**Portmoak Primary School**

**School Fund Committee**

**Meeting – Wednesday 15th May 2024**

MINUTES

Present: Chairman, Secretary, Treasurer, Staff Representative

1. General reserve is healthy (item 1)
2. Bursary Fund (item 3) – £156 income from Educational Trust Award paid into bursary. £20 used to pay for 2 children to attend Athletics event. Balance £329.01.
3. Stage Curtain (item 4). Quotes awaited. ACTION – Treasurer to chase.
4. As before Educational Trust Award (item 5) this was a refund from Arts Alive workshop from 2022. To be used for panto bus next time we go to visiting panto.
5. As before Ipads (item 6) this was a donation from Calnex – most of it has been used for iPad purchases. The remainder is to be used for iPad repairs.
6. Highland Show (Item 8) item now at £0 balance. Teacher repaid for tickets by claiming expenses from DSM and money transferred from School Fund as agreed at last meeting. £0.90 was remaining - now transferred to General Reserves as agreed by email.
7. Trim trail (item 9) this money has all come from Parent Council for trim trail repairs. Invoice from Kinross Wooden Products for £225 paid. £49.35 remaining.
8. Playground (item 10) – invoice from Macnabs paid in full - £0 balance.
9. Ardroy 24 (item 11) deposits and balances not yet paid out. £3,859 credit to pay provider. ACTION - Treasurer to pay deposit which is now due.
10. Fir Park (item 15). Credit of £135.63 to cover minibus fuel – Perth Academy invoice paid for fuel for £32.37.
11. P7 Activity days (item 16) is money collected of deposits and balances not yet paid out. Credit of £4,407.70 to pay providers and coach hire.
12. Leavers Hoody (item 17) Invoice paid. £0 balance.
13. Sea World (item 18) £8.60 in debt – this is the refund due from Sea World, awaiting cheque.
14. Glenshee (item 19) £118.92 – balance remaining after invoices paid.
15. Falkland Palace (item 20) £264 credit. ACTION – Treasurer to chase invoice from Falkland Palace - £264 due. Coach paid.
16. Panto Tix (item 21) £700.85 remaining after purchases.
17. Great Grumpy Gaboon concert (item 22) coach paid - £0 balance.
18. Ardroy 25 - £200 credit. Deposits collected so far.