

School Fund 25/26 Committee Meeting Term 2

04/02/2026

Present: Michelle Smith, Sheila Hanlin, Sarah Ashley, and Sylvia Donaldson

Apologies: Fiona Campbell

Heading	Comments and Next Steps	Actioned
Current Balance	£ 3337.89	
Journal money from PEF to School Fund	E Mudie has journalled £1242.68 – put into General Fund 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	✓ ✓
Pot 1 General Fund	£1606.80 Income School Tie £4 PKC Educational Trust Award £117 – used towards production of Snow Qween. Arts Society Grant £125 used to purchase baubles. This grant has been spent in full. Rag Bag Remittance Advice £19.60 Expenditure Silent Disco £400 (paid by PEF) Sensory Toys £80.02 Sports Kit £91.99 Picnic Accessories £100.00 Aromatherapy Kit £89.91 Soft Furnishings £54.00 Baskets £72.00	
Pot 2 ParentPay Charges	–£3.19 PP Charges will always show as a negative value.	
Pot 3 SOC/PC	£288.39 This was funds deposited in 2023 to be used for outdoor resources. We have recently purchased outdoor equipment and have allocated funds for new playground equipment. Proposal for Committee	

<p>Pot 4 Toast Initiative Parent Council</p>	<p>members to agree to transfer funds into the General Fund – all agree.</p> <p>£226.34 Income £873.18 Expenditure £646.84 S Donaldson to contact E Mudie to reconcile invoices and purchase orders. Email invoices and purchase orders to Parent Council for evidence.</p>	<p>✓</p>
<p>Pot 5 Prize Giving</p>	<p>£26.35 Proposal to Committee to transfer £150 from General Fund to Prize Giving Pot to cover the cost of medals – all agree. S Donaldson to purchase medals from Perth Trophy Shop.</p>	<p>✓</p>
<p>Pot 6 ISP</p>	<p>£490.27 Expenditure £100 Tesco Gift Card £100 gift card to be ordered. S Ashley to book bouncy castle.</p>	<p></p>
<p>Pot 7 Headteacher Treat Day</p>	<p>Pot is now £0.00 S Donaldson to contact Shaper/Caper about a summer show. Funds to be journalled from PEF to cover the cost.</p>	<p>✓</p>
<p>Pot 8 P7 Trip</p>	<p>£160.00 This is a trip from 2023/2024. Proposal for Committee to agree to transfer funds into General Fund – all agree.</p>	<p>✓</p>
<p>Pot 9 P1/2 St Andrew's Aquarium Trip</p>	<p>Pot is now £0.00</p>	<p></p>
<p>Pot 10 ISP Fundraising</p>	<p>£497.93 Income £11,342.66 Fundraising by ISP and parents Expenditure £10844.73 New Equipment and Installation for ISP Playground to be completed April 2026 Proposal for Committee to agree transfer of funds from ISP Pot 10 to General Fund due to funding from PEF – all agree.</p>	<p>✓</p>

Pot 11 P7 Trip 2024/25	Pot is now £0.00	
Pot 12 Dundee Science Centre	Pot is now £0.00	
Pot 13 Murton Farm	Pot is now £0.00	
Pot 14 P7 Trip 2025/26	£45.00 Ancrum Centre booked for 2025/26. Payment Item set up on ParentPay. M Smith to organise a parent's information evening.	
Authorisations under £100	All spend under £100 has been authorised by Michelle Smith	✓
AOCB	<p>Help to publish minutes on Website – all finance information has been uploaded to the school website.</p> <p>Independent Examiner's Report 2024/2025 This has been published on the school website. Matters for attention: Outstanding income £110 and Cash Reconciliation -£7.35 S Donaldson to contact Finance Officer for advice.</p> <p>School Constitution Authorised Signatory Form 2025/26 to be signed by SA, MS and FC.</p> <p>Other Business S Donaldson to investigate if it possible to order an Ikea Gift Card or set up a Business Account.</p>	✓
Date of next meeting	S Donaldson to send invitation to committee members.	