



BREADALBANE ACADEMY

Meeting:	School Fund Committee Meeting	
Date & Time:	7 th February 2019	
Location:	Headteachers Office, Breadalbane Academy Community Campus	
Attendance:	John Devine, Jenda Macluskey, Kelly Leighton (minutes), Scott Douglas, Fiona Fennell, Victoria Marshall, Nick Ferguson	Action
Apologies:		
Agenda:	<ul style="list-style-type: none"> • Welcome • Matters Arising • Account Update • Outstanding Balances • Transport Funding Update • Trip Communication Wording • School Fund Requests • AOCB 	
1.	<p><u>Welcome</u> JD welcomed everyone to the meeting.</p>	
2.	<p><u>Matters Arising</u> JD to speak to staff at INSET day about importance of raising money for School Fund. KL to provide JD with a breakdown of previous school fund balances.</p>	
3.	<p><u>Account Update</u> KL provided an update on funds in the bank account and trip income and expenditure.</p> <p>Comrie Croft – KG to provide a breakdown of total cost per head.</p> <p>JD thanked the office for ensuring Activities Week payments from 2018 had been chased up and losses kept to a minimum.</p>	
4.	<p><u>Outstanding Balances</u> KL presented outstanding balances for unpaid fees;</p> <p>Comrie Croft 2017 - £708.67 Comrie Croft 2018 - £1223.41 Activities Week 2018 - £261.17 Class Trips 2018 – £1293.48 Nursery Snack 17/18 - £54.94</p> <p>It was agreed by the committee that the funds would be transferred from the school fund general reserve to cover the outstanding amounts and bring them to a zero balance.</p>	
5.	<p><u>Transport Funding Update</u> M. Young has had no success sourcing funding to support transport. JD and JM to discuss further with MY.</p>	

6.	<p><u>Trip Communication Wording</u> Trip communication letter now approved. JM to issue to staff.</p>	JM
7.	<p><u>School Fund Requests</u> Jannine Lewis, Primary Teacher requested £250 to go towards the P5 school trip. The committee agreed that the school fund would subsidise the trip at £5 per head; 35 x £5 = £175. This was subject to trip approval as an outline excursion form had not been received by VM.</p> <p>Maree Grant, Primary Teacher requested £700 to go towards the P/7 school trip. The class would like to use the proceeds made from the recent Birks Bag enterprise carried out by the pupils. A discussion took place in regards to the income of the enterprise. KL and JM informed the group that during their initial meeting with the pupils it was noted that part of the money would be going into the school fund. The committee decided that VM would talk to MG about this further and update the group.</p> <p>Maree Grant, Primary Teacher requested £50 to purchase Chess and Draughts sets for Golden Time. It was decided by the committee that the bid did not fall under the criteria for school fund and that the items requested should be purchased through DSM monies. It was also noted during the meeting that there are spare board games kept within the Primary department.</p> <p>Mairi McCormack, RME Teacher requested £640 to attend GTCS Professional Recognition: Mindfulness course at University of St Andrews. The committee denied this request as the bid does not fall under the criteria for school fund (non-curricular) and would come from DSM.</p>	<p>Part Approved ~ Subject to Trip Approval</p> <p>VM</p> <p>Denied</p> <p>Denied</p>
8.	<p><u>AOCB</u> KL informed the group that various teachers had been successful in obtaining funding from the Parent Council FOG for various trips and activities.</p> <p>JD thanked everyone for attending the meeting.</p>	

Minutes Approved: *Malcolm Key*
 Designation: *Business Manager*
 Date: *16/7/19*