



Meeting:	School Fund Meeting	
Date & Time:	Wednesday 11 <sup>th</sup> November 2020	
Location:	ICT006 & Teams	
Attendance:	JD, KL, FF, NF, RM, SD, VM	<b>Action</b>
Apologies:		
1)	<p><b><u>Welcome</u></b>          JD welcomed everyone to the meeting noting that some were attending in person and others virtually due to the still ongoing COVID situation. JD also noted that no meeting took place the previous term due the committees busy diaries.</p>	
2)	<p><b><u>Minutes</u></b>          The previous minutes were discussed and approved by RM.</p>	
3)	<p><b><u>Account Update</u></b>          KL informed the committee that the account was sitting at £33,163.89 as of 31<sup>st</sup> October. As the Battlefields trip has been cancelled the process has started with Finance to have full refunds issued to all parents. KL further explained that as no monies had been paid out for the trip, this will be an easy process. The General Reserve is sitting at £11,799.19.</p> <p>KL also informed the group that deposits have been made into the bank account for £1000 and £500. Unfortunately, there was no clarification on the deposits as to who they came from and why. KL has made enquiries with the bank to trace the monies, but they have not been able to obtain any further information. KL will email staff, to enquire as to any grants that they may have applied for and not informed KL of.</p> <p>SD and KL had a discussion on the funds remaining in the Basil Death Grant as some of the monies had been used by DofE to purchase tent poles – it was agreed by JD &amp; SD &amp; DofE the Basil Death Grant would cover the cost. However, the school would not receive the grant until September, school fund would cover the cost in the interim until the funds cleared and could be transferred back. DofE would fundraise to replace the funds.</p> <p>KL pointed out to the group that there are still various projects that have been sitting with funds remaining in them for a long period of time. KL has emailed the staff member related to each project to ask for the remaining monies to be spent or if they would like to the funds transferred into the General Reserve – this was followed by a discussion on each project.</p>	<p>KL</p> <p>KL</p> <p>KL</p>
4)	<p><b><u>SF Audit 2019/20 Feedback</u></b>          KL met with Fiona Lambie from Finance on 23<sup>rd</sup> July over team for the annual SF audit. FL had no matters of any concern and was happy to sign off the accounts for 2019/2020. The certificate has been sent and can be located on the website.</p>	
5)	<p><b><u>School Fund Requests</u></b>          Caroline Stewart, PT HE – has requested £200 to purchase prizes for the annual Highland Chef competition. Caroline noted that they may not be able to run the competition as they have in the past due to any COVID restrictions that are in place, however, would still like to provide an opportunity for pupils to take part – approved.</p> <p>Fiona Fennell, Maths Teacher – Requested £179 to enter pupils into Maths competitions – approved.</p>	<p>KL</p> <p>KL</p>

6)	<b><u>Outstanding Balances / Balance Transfers</u></b> Nursery Jackets – this was funds provided by the Parent Council for the purchase of waterproofs. The invoice for this has been incorrectly paid from DSM, KL will organise for the funds to be transferred over.	KL
7)	<b><u>AOB</u></b> There was no other business brought to the table. JD thanked everyone for attending the meeting.	

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

Signed: 

Date: 12/11/2020