

RUTHVENFIELD SCHOOL FUND COMMITTEE - 1
MINUTES OF MEETING- Held on 8th October 2025

Present: Mrs. Mairi Kennedy – Chairperson/Head Teacher

Mrs. Vaishnavi Prabakaran -Treasurer

1. Apologies:

Mrs. Gill Scrimgeour – Committee Member / Principal Teacher at Logiealmond

2. Approval of Minutes of Meeting on 27th March 2025

The Minutes of the previous School Fund Meeting was approved by Mrs.Scrimgeour.

3. 2024/25 School Fund Package

The 2024/25 year ended with £624.69 (June 2025) in General Fund.

Opening balance in Sep 2025 – £ 877.86 with £365.87 in General Fund and £228 towards Outdoor learning (left over since 2022) and £288.60 towards bus trips

4. 2025/26 School Fund Package – Constitution and Committee Declaration Form to be signed by Committee for the year 2024/25 and 25/26 in preparation for the school fund independent examination next term.

5. 2025/26 School Fund Package as of 7th October 2025 **5. 2025/26 School Fund Package as of 14th January 2026**

Expenses:

1	Learning journal	£275 awaiting money from PC and invoice from PKC. To be confirmed after receiving the bank statement
2	Sumdog spelling and Grammar subscription	£35.39. Awaiting invoice to be paid. To be confirmed after receiving the bank statement. Will be paid from School Fund

Upcoming expenses:

1	Docherty bus for School Pantomime	£300. School fund has £288 (pending from 2023). PC kindly agreed to pay the remaining
2	Minibus fuel for Pantomime	Mr.Briggs is kindly donating the minibus fuel cost for us

3	Payment for Pantomime tickets to Horsecross	£605 Requested Finance team to pay for the invoice. Awaiting bank statement to confirm the transfer
4	Perth Trophy shop- annual engraving 2024-25	£198.56. Requested PC to fund this year's engraving. Mrs. Condie requested further discussion on this in the next PC meeting
5	Sky Academy trip (P5-7) to Livingston	The school has managed to get two minibuses plus two drivers free of charge. PC has kindly agreed to pay for the fuel cost of two minibuses.

Income:

ParentPay payments for Pantomime

6. Accounting adjustments to 2024-25 School Fund Package

DSM budgets were adjusted by Mrs. Suzanne Skeldon, our Finance officer to tally the school fund and carry forward the balance to 2025-26 package

7. Plans for this session

To implement sustainable impact to the budget, the school will purchase a quaich (a rolling trophy) which will be presented to an overall winner for the Scots Poetry. This will reduce the school's outgoings for book tokens and sweets.

The school is looking at options to reduce the annual purchasing of 8 sports trophies. The option of purchasing 8 sports trophies that can be used as a rolling trophy has been discussed with the Parent Council Chair and Treasurer and now will be taken to the next Parent Council meeting for further consideration. This will substantially reduce the year end cost and make it more cost efficient and sustainable model. The only outgoing will be an annual engraving.

Balance on School Fund as of 8th October 2025 (£527.65)

8. Date of Next Meeting:

To be confirmed based on availability