

School Fund 25/26 Committee Meeting Term 3

25/03/2026

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

Apologies:

Heading	Comments and Next Steps	Actioned
Current Balance	£2705.44	
Pot 1 General Fund	<p>£2064.57</p> <p>Income</p> <p>School Tie £4</p> <p>PKC Educational Trust Award £117 – used towards production of Snow Queen.</p> <p>Next Step: Agree what to spend £117 on.</p> <p>S Donaldson to email finance to update them with new expenditure.</p> <p>Arts Society Grant £125 used to purchase baubles. This grant has been spent in full.</p> <p>Rag Bag Remittance Advice £19.60</p> <p>Funding from PEF £1242.68</p> <p>Cauliflower Cards £140.50</p> <p>Rag Bag Remittance £12.60</p> <p>Expenditure</p> <p>Silent Disco £400 (paid by PEF)</p> <p>Sensory Toys £80.02</p> <p>Sports Kit £91.99</p> <p>Picnic Accessories £100.00</p> <p>Aromatherapy Kit £89.91</p> <p>Soft Furnishings £54.00</p> <p>Baskets £72.00</p> <p>Christmas Baubles £81.48</p> <p>Christmas Sequins £43.78</p> <p>Refund on ParentPay £5.00</p> <p>Historic cash balance written off £7.35</p> <p>Petting Zoo Visit £380.00 – committee members agreed to this spend by email.</p>	
Pot 2 ParentPay Charges	<p>-£0.82</p> <p>PP Charges will always show as a negative value.</p>	
Pot 3 SOC/PC	£0.00	

Pot 4 Toast Initiative Parent Council	-£54.59 Request transfer of funds from Pot 1 to Pot 4 to cover shortfall or request funds from PEF 2026/27.	
Pot 5 Prize Giving	£111.01 S Donaldson to purchase medals from Perth Trophy Shop. Next step – propose to transfer funds into General Fund and remove Pot. Engraving of trophies to be organised.	✓
Pot 6 ISP	£490.27 £100 gift card to be ordered. S Ashley to book bouncy castle.	
Pot 7 Headteacher Treat Day	£0.00 S Donaldson to contact Shaper/Caper about a summer show – 24 th June Funds to be journalled from PEF to cover the cost.	
Pot 8 P7 Trip 23/24	£0.00	
Pot 9 P1/2 St Andrew's Aquarium Trip	£0.00	
Pot 10 ISP Fundraising	£0.00 Income £11,342.66 Fundraising by ISP and parents Expenditure £10844.73 New Equipment and Installation for ISP Playground to be completed April 2026	✓
Pot 11 P7 Trip 2024/25	£0.00	
Pot 12 Dundee Science Centre	£0.00	
Pot 13 Murton Farm	£0.00	
Pot 14 P7 Trip 2025/26	£95.00 P7 trip to be cancelled – letter to parents 25/03/26. Refunds to be actioned by S Donaldson Alternative options to be arranged by M.Billen.	

Authorisations under £100	All spend under £100 has been authorised by Michelle Smith	
AOCB	<p>Other Business</p> <p>Ikea Business Account set up an account, set a credit limit. Will need individual name. Use card instore or order online (Info obtained from another school)</p> <p>S Donaldson to contact procurement.</p>	✓
Date of next meeting	<p>03/06/26</p> <p>S Donaldson to send invitation to committee members.</p>	