# **Perth & Kinross Council**

# **Glenlyon Primary School**

# **Finance Meeting Agenda and Briefing Notes**

# **Date: 5th May 2023**

Attendance: Richard Brocklehurst (RB), Theola Muller (TM)

Apologies: Naomi Billimore (NB)

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| Agenda Point | Discussion Notes | Actions to Be Taken  | Person Responsible | Agreed Timescale |
| **DSM** | * DSM total stands at c/ £4,839
* This will be confirmed and discussed at next staff meeting.
 | * Discussion again at next staff meeting re. colour printing – tripled amount and cost.
* Copies available from office on request.
* Around 2/3 of supply/service budget already allocated.
 | RB / TM | 4 weeks |
| **School Fund** | * Current balance of approx. £2,760.21.
* Projected spending on garden and outdoor initiatives, trips, family learning etc.
* Suggestions for other fundraising activities or grants to be applied for and monies to be spent to be raised at next staff meeting.
 |  | All Staff | 1 week |
| **PEF** | * PEF going forward is likely to be c. £2,160, although awaiting confirmation from Scottish Government.
* Spending plan will be discussion with staff at meeting following confirmation.
 | * Staff to add requires to PEF list following next meeting.
 | All Staff | Ongoing |
| **Copies of PKC and School Budget / School Fund balances are available from School Office. Copies of these minutes will be posted on the Glenlyon website.** |
| **A.O.C.B.** | N/A |