



Belonging, Believing,
Breadalbane Academy
Aspiring, Achieving!

Meeting:	School Fund Meeting	
Date & Time:	Tuesday 30 th June 2020	
Location:	Virtual meeting on teams	
Attendance:	JD, KL, FF, NF, RM, SD, VM	Action
Apologies:		
1)	<p><u>Welcome</u> JD welcomed everyone to the meeting noting that the meeting was taking place virtually due to the current COVID situation. JD noted that no meeting took place the previous term due to the national lockdown and the meeting being cancelled.</p>	
2)	<p><u>Minutes</u> The previous minutes were discussed and approved by SD.</p> <p>KL had connections issues and had to relocate to another room.</p>	
3)	<p><u>Account Update</u> KL informed the group that she was unable to provide an exact update for the account up to the end of June. This was due to the SF package having an error within the expenditure formulas resulting in a variance on the reconciliation page that was incorrect. The package has been sent to finance so they can amend the formula. KL provided the committee with an accurate update of the account up to the end of May at which point the account was sitting at £29,568.40. KL provided the committee with an update on all the refunds that have been issued due to trip and event cancellations and the processes that had to be followed. KL also informed the committee that the School Fund audit will take place virtually between KL and Fiona Lambie on 23/07/2020.</p>	
4)	<p><u>Outstanding Balances / Balance Transfers</u> School Calendar – there is an outstanding balance of £1,315.80 showing against this project. KL informed the group that she has been chasing the Parent Council for this payment and has been told that a cheque for the whole amount will be passed into the office.</p> <p>Westminster 19 – KL informed the committee they are still awaiting monies to come through for this grant to cover the cost of the trip. The office team have been following this up and have sent off the completed paperwork three times. There has been an issue with this due to staffing on their end and the COVID lockdown. KL is hopeful that this will be sorted before the end of the SF financial year.</p> <p>Christmas Parties – there is a shortfall on this project due to lack of parent payments being made. KL requested that the £89.71 comes from GR to cover the amount but that the school office will continue to chase parents for payment – approved.</p> <p>Comrie Croft 20 – KL informed the group that it had been agreed by CC and SMT for the deposit paid for the 2020 trip would be transferred to secure the dates for 2021. SF has always paid the deposit for this trip and parental contributions do not cover it. The deposit is returned to the SF after the trip. KL will amend the project names within the package. Funding also awarded to Comrie Croft 20 by SMT will be transferred over to Comrie Croft 21.</p> <p>Ski Trip 2018 – KL updated the committee on the progress with the trip. All parents have been contacted regarding a refund for monies remaining. All refunds for those who requested one have been paid out. Most parents requested that the money be placed into the school fund. KL also informed the group that the outstanding pupil payment has still not been received. When the parent is contacted, she always says that she will pay and has never requested any funding assistance. The parent has also been invited to meet with the HT to discuss but unfortunately does not attend</p>	<p>KL</p> <p>KL</p> <p>KL</p> <p>KL</p> <p>KL</p>

	the scheduled meetings – KL will continue to follow this up. The remaining amount of £285.90 to be transferred to GR.	
	Highland Chef – remaining amount of £23.48 from SF bid to be transferred back to GR – approved.	KL
	Nursery Jackets – remaining amount of £1.72 to be transferred to GR.	KL
	Pit Stop – this project still has £19.02 remaining. VM to speak with JM and will request an order for the amount be sent to KL.	VM / KL
	Primary Playground Equipment – £416.65 remaining. VM will put together an order and pass to KL.	VM / KL
	Primary Sea life Trip 19 – the method of transport for this trip was school Land Rover and minibus. The costs for these were originally put against the transport project, KL looking to transfer the funds over to cover this – approved.	KL
	Support – KL will contact the support department and request an order for £66.27.	KL
	Ski Trip 20 – SD confirmed that the amount of £77.46 can be transferred into GR.	KL
	JL Grant – VM will speak with Jim and request an order for £33.92 to use the remaining amount.	VM / KL
	PE Team Strips – SD will pass KL an order for £54.43. Any monies remaining can be placed into GR.	SD / KL
	SFL Garden - KL to contact Jill Pearson and ask for this money to be spent - £66.30.	KL
5)	<u>AOB</u> JD thanked everyone for their virtual attendance and wished everyone a good summer.	

Distribution:
Mr Devine
Mrs Leighton
Mrs Munro
Mrs Marshall
Mr Douglas
Mrs Ferguson
Mrs Fennell

Signed: 

Date: 11/11/2020