

Portmoak Primary School

School Fund Committee

Meeting – Wednesday 27th November 2024

MINUTES

Present: Chairman, Secretary, Treasurer, Staff Representative

1. General reserve is healthy (item 1)
2. Stage Curtain (item 4). Quotes awaited. ACTION – Treasurer to chase.
3. As before Educational Trust Award (item 5) to be used for panto bus next time we go to visiting panto.
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. P7 Activity days 24 (item 9) Cleish should have been paid £21 back for BM deposit which school initially paid, then BM parent paid – this was not actioned by Finance. Agreed to remove this from General Reserves.
6. Ardroy 25 (item 12) deposits and balances not yet paid out.
7. Follow the Band (item 13) £100 received from PKC to cover transport. Transport has already been paid from General Reserves so it has been agreed that this goes to General Reserves.
8. Trim trail (item 15) is surplus from invoices. ACTION – Treasurer to check with Parent Council whether they are happy for the £49.35 to be transferred to General Reserves. Chase this.
9. P7 hoodies (item 16) Parent paid extra lately as payment item still open – this needs refunded.
10. P7 Activity Days (item 17) All suppliers now listed on School Fund package but not all income collected as yet due to payment plan which is why the balance is in negative.
11. Panto (item 18) deficit to be covered by Educational Trust Award to cover transport costs. Panto ticket costs covered by Parent Council. A few donations still to be put on School Fund package.
12. Glenshee (item 20) some suppliers now listed on School Fund package but no income taken in which is why the balance appears to be negative.