Finance Commitee

Minutes

**Date**: 01 April 2022

**Time**: 2.45pm

**Chair and minute taker:** L Verdot

# In Attendance

Elaine Boyle

Claire Beatson

Lorna Mc Dougall

Margaret Guthrie

# Apologies

Kim Stevenson

Trudie Carstairs

Yvonne Brolley

Debbie Speirs

Hayley Noonan

# Approval of Minutes

The minutes from the February meeting were read and approved.

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

1. Book Trust Order-has order been placed – order was placed but some money remaingin
2. Room 9 request for 2 switches – approved at last meeting
3. Has Hayley received a decision from Essentia regarding a trampoline – yes this is now in order
4. **Room 7** request funding of £49.99 to purchase headphones for students-APPROVED by all members-see separate funding -allocation information. – purchased and arrived
5. **Nursery** request £260 to purchase a Promethean Board stand-APPROVED by all members-see separate funding allocation information. – agreed and awaiting arrival
6. **Outdoor performance**-All members agreed to the use of a donation from a pupil’s family to be used for an outdoor theatre production. – in process – Claire Beatson is organizing this

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| **Agenda Items** | **Key Discussion Points** | **ACTION (who? /timescale?)** |
| 1. Discussion around remaining funds and trying to ensure no carry forward
 | Action: Complete purchases for Better World BooksComplete the order for the outdoor theatre company using funds from Faith McLaughlin – let family know this is what it is being spent on.Purchase litter picking equipment to the value of £85Lorna to complete the use of the local giving fund to be spend on outdoors.£46.58 to be spent by June – see Hear fund – See LindseyDISCUSSED AND APPROVED | Hayley asapClaire – MaySchool office – asapLorna – asapLindsey Harris - June |
| 2. Using money from Corra Foundation to purchase temporary fencing | Room 2 would like moveable fences to allow them to safely carry our outdoor learning with the little ones. 3 x £155 APPROVED<https://www.tts-group.co.uk/picket-fence-room-divider/1012038.html> | Office to order asap. |
| 3. Could we purchase blackout tent for pupils with a VI | Claire advised that the one she had was not of good quality so rm 10 will see if they can find better one and bring back to committee | Lorna/Elaine – next meeting |
| 4 Shelving/storage | Claire asked if this was something to consider – Leigh said she was in discussion with property and would not like to be using school fund for this at the moment. | Leigh to feedback at next meeting |
| 5. Change the amount that Leigh (chair) can spend without approval from Finance Committee | After the school fund audit Leigh was asked to amend the amount she can authorize from £250 to £200 APPROVED | Margaret to amend constitution and sent out – by next meeting. |

# New Actions

Move funds from dormant pots into general funds

Spend remaining funds as required in accordance with grant conditions

Purchase of fencing from Corra Foundation

See if better blackout tent can be sourced – contact VI teach

Leigh to contact property again re storage issues for school

Amend constitution and circulate with reduced amount of £200 (as per financial audit instructions).

Put minutes and reports on website

# Financial Report

See Funding Information Report from Margaret Guthrie.

# Next Meeting

Date | time, Location

May 2022