

RUTHVENFIELD SCHOOL FUND COMMITTEE

MINUTES OF MEETING- Held on 28th November 2024

Present: Mrs. Sarah Burke – Chairperson/Head Teacher

Mrs. Vaishnavi Prabakaran -Treasurer

Mrs. Gill Scrimgeour – Committee Member / Principal Teacher

1. Apologies:

N/A

2. Approval of Minutes of Meeting on 28th November 2024

The Minutes of the previous School Fund Meeting was approved.

3. 2023/24 School Fund Package

The 2023/24 year ended with £4024.73 (June 2024) in General Fund.

Opening balance in Sep 2024 – £ 2568.33.

4. 2024/25 School Fund Package – Constitution and Committee Declaration Form to be signed by Committee - Completed

5. 2024/25 School Fund Package as of 28th November 2024

The following items were deducted from June month account balance.

Expenses:

Cheque	SEP	841.65	Education city (£ 650), Waterstones token (£42), Trophy engraving (152.20), PP refund charges (-£2.55)
Cheque	SEP	674.75	Learning journal (£ 260), Whole school trip to EDI (£ 420). PP refund charges (- £ 5.25)

Income:

Amount of £60 credited from Perth and Kinross Council for PEKT award

Balance in Oct 2024 – 3422.25

Income:

ParentPay payments for Curling and Pantomime

Balance as on 27th Nov 2024 – 3422.25

- ❖ *Panto tickets are paid by finance team. It is yet to reflect in our bank statement*
- ❖ *Yet to receive invoice for Curling cool. Payment follows.*
- ❖ *£59.71 will be paid by Parent Council – Paid towards training of Mr. Briggs for Trailer (Trip to Lochranza)*
- ❖ *£12 for Poppy appeal is yet to be deducted from bank. Statement awaits*
- ❖ *Sumdog Spelling and Grammar subscription £57.60 yet to deduct from bank. Statement awaits.*

- ❖ *Yet to pay for Sounds of the deep (Docherty Coach) - £280 from school fund. £100 travel bursary will be received from Perth Theatre and Concert Hall after the trip in Feb 2025.*
- ❖ *Tinsel and Tea Towel subscription (£24) yet to be paid. Awaiting invoice from PKC*
- ❖ *We are currently receiving payments for Christmas Show priced at £5 for adult and £2.5 for child in Parent Pay*
- ❖ *We are also receiving payments for Lochranza deposit of £71 in Parent Pay*

6. Accounting adjustments to 2023-24 School Fund Package

No adjustments currently necessary

7. Plans for this session

Purchase Literacy Scholastic books

Purchase ASN and Sensory items

8. Date of Next Meeting:

To be confirmed based on availability