# **Perth & Kinross Council**

# **Glenlyon Primary School**

# **Finance Meeting Agenda and Briefing Notes**

# **Date: 10th September 2024**

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/ £8,000
* This will be confirmed and discussed at next staff meeting.
 | * Copies available from office on request.
 | RB / TM | NA |
| **School Fund** | * Current balance of approx. £2,891
* Spending Plan discussion to be held at next meeting
 | * To be discussed and agreed with NB following meeting.

To be discussed at Parent Council on Thursday 14th Nov. | All Staff | 2 week |
| **PEF** | * PEF going forward is c/ £1,200.
* Initial cost planned for Lexia.
 | RB to liaise with Lexia on full costings and credit card payment through finance  | RB | End of term. |
| **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 |