



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

LOCATION: St. Dominic's RC Primary School
DATE: 05 September 2022

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

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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 13 May 2022 were agreed by all members.	
3	Review of Previous Actions (6.A) EH to chase an update with parents regarding the playground shelter. In the meantime, AC to obtain a quote for tarpaulin for the shelter outside the Discovery Zone. AC unable to recode the Houseproud PO for this structure to SF from DSM; to use part of the original shelter donation – as Finance confirmed no changes can be made to accounts for the previous financial year. (5.B) SCIAF & Mary's Meals £291 All BACS transfers complete to both SCIAF and Mary's Meals.	EH ongoing AC Complete AC Complete

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	<p>(8) June School Trip</p> <p>EH discussed alternate options with ELC. ELC hosted an end of term party which included a summer show, bouncy castle and disco, inviting parents along. There was a lovely atmosphere, and the parents were delighted to be able to celebrate with the children and staff again. This was possible due to the primary school end of year trip to Blair Drummond.</p> <p>The end of school trip to Blair Drummond was also very successful, the children thoroughly enjoyed these experiences.</p> <p>(9) AOB – Uniform Supplier</p> <p>AC to provide update at the parent council meeting tomorrow night. Samples can be obtained from the new supplier and the turnaround for parents to be able to purchase goods from the website is 10 days. Border Embroideries (BE) has completed their stock take and the credit note of £229.03 covers the stock take goods value of £224.32 in order to end terms with BE as our uniform supplier.</p> <p>(9) AOB – School Menu</p> <p>With the move to frozen meals, there appears to be an increase in food waste at the salad bar and from menu choices as the food does not look or taste appealing with the move to the frozen meals. A laminated feedback chart was discussed to obtain each class's opinion on the menu at the end of each lunch over the 4-week menu. This information will be collated and email to Tayside Contracts.</p>	<p>Complete</p> <p>AC September</p> <p>DR/AC October</p>
4	<p>2022/23 Update</p> <p>New projects are required to reflect more accurately different events held in the school e.g. Disco/Party, Pilgrimage, Christmas, Year-end trip and P7 trip. This aids transparency and helps with monitoring income and losses.</p> <p>An additional project called Awards to also be set up. Tempest commission to be coded to this and used to cover Sports Day Medals, Engraving of Trophies and purchase of certificates.</p>	<p>AC</p>
5	<p>School Fund Package Balances as at August bank statement:</p> <p>A. General Fund £2162.78</p> <p>Less £612.69 (£387.31 of £1000 spent so far on materials and replacement jacket) from the LCPF grant to be used on the playground mural.</p>	

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	<p>Less £600 donation towards the construction of playground shelter which EH is in discussions with parents. <u>Balance of £950</u> (no longer have a £2000 emergency buffer however a £1105 was used towards the end of school trip).</p> <p>B. SCIAF & Mary's Meals £0 MacMillan Coffee morning going ahead on the 30th September. EH suggested a Pakistan Donation bucket for on the day. SCIAF have a Pakistan appeal open on their website. AC to arrange donation to SCIAF following the event.</p> <p>DR Community & Fundraising Citizenship group together with the P7's are working on a communication to be sent soon, requesting families help with baking for this event. SM reminded to include ingredients list.</p> <p>C. PP Charges £0</p> <p>D. CRF Xmas Lights £86: Advised to hold donation until the next community light switch on event, possibly November 2022.</p> <p>E. OD Learn Play £221.15: Open voluntary contribution to spend on outdoor learning, play time equipment. This also includes £113.18 from the Fun Football Friday in June; which will be used to purchase lightweight portable football goals. The cheapest supplier is a website blocked by PKC and therefore AC will purchase and be reimbursed by a School Fund cheque.</p> <p>F. Disco/Party £0: For end of term/end of year celebrations.</p> <p>G. Pilgrimage £0: Religious trips and events. This year the school is hosting Education Mass. The coach hire will cost £1440. Hopefully, the parent council can assist with covering this otherwise a fundraiser will be required.</p> <p>H. Christmas £0: Concerts etc</p> <p>I. Year End Trip £172.40: There is a balance we think due to final numbers on the day and the VAT free amount of the entry ticket for Blair Drummond. AC to confirm with Finance Officer. CeeGees £250 entertainment invoice still to be paid (coded to general) (£67.60 from DSM and £182.40 from SF). Therefore, there may be no balance. Any balance leftover will be put towards 2023 end of year trip.</p> <p>J. P7 Trip £365: The P7's residential trip will be to Dalguise. All 15 P7's have paid there initial deposits and the interim deposit to Dalguise has been paid. This balance is families contributions to interim and final payments. Final payments due in December, reminders will be sent in November.</p>	<p>AC/DR</p> <p>AC – November?</p> <p>AC - September</p> <p>All – ongoing</p> <p>AC – September</p> <p>AC - December</p>

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6	<p>Adjustments Required to School Fund Package Create new project name Awards.</p>	AC - September
7.	<p>AOB</p> <p>Christmas Card & Other Items Each class & ELC will receive templates shortly to begin working on their Christmas artwork. Orders be placed by the beginning of October with payment collected at the end of October. This was a successful fundraiser last year and was well timed for Christmas presents and receiving orders in a timely manner.</p> <p>Paperwork All members have signed the Constitution and Declaration for 2022-23 School Fund year. To be uploaded to school website.</p>	<p>Complete</p> <p>AC - September</p>
<p>Date of Next Meeting The next meeting will be held in November.</p>		