# **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 |