Crieff High School Meeting Minutes

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| Meeting | School Fund Committee |
| Date | 8/3/19 |

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| Present | Laura Black, John Donnelly, Julie Petrie, Rev Phillip, Clara Bergeron, Sharon Robertson, Lindsay Arnott, Diane Porter |
| Apologies | Diane McLelland, Dale Hobbs, J Thornton (HG) |

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| **Item** | **Minute** | **Action by** | **When** |
| 1. | Minutes from 7 February 2019 were approved. |  |  |
| 2. | **Matters arising**  **Finance Update**  LB advised that the school fund had now been examined. The examiner had advised that all school trips must provide summaries of income and expenditure along with receipts for all cash purchases. LB advised that this would be formally included in the trips process for trip leaders going forward. DP advised that she was working on a pro-forma for all trips, for keeping logs of foreign currency etc.  **Committee Update**  A further suggested change from the fund examination was a change to committee membership. It was suggested that Diane Porter take on the role of Treasurer and Laura Black become co-chair. This was agreed by the committee.  DP advised that she had received an email from parent representative Diane McLelland, advising that she was standing down from the committee. The Committee thanked Mrs McLelland for her support to date. |  |  |
| 4. | **Fund update**  No change to balance since meeting on 7/2/19.  Further account tidy up:  (i) 17/18 clear and close Berlin fund. £104.94 to be moved to hardship fund. Agreed  (ii) 17/18 clear and close China 16 fund. £79.73 to be moved to hardship fund. Agreed  (iii) 17/18 clear and close Krakow 17 - £102.48 be used from General fund to clear. Agreed.  (iv) Day visits and Day visits English to be merged to one fund. Agreed. |  |  |
| 5 | **Bids**  Social Subjects – Sociology, new course material. No - per capita should be used.  Social Subjects – Outdoor Ed, wellies etc. No – per capita should be used.  Design – New tech class. Some equipment bought using per-capita. PT to investigate funding opportunities, keep on agenda for next meeting.  Support – Homemaking equipment. No – per capita should be used.  Active Schools – New Netball kit. Yes.  Music – pieces and mallets. No.  Can a minibus fund be set up? Some trips charge some don’t, would be good to have a fund to pay for buses when pupils are representing school. How would this look/work. DP to look into.  It was agreed that the bid form should be reviewed and a new version with clear criteria produced. | LB | June |