

BREADALBANE ACADEMY

Meeting:	School Fund Meeting	
Date & Time:	Tuesday 18 th June 2019	
Location:	Breadalbane Academy	
Attendance:	JD, SD, FF, JM, NF, KL	Action
Apologies:	VM	
1	<p><u>Welcome</u> John welcomed everyone to the last meeting of the school year.</p>	
2	<p><u>Previous Minutes and Matters Arising</u> Cost per head for Comrie Croft still required- JM to follow up with KG.</p> <p>Transport grants - MY still looking for transport funding. More minibus drivers have now been trained.</p> <p>Agenda item for next meeting – cost of the School Day.</p> <p>JD to remind staff of the importance to raise funds at the next staff meeting.</p>	JM JD
3	<p><u>Account Update</u> KL provided the group with an update of the school fund account. KL explained that the SF account had £80,837.70, however this high amount is due to two large trips going out next school year; Battlefields 2019 and Ski Trip 2020. There is still a lot of invoices to be received for Activities Week, Comrie Croft 2019, Primary Trips and various other items.</p>	
4	<p><u>Balance Transfers</u> £1050.42 to be transferred from the General Reserve (GR) to cover the Nursery snack overspend. Going forward this won't be an issue as snack is covered by Tayside Contracts.</p> <p>£160 to be transferred from GR to cover the Higher Education Fair. This was due to some pupils not paying and a drop in numbers. KL to arrange for transfer from DSM as this is a curricular trip and should not be paid by SF. Unpaid payments still being followed up by the office.</p> <p>£306 to be transferred from GR to cover The 306 Dusk trip. This was due to some pupils not paying. KL to arrange for transfer from DSM as this is a curricular trip and should not be paid by SF. Unpaid payments still being followed up by the office.</p> <p>£147 to be transferred from GR to cover London Parliament Trip, this was due to a shortfall of grant received. KL to arrange for transfer from DSM as this is a curricular trip and should not be paid by SF.</p> <p>£460 to be transferred from GR to cover S1 Theatre trip. KL to arrange for transfer from DSM as this is a curricular trip and should not be paid by SF and it was agreed that JD would cover the cost of the transport.</p> <p>£88.50 to be transferred from GR to cover The Last Witch. This was due to some pupils not paying. KL to arrange for transfer from DSM as this is a curricular trip and should not be paid by SF. Unpaid payments still being followed up by the office.</p>	KL KL KL KL KL KL

	<p>£33.00 to be transferred from GR to cover a shortfall for S2 Holyrood Trip. This was due to a miscalculation in costing for the trip by the trip leader. KL to arrange for transfer from DSM as this is a curricular trip and should not be paid by SF.</p> <p>£69.23 is to be transferred from Prom 2018 into GR. A refund per pupils approx. £1.10 each. However, it is impossible for us to calculate due to a list not being provided from the pupils when planning. It was agreed that the money would be placed into GR.</p> <p>SD agreed that any small amounts of money left over in different PE projects should all be placed into the generic PE Team Strips project. He will get this spent at the start of the next year and any amounts left over can be placed in GR.</p> <p>Ski trip 18 – refunds have been issued. KL explained that a number of parents opted out of the refund and requested for the money to be placed into GR. Quite a few never replied by the deadline date that was stated in the letter. Once all monies for this trip have been paid, any surplus will be transferred into GR.</p> <p>Activities week 2019 account update. Outstanding invoices are being followed up, once they are all received, we will have a better idea of the total shortfall.</p> <p>Other outstanding parent payments discussed. Guidance teacher to make contact with parents.</p> <p>Agreed to refund Parent Council £200 not spent by Art department.</p> <p>£54.23 credit from French Exchange 2015 to be placed in GR.</p>	<p>KL</p> <p>KL</p> <p>SD</p> <p>KL</p> <p>JM</p> <p>KL</p> <p>KL</p>
5	<p><u>AOCB</u> No items were brought up.</p> <p>JD thanked everyone for attending.</p>	

Distribution:

Mr Devine
Mrs Macluskey
Mrs Leighton
Mrs Marshall
Mr Douglas
Mrs Ferguson
Mrs Fennell

Signed:



Date: