



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

LOCATION: St. Dominic's RC Primary School
DATE: 22 January 2021

**St Dominic's RC Primary
Early Learning & Childcare**
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CRIEFF
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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 25 th November 2020 were agreed by all members.	
3	Review of Previous Actions 4 - & AOB: School Fund documentation: The Constitution and Declarations have been updated and signed accordingly. There is a finance page on the School website with the required published documentation. 5 – Christmas Hampers: A budget of £1000 was agreed upon for the playtime equipment boxes. EH to request teachers ask the children for suggestions and DR & SM to collate responses to enable an order to be placed for these. 6b – SCIAF & MM: The SCIAF & MM balance was not donated due to Lockdown and change-over of staff and training time. However, in light of the Mary's Meal 'double the love' campaign, whereby everyone £1 donated is doubled by the UK government. It was agreed that the balance in this project code	Complete DR & SM

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	<p>would be donated to Mary's Meals. Therefore, a BACS request is being processed for £3222.70 to Mary's Meals.</p> <p>6d – Nursery Snack: Any nursery snack refunds due have been processed in December and the remaining balance of £529.46 will now be transferred to Nursery Toy fund. AC to inform Finance Officer (FO).</p> <p>6e - Nursery Toy Fund: ELC to be informed to place their order. These toys will be accessible to ELC and Primary children.</p> <p>6e-k balances: Following on from the last meeting, AC and FO discussed the deficit balances from Dalguise, Panto and PP Charges. As well as the surplus balances in Fruit Burst, Lendrick Muir and SCIAF & MM.</p> <p>As a result, corrections were made in the 1920 Package as some income had been coded to the incorrect project code e.g. panto income accidentally coded to fruit burst, hence fruit burst had a large balance and panto was in deficit. Workings of these calculations have been saved in the shared drive, prepared for audit.</p> <p>Therefore the 2021 Package has a zero reconciled balance in Lendrick Muir, Fruitburst and Panto. The PP charges is showing an updated deficit of a much smaller amount which is correct.</p>	<p>Complete</p> <p>AC</p> <p>AC</p> <p>Complete</p>
5	<p>2020/21 Update</p> <p>FO advised to create a new project code for Crieff Christmas Lights (CCL). CCL have also confirmed to hold onto donations until 2021 Christmas light switch on.</p> <p>FO also advised going forward where SF covers a balance that this is coded to general and not the specific project code in the expenses tab.</p>	
6	<p>School Fund Package Balances as at December bank statement:</p> <p>A. General Fund £3975.84 SFC agreed to maintain a minimum of £2000 for emergencies and to help subsidise events/trips where appropriate. Therefore £1975 remains for the playground, of this £1000 for boxes as mentioned above. Other suggestions of paint to enable the mural to be updated and painted games on the tarmac. We have also received a generous donation of £100 towards the playground, from the Wilkie Family. This will be reflected in the next bank statement and balance.</p> <p>B. SCIAF & Meals £3222.70 BACS for £3222.70 in-process for Mary's Meals double the love campaign.</p> <p>C. Nursery Snack £529.46: To be transferred</p> <p>D. Nursery Toy £344.20: An order will be processed shortly for ELC toys.</p> <p>E. PP Charges £-17.45: Correct, still to be refunded by PKC.</p> <p>F. CRF Xmas Lights £86: To be donated November 2021 as per their request.</p>	<p>DR/SM Ongoing</p> <p>AC</p> <p>AC</p>

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7	Adjustments Required to School Fund Package The following adjustments were agreed at the meeting: - 3 Nursery Snack to Nursery Toy 4	AC
8	AOB As we have made a generous donation to Mary's Meals, it was agreed that the next donation should be for SCIAF. EH to discuss fundraising ideas for SCIAF with teaching staff at their next meeting.	EH Ongoing
Date of Next Meeting The next meeting will be held w/c Monday 22 nd March 2021.		