



BREADALBANE ACADEMY

Meeting:	School Fund Committee Meeting	
Date & Time:	4 th October 2018	
Location:	Headteachers Office, Breadalbane Academy Community Campus	
Attendance:	John Devine, Jenda Macluskey, Kelly Leighton (minutes), Scott Douglas, Fiona Fennell, Victoria Marshall	Action
Apologies:	Nick Ferguson	
Agenda:	<ul style="list-style-type: none"> • Welcome • Matters Arising • Account update • School Fund Applications • Prom 2016 Income & Expenditure • AOB 	
1.	<p><u>Welcome</u> JD welcomed everyone to the meeting. JD apologised for the cancellation of the meeting last term due to other commitments and teaching. JD noted that this was Fiona Fennell's first school fund meeting and asked JM to provide her with an overview of what the school fund expectations were.</p>	Approved
2.	<p><u>Matters Arising</u> JD asked the group to go over the minutes from the last meeting and check for accuracy. JD informed the group that the last meeting was to go over any projects with a negative balance. Minutes were approved.</p>	
3.	<p><u>Account Update</u> KL provided the committee with an update on the account. KL also informed the committee that office staff has been contacting parents in regards to outstanding payments from trips etc. from the previous year. Some monies have slowly been coming in and credited to the appropriate project. KL also mentioned that there are still outstanding payments from the Ski Trip in Jan - JM has been contacting parents in regards to this. SD was asked to again speak with the pupils concerned. KL also informed the group that the money set aside to assist in payment of transport for pupils has almost ran out – ideas were discussed on how to go about raising more funds.</p>	
4.	<p><u>School Fund Applications</u> Mairi Simmons, Nurture Teacher requested £174 to fund transport and tickets for the nurture class to go to Pitlochry Festival Theatre for a circus workshop. KL informed the group that Mairi and the class have sold apples etc. from the community garden and placed their proceeds in SF, totalling £90, which would go towards the cost. This was approved by the committee.</p>	

	<p>Anna Seward and Julie Thomson, Primary Teachers requested £150 to purchase percussion instruments for the choir. This was discussed with the committee and decided that this bid does not fall under the criteria of non-curricular and should come from DSM. KL to ask Anna and Julie to go to VM with their request.</p> <p>Meg Neilson HE Teacher requested assistance of £5 per head for pupils attending the baking club. KL informed the committee that ACORN figures were obtained as per the discussion in a previous meeting, however, she was still awaiting final figures from Meg, once KL has received the information, and she will get back to JD.</p> <p>Donna Jenkins, Acting PT Primary requested £563.28 to purchase waterproof clothing for outdoor learning in the Nursery. After discussion it was decided that request was not fall under the criteria of non-curricular. KL would go back to DJ and suggest approaching the Parent Council and their FOG committee with the bid.</p> <p>Vicky Marshall, Depute Primary requested £500 to purchase playground equipment for P1-7 pupils. After discussion it was decided that the monies from the PKC Education Trust (£1134) would be split evenly between the VM bid for equipment and the transport fund - £567 each. KL would facilitate this and show it in the accounts.</p>	<p>Denied</p> <p>On-going</p> <p>Denied</p> <p>Approved</p>
<p>5.</p>	<p><u>Prom 2016 Income & Expenditure</u> JM informed the group about funds still on the account from Prom 2016 (school year 15/16). This is due to the school not being charged for the VAT against the booking of the venue and food. JM has been in discussions with finance in regards to whether or not we are required to issue refunds. Finance informed JM that as a refund would be equal to under £10 per pupil, this was a few years ago and all pupils have moved on, that a discussion with the committee and confirmation that everyone was happy for the funds to be placed in the general reserve would be sufficient. The committee all agreed with this recommendation.</p>	<p>KL</p>
<p>6.</p>	<p><u>AOB</u> There was a discussion regarding official wording to be included in every trip letter to ensure that, payment being made in advance, hardship cases, uniform and behavior aspects were all covered. JM to come up with this and pass to KL.</p> <p>KL informed the group that a date for the next meeting would need to be set and would send out calendar invites. JD thanked the committee for their time and concluded the meeting.</p>	<p>JM</p> <p>KL</p>

Minutes Approved:

Designation:

Date: