivery=if they are still needed. |
| 3. Has Hayley received a decision from Essentia regarding a trampoline? | Hayley advised that Essentia made a request for additional information. Hayley replied with all the requested information. | If Hayley does not hear anything by the end of February, Essentia will be contacted. |

# New Actions

**Room 7** request funding of £49.99 to purchase headphones for students-APPROVED by all members-see separate funding allocation information.

**Nursery** request £260 to purchase a Promethean Board stand-APPROVED by all members-see separate funding allocation information.

**Outdoor performance**-All members agreed to the use of a donation from a pupil’s family to be used for an outdoor theatre production.

# Financial Report

See Funding Information Report from Margaret Guthrie.

# Next Meeting

Date | time, Location

April 2022