# **Perth & Kinross Council**

# **Glenlyon Primary School**

# **Finance Meeting Agenda and Briefing Notes**

# **Date: 3rd October 2025**

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/ £9402 (c.£4,710 remaining for spending) * Spent c.£400 so far this session. * Reviewed the spending plan spreadsheet and will confirm by email to EM. * This will be confirmed and discussed at next staff meeting. | * Copies available from office on request. * Changes to subscription – increase to £1,200 (from Materials). | RB / TM | NA |
| **School Fund** | * Current balance of approx. £2,759 * Discussion on SSE Community Fund Application – 26th June deadline. * Discussion on Snack Monies to be discussed at PC. | Both SSE and Snack to be discussed at Parent Council on Wednesday 8th Oct. | All Staff | 2 week |
| **PEF** | * PEF going forward is approx. £2,107. | RB to update PEF plan. | 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 | | | |