

Portmoak Primary School

School Fund Committee

Meeting – Wednesday 2nd October 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) £26.50 surplus – less than £1 per child so can be returned to School Fund – parents advised.
6. Ardroy 25 (item 12) deposits and balances not yet paid out.
7. 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.
8. P7 hoodies (item 16) £19.25 surplus which is due as a refund to a parent for overpayment. ACTION – Treasurer to action refund.
9. P7 Activity Days (item 17) £280.00 from deposits and balances not paid out.
10. Panto (item 18) expenditure is committed for £1,190 for Theatre tickets and £480 for the bus. No income has been received for this so far – we are asking for parental contributions. ACTION – Treasurer to set up payment item on ParentPay.