

School Fund 25/26 Committee Meeting Term 1

31/ 10 /2025

Present: -

Michelle Smith, Fiona Campbell, Sheila Hanlin, Sarah Ashley, and Sylvia Donaldson

Heading	Comments and Next Steps	Actioned
Current Balance	£ 2785.68	
School Fund Constitution 25/26	Members to sign declarations	✓
School Fund Signatories	Confirmation from Bank – signatories now changed. 4 signatories with 2 signatures allowed to sign cheques.	✓
School Fund 24/25	School Fund reconciled 30/06/25. No bank statement received 31/07/25 as no movement on account.	
	Bank statement from February 2024 and June requested by S. Donaldson	✓
	23/24 School Fund E Mudie has got the fund to reconcile with a difference of -56.83. Proposal to write off this difference agreed by committee.	
	PP Charges has been recorded incorrectly from 23/24 package. E Mudie to make a transfer from PP Charges to general pot to correct the issue.	✓
	E Mudie to update School Packages and opening balances.	✓
Journal money from PEF to School Fund	Waiting for E Mudie to complete journal £1202.68 Once actioned complete the following transfers: Pot 1 to Pot 11 £400 P7 Residential Pot 1 to Pot 7 £400 Head Teacher Treat Day Pot 1 to Pot 7 £288.39 Head Teacher Treat Day Pot 1 to Pot 12 £62.50 Dundee Science Centre Pot 1 to Pot 9 £51.79 P1/2 St Andrew's Aquarium Total £1202.68	
Arts Society Grant	£125 to be kept for this Christmas – in General Fund. S Donaldson to order baubles from TTS	

Toast Initiative Parent Council	Parent Council have paid full amount into School Fund £873.18	✓
	S Donaldson to liaise with Tayside Contracts to order products weekly using RSS.	✓
	Email invoices to Parent Council for evidence for Grant	
Murton Farm	Transfer funds £17.67 from Murton Farm to General Fund 25/26 Package	
	E Mudie to action £5 refund to parent due to overpayment	
P7 Residential	Ancrum Centre booked for 2025/26. Letter to go out to parents on ParentPay.	✓
	Payment Item to be set up.	
AOCB	Publish minutes on Website – S Donaldson to contact Meg Brough for advice. Publish minutes	
	ISP 24/25 Transfer £584.24 from Pot 19 to Pot 6. This pot was renamed Pot 10 25/26 Package. The transfer will be made from Pot 10 to Pot 6.	✓
	£200 to be spent on Tesco Gift Cards. Any other purchases to be made through RSS Ordering.	
	24/09/25 Tesco Gift Card £100 ordered for ISP for Cooking and Baking.	✓
	Tesco Gift Card £100 to be ordered for ISP – Term 3.	
	PKC Educational Trust £117.00 PKC Educational Trust Award to be spent on Production of Snow Queen by Shaper/Caper.	
Date of next meeting	Wednesday 10 th December 2025 S Donaldson to send invitation to committee members.	