Portmoak Primary School

School Fund Committee

Meeting – Wednesday 12th February 2025

MINUTES

Present: Chairman, Secretary, Treasurer, Staff Representative

1. General reserve is healthy (item 1)
2. Stage Curtain (item 4). Quoted approx. £750 from one firm in Edinburgh. Awaiting formal quote.
3. Educational Trust Award (item 5) awarded annually. Used some of this for transport to New Lanark.
4. 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.
5. Ardroy 25 (item 12) deposits and balances not yet paid out. Waiting for invoice from Ardroy.
6. P7 Activity days (item 17) is money collected of deposits and balances not yet paid out. Still to receive balance payments from all schools. Item looks to be in debt as all outlays have already been recorded as expenditure.
7. Fir Park (item 19) is money collected from children. Invoice for hire of Fir Park paid. Credit of £98.20 to cover minibus fuel.
8. Leavers Hoody (item 17) £71 credit – to be paid in full to uniform supplier. ACTION – Treasurer to pay final balance.
9. Glenshee (item 20) £1,220.75 credit – to be paid to suppliers and coach company.
10. New Lanark (item 21) showing £240 overdrawn as only £542 collected so far but £782 in expenses. This will be a zero balance once all money has been collected.