



## BREADALBANE ACADEMY

Meeting:	School Fund Committee Meeting	
Date & Time:	28 <sup>th</sup> June 2018	
Location:	Headteachers Office, Breadalbane Academy Community Campus	
Attendance:	John Devine, Jenda Macluskey, Kelly Leighton (minutes), Nick Ferguson,	<b>Action</b>
Apologies:	Elaine Burke, Scott Douglas, Victoria Marshall	
Agenda:	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Update on Current School Fund Balances</li> <li>• AOB</li> </ul>	
1.	<p><b><u>Welcome</u></b>            JD thanked everyone for coming to the meeting given how busy everyone was in the run up to the end of term. KL passed on apologies for those unable to attend.</p>	
2.	<p><b><u>Update on Current School Fund Balances</u></b>            KL informed the group that during the SF audit it was brought to her attention that a SF meeting should be held by the committee at the end of the school year to discuss projects with a negative balance. The committee should discuss these negative balances to see if they agree to cover them with money from the general reserve project to put them to a zero balance.</p> <p>Activities Week 2017 – all invoices now received and the project has an outstanding balance of £453.55. This is due to some pupils attending trip and not paying. It was agreed that the SF would cover this while the office continued to contact parents and request for payment to be made.</p> <p>Science Club, £239.45 – this was a club run by a previous teacher, Stuart Blair, where they sent a hot air balloon into space. All invoices now received and payments made. The group agreed to cover the overspend from the general reserve funds.</p> <p>Manchester Trip £225, this was an excursion run by Scott Douglas and is due to pupils not having not yet paid. It was agreed that the SF would cover this while the office and SD continued to contact parents and request for payment to be made.</p> <p>London Parliament £279 – a trip to London organised by Dougie Woodrow monies due to pupils having not yet paid. It was agreed that the SF would cover this while the office and DW continued to contact parents and request for payment to be made.</p> <p>S1 Panto Trip £103 – a trip organised by Barbara Strathearn providing all S1 pupils with the opportunity to see a production on stage. The balance due is to</p>	

<p>pupils having not yet paid. It was agreed that the SF would cover this while the office and BS continued to contact parents and request for payment to be made. Osage County, £293.95 – as part of the curriculum for Drama, pupils has to see a certain amount of productions throughout the school year. Sarah Henderson Drama supply organised this one. Outstanding balance is due to pupils having not yet paid. It was agreed that the SF would cover this while the office and ST/EMS continued to contact parents and request for payment to be made.</p> <p>Nursery Snack, £578.01 – parents of nursery pupils are expected to pay for snack. The outstanding balance is due to parents having not yet paid. It was agreed that the SF would cover this while the office and the nursery team continued to contact parents and request for payment to be made. A further discussion ensued as to how we can try and prevent this from happening going forward – this will be picked up during the next term.</p> <p>The SF group agreed that any monies paid going forward to the projects mentioned that the money should then be transferred into the general reserve to cover. KL also noted that as some pupils had now left BA that they may never be able to get the payments due.</p> <p><b><u>AOB</u></b> JD thanked the group for their time and wished them a good summer break.</p>	
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Minutes Approved: .....

Designation: .....

Date: .....