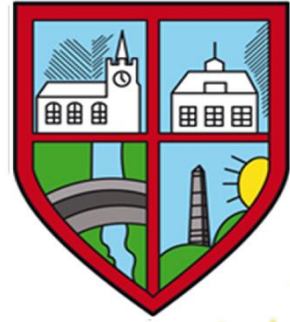


School Fund Finance Agenda

2nd Oct 2024



1.0 Voting in of new members

2.0 Reading of constitution and signing documents

3.0 Review of last year's spreadsheet

4.0 Conformation of current spending

5.0 Rough spending plan this of potential upcoming costs

6.0 Any Halloween plans

7.0 AOB

Comrie Primary School Finance Meeting

Attendees: Heather White, Eilidh Innes, Sam Armstrong, Marion Todd, Louise Fridge

Apologies:

1. There are no new members for voting in. All current members are happy to continue their role in the committee.
2. All members read through the constitution and signed the documents, confirming their continuation in their role on the committee.
3. The 23/24 records were reviewed by all members and the 24.25 records were reviewed as well. All members are happy with the records. Records have also been checked through by our school finance officer.
4. All members ran through the upcoming annual list of expected spend for the school. The PFA chairman Mr Mair has asked that all spending requested are clearly marked for reasons of spend. Heather White will be using the four values of the school to categorise the expended costs and for any costs which pop up through the year. Sam Armstrong will create a table for Heather White to use. Confirmation was made on the spends as to which budget they will come from.
5. The expected items for school fund are confirmed as accelerated reader, School trips, trophy engraving and sports medals, Bains sign writing Dux, P7 leaving gift, MyMaths, Nativity performance and a potential Amazon voucher. Sam Armstrong will Provide the list to Heather White with the costs and due dates so Heather can populate which school values these items will fall into. There will be no renewal of the school app as this is being replace by learning journals.
6. Heather White has said yes to Halloween activities on the 31st of October and not a problem for the PFA to run a party after school if they wish. Costumes will be allowed at school, but the usual rule of no scary masks or weapons will be followed again.
7. The nursery are delighted to have £50 per term to be spent at the Handy Shop to allow them to have additional ingredients for baking and providing the experience of going to the shops for the children. Sam Armstrong will speak with the Handy Shop to ask for separate invoices for the nursery and the school so a clear count down of the £50 per term can be monitored. The nursery is also delighted and thankful to be receiving a donation of £1320 from the duck race from the PFA. The nursery and senior management team will have a meeting soon to discuss how that money will be used.