



ST. DOMINIC'S RC PRIMARY SCHOOL
School Fund Committee Meeting

LOCATION: St. Dominic's RC Primary School
DATE: Tuesday 25th November 2020

**St Dominic's RC Primary
Early Learning & Childcare**
Broich Road
CRIEFF
PH7 3SB

Tel: 01764 657 800 (Primary)
Tel: 01764 657 865/6 (ELC)
Fax: 01764 654 373

Email: St-Dominics@pkc.gov.uk

PRESENT:

Chairperson - Elizabeth Hunter (EH)
Treasurer - Alice Crowley (AC)
Committee Member - Dawn Robertson DR)
Committee Member – Sheila McGregor (SM)

APOLOGIES:

N/A

Number	Item	Owner
1	Welcome	
2	Previous Minutes The Minutes of the previous School Fund Committee Meeting held on 17 th March 2020 were agreed by all members.	
3	Outstanding Actions Not applicable.	
4	Changes to School Fund Documentation Due to Shona McCulloch's retirement, her replacement Alice Crowley will be appointed Treasurer and an additional committee member Sheila McGregor has been appointed to ensure a full perspective of the School and Early Learning Childcare (ELC) is provided. Therefore, the Constitution (now version 4) has been updated to reflect these changes and all members of this School Fund Committee (SFC) to sign the updated version. Alice Crowley (Treasurer) and Sheila McGregor (Committee Member) to also sign the individual Committee Member Declaration on reading the School Fund Guidelines.	ALL AC & SM

Number	Item	Owner
5	<p>2020/21 Update</p> <p>As above, due to Shona McCulloch's retirement on 04/09/2020, new appointment and training, this is the first quarterly financial meeting of the school year. Finance Officer made aware. Plan is to meet again late January, March and June.</p> <ul style="list-style-type: none"> - £420 spent on Zoom Pantomime: SFC agreed this was a nice gesture for the children to enjoy and something to look forward to. - £114 spent on Homework P1/2 Bookbags: Normally this is reimbursed by the Parent Council with funds raised from the Winter Fayre. However due to COVID the winter fayre cannot go ahead and the SFC agreed today this would be covered by the SF. - SFC agreed the recent donations from Mr Newman, carry forward from Lent in 2020, total of £403.26 will be divided and donated to SCIAF & Marys Meals (along with any other donations for these charities), towards the end of the school year. <p>Christmas Hampers: SFC discussed and agreed the raffle money income will be used to purchase playtime equipment boxes for the playground, responding to a request from the children and parents about playtime activities. This will be consulted with the children. Additionally, re-painting lines, painted games e.g. hopscotch, boombox for the front playground and shelters are also needed. <i>DR to explore options for paint and shelter.</i></p>	DR
6	<p>School Fund Package Balances as at October bank statement:</p> <p>A. General Fund £2865.58: SFC agreed to have this for emergencies and to help subsidise events/trips where appropriate.</p> <p>B. SCIAF & Meals £2784.75: SFC queried the balance, as Donation cheques were provided in the last financial year. <i>AC to query with Finance Officer (FO)</i></p> <p>C. Nursery Snack £607.74: The reason for this surplus was arrears were chased and duly paid. Additionally, Wraparound/Nursery snack shared cost of ordering and payment of snacks and baking activities. SFC agreed this should be transferred to Nursery Toy fund. <i>AC checked with FO and for the 2-week period from 20/03/2020 – Easter break; Parents will be refunded their snack payment if payment was made. The balance will then be transferred to Nursery Toy fund.</i></p> <p>D. Nursery Toy £378.83:</p>	AC AC

Number	Item	Owner
	<p>Parents' consent was obtained to spend this on Nursery toys and an order was placed. However, the items were discontinued. Once the balance above is transferred, an order will be placed with an alternative Supplier for better quality of the same toys.</p> <p>E. Lendrick Muir £28.31: This is a Historical carry forward. SFC agree to transfer this to the General Fund. <i>AC to inform FO.</i></p> <p>F. PP Charges £-38.68: Not yet refunded by PKC</p> <p>G. Pope Francis P6/7 Faith Award £0: Project code no longer required as this is covered in the general fund.</p> <p>H. Fruit Burst £1016.76: This is a Historical carry forward. SFC agree to transfer this to the General Fund. <i>AC to inform FO.</i></p> <p>I. Ski Trip £0: N/A for 2021</p> <p>J. Panto £-636.00: <i>AC to query deficit with FO</i></p> <p>K. Dalguise 2020 £-730: <i>AC to query deficit with FO</i></p>	<p>AC</p> <p>AC</p> <p>AC</p> <p>AC</p>
7	<p>Adjustments Required to School Fund Package</p> <p>The following adjustments were agreed at the meeting:</p> <ul style="list-style-type: none"> - 3 Nursery Snack to Nursery Toy 4 - 5 Lendrick Muir to General 1 - 8 Fruit Burst to General 1 	
8	<p>AOB</p> <p>AC waiting on instructions from Andrew Mitchell regarding inserting a new Finance Page to include a brief explanation and publication of required documents.</p>	AC
<p>Date of Next Meeting</p> <p>The next meeting will be held Wednesday 20th January 2021.</p>		