

## RUTHVENFIELD SCHOOL FUND COMMITTEE

### MINUTES OF MEETING- Held on 27<sup>th</sup> March 2025

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 27<sup>th</sup> March 2025**

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

To add Rona Mackenzie as another member for next term.

#### **5. 2024/25 School Fund Package as of 24<sup>th</sup> March 2025**

##### **Expenses:**

1	3 Waterstone books tokens for World Book Day - £6 each	£18 To be deducted
2	3 waterstone book tokens for Scots poetry challenge - £6 each	£18 Paid
3	5 Scholastic big books	£1072.50 Paid
4	Art Supplies	£208.33 Paid
5	Paul trailer training	£60 - food bank fund

##### **Upcoming expenses:**

1	Ferry tickets to Lochranza	£137.70
2	Sports equipment (TBC) - BEAR scotland?	£250 Money is with Parent Council
3	Awaiting fuel charges for the year 2024	

##### **Lochranza:**

Paul has £200 from the Methven community food fund. We have used £60 for the trailer training. The remaining £140 will be used for the fuel during the trip. The cash is with Paul.

There might be an addition £100 that paul might be able to get for the Lochranza trip. He will keep us informed.

Balance in Feb 2025– £7092.8

**Income:**

ParentPay payments for Lochranza

- ❖ *Yet to pay for Bannockburn trip - £56 in school fund. We have approval of £30 travel subsidy for the trip. Travel invoice for £35 received. The travel cost is not charged from Parents. The fuel balance £5 will be from the school fund at later stage*
- ❖ *Lochranza trip – deposit of £1491 is paid and is reflected in the bank statement. Yet to pay the final amount. £389 per pupil.*
- ❖ *To discuss on School Fund package that has some money left from previous years*

<b>S No</b>	<b>Item</b>	<b>Amount recd in Parent Pay</b>	<b>How did we use it?</b>
1	<i>Ceilidh</i>	£ 505	<i>Learning journal – 260 Trip to Edinburgh – 29.58 Balance: 215.42 <b>Use the balance for</b> Ferry – 137.70 (yet to pay)</i>
2	<i>Christmas Show</i>	£ 707.5	<i>Art supplies – 208.33 Balance – 491.67</i>

**6. Accounting adjustments to 2023-24 School Fund Package**

No adjustments currently necessary

**7. Plans for this session**

Related to School Improvement priorities

**8. Date of Next Meeting:**

*To be confirmed based on availability*