



## BREADALBANE ACADEMY

Meeting:	School Fund Committee Meeting	
Date & Time:	20 <sup>th</sup> December 2018	
Location:	Headteachers Office, Breadalbane Academy Community Campus	
Attendance:	John Devine, Jenda Macluskey, Kelly Leighton (minutes), Scott Douglas, Fiona Fennell, Victoria Marshall, Nick Ferguson	<b>Action</b>
Apologies:		
Agenda:	<ul style="list-style-type: none"> <li>• Welcome</li> <li>• Matters Arising</li> <li>• Account Update</li> <li>• School Fund Audit</li> <li>• Trip Communication Wording</li> <li>• AOCB</li> </ul>	
1.	<p><b><u>Welcome</u></b> JD welcomed everyone to the meeting.</p>	
2.	<p><b><u>Matters Arising</u></b> None.</p>	
3.	<p><b><u>Account Update</u></b> KL gave an update on funds in the bank account.</p> <p>Group discussion about managing hardship. There is a need to ensure DSM covers curricular activities and that school fund is not covering for general subsidy.</p> <p>M Young currently researching grants to cover transport costs.</p>	
4.	<p><b><u>School Fund Audit</u></b> PKC Auditor attended to audit the 17/18 School Fund accounts. Auditor very positive about the management of the accounts.</p>	
5.	<p><b><u>Trip Communication Wording</u></b> Wording for staff to include in all trip communications agreed. JM to issue to staff.</p>	<b>JM</b>
6.	<p><b><u>AOCB</u></b> Discussion about the need to refocus fund raising efforts on raising money for school funds. JD to email staff to remind them of this.</p>	<b>JD</b>

Minutes Approved: .....

Designation: .....

Date: .....