



Education & Children's Services
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ST. DOMINIC'S RC PRIMARY SCHOOL
School Fund Committee Meeting

LOCATION: St. Dominic's RC Primary School
DATE: Thursday 13th November 2025

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

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🌐 <https://www.stdominics-primary-crieff.org.uk>

PRESENT:

Chairperson - Elizabeth Hunter (EH)
Treasurer - Alice Crowley (AC)
Committee Member - Dawn MacGregor (DM)
Committee Member – Christine Cramb (CC)

Staff -

Aileen Brogan (AB)
Fiona Gornall (FG)
Sheila McGregor (SM)
Kim Lackie (KL)
Anne Marie McDougall (AM)
Elizabeth Jeffers (EJ)
Christine Cramb (CC)
Conal Mooney (CM)
Francesca Ottolini-Cramb (FOC)
Gillian Mardon (GM)

APOLOGIES:

Aisling Thornber (AT), Emma Kaminski (EK),
Corinne Lings (CL), Chiara Dowell (CD),
Gerry Horan (GH), Nicola O'Donnell (NO),
Pam Strachan (PS), Kat Gini (KG),
Lynne Leggatt (LL). Hazel Sym (HS)

Number	Item	Owner
1	Welcome Mrs Hunter commenced the meeting with a prayer. Apologies and attendees as noted above.	
2	Previous Minutes The Minutes of the previous School Fund Committee Meeting held on 22 April 2025 were agreed by all.	

Number	Item	Owner
3	<p>Review of Previous Actions Any previous outstanding actions related to school fund balances are highlighted within section 5 &6: Review of the School Fund package balances & Adjustments.</p> <p><u>General discussions regarding school events:</u></p> <p>EH to looking into options CHS could provide for recording future shows. This need will be reviewed and discussed following the Christmas Concert. Considerations as well for those without photo /video permissions.</p> <p><u>7. Considerations for next session:</u></p> <p>Cost of school day and diary for 2025-26 was prepared and shared with families in June 2025.</p> <p>Christmas Cards Tried a new supplier this session, previous supplier's prices increased again and lack of contact. Administration of orders with new supplier was more time efficient and pricing was competitive. Less commission earned as money is paid direct to supplier so there is no invoice to be paid and therefore cannot claim the VAT, however the ease of process was worth it and families were positive on receiving their orders. Requested whether new supplier could add cushions to their products – awaiting reply.</p> <p>Certificate and Punch Reward Cards New certificate theme and rotation in place and communicated to families in October. Punch cards ordered/made and hole punches ordered.</p> <p>8. P6 Achievement: This excursion was actioned and reimbursement of travel now received.</p> <p>Missed items not discussed at previous meeting:</p> <p><u>Defibrillator</u> Discussed the future fundraising required to maintain the defibrillator, as the previous charity in Comrie is no longer running. Agreed although there is one at the fire station, this is a reassuring asset to have on premises and future T4 Bingo fundraisers would be a 50/50 split with CHAS and savings pot for when PADS and batteries require replacement.</p> <p><u>MacMillan</u> Discussed and agreed although there is decline in baking donations and funds raised, the Coffee morning would continue and to ensure we mention shop bought baked items are also welcome.</p>	<p>EH – ongoing</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>

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4	<p>2025-26 Update</p> <p>There is a lot to fundraise for this year as detailed below. This year we propose that funds raised from Commission, Donations, Disco, Concert Tickets, World Book Day and Bingo Tea Fundraiser will go towards subsidising the following:</p> <ul style="list-style-type: none"> • P7 Residential transport • P7 End of year excursion TBC • ELC Fun Day-In Expenses • Sports Day Medals • Certificates • Badges • Healthy Hearts Week • End of Year School Disco • Defibrillator Savings Pot • School Anniversary Event <p>The list above is not exhaustive and as opportunities arise the list could change. In addition, if class excursions are possible from a staffing point of view, we would also help subsidise these opportunities.</p> <p>Following events and planning were discussed</p> <p>a. <u>School Anniversary Event</u> to celebrate 135 years of St Dominic's RCPS and the current school premises 60 years old in early February. Bishop Andrew, will be giving Holy Mass on Thursday 5th February in our school hall for pupils, family and parishioners. For the pupils we will combine and celebrate our Burns Assembly and Ceilidh dancing in the Parish hall on Tuesday 3rd February 1:30-3pm. On Friday 6th February we will have a coffee morning inviting the community to our school hall, following 0930am Mass at St Fillan's Parish. AC to book Parish Hall. EH to devise guest list and AC to send invitations.</p> <p>b. Moving Healthy Hearts Week (HHW) to w/c 25th May 2025. Due to June being very busy, the better weather in May and difficulties in filling the week and the benefit of a shorter week. It was discussed and agreed to move HHW. Tayside Judo Club will be returning for free for two mornings, Tennis with Magda on Monday TBC, Sports Day would move to this week also, Secret Garden Literacy Show on Thursday and ELC Author Visit. A CPR learning assembly and walk also to be factored in. AC to update school diary and advise linesman of new sports day for markings.</p>	<p>AC/EH – Dec 25</p> <p>All – Feb25</p> <p>AC – Dec25</p>

Number	Item	Owner
	<p>c. School Christmas Fair for session 2026-27. Due to the celebration year of the school, a Christmas Fair will be held on Saturday 5th December in our School Hall. We will therefore take a pause on Christmas hampers this year and have another hamper extravangza for the Fair. The Fair's main fundraising purpose would be to help update our reading books and laptop supply; as 23 laptops were uplifted by IT as they were beyond the service level agreement. Request for all staff to pass on any unwanted baskets/hampers of any size in the new year. AC to book hall and first Christmas Fair meeting will take place in January. AC to seek clarity on spending school funds on curriculum items.</p>	All – ongoing
5	<p>School Fund Package Balances as at Aug bank statement:</p> <p>5.1 General Fund £1873.37</p> <p>Includes £750 donation from the Dinning Trust (DT)</p> <p>Less:</p> <p>£74.69 of £750 DT used to cover the difference in the Awards project code needed to purchase Sports Day medals</p> <p>Balance of £675.31 to be used as follows:</p> <ul style="list-style-type: none"> • Cover £436 deficit was incurred from last three discos as ticket prices didn't fully cover cost of ET disco fees. • £21.92 P7 Excursion deficit was incurred to financial support provided to families in need. • £160-180 allocate to ELC Fun Day in as not on cost of school day this session to be able to charge for this. • £37.39 towards Pantomime trip <p>Leaves a balance of £1198.06.</p> <p>5.2 SCIAF & Mary's Meals £23.37</p> <p>Late online donations received after SCIAF living gifts were purchased. This balance will be added to Advent fundraising.</p> <p><u>CHAS</u></p> <p>15 tea towels left to sell. These will be sold at future fundraising events and 50/50 split of profits between school fund and charity being fundraised for at time.</p> <p>5.3 PP Charges £-33.41</p> <p>These are reimbursed as and when invoices are received from PKC.</p> <p>5.4 Awards £-.4p</p>	<p>Ongoing</p> <p>Ongoing</p>

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	<p>Slight overspend noted due to differences in prices on website to invoicing. This will clear on receipt of next Ragbag collection income in fortnight.</p> <p>There will be a saving this school year now that sourcing a podium was actioned and sports day stickers are no longer required.</p> <p>The Tempest commission received was low in comparison to previous years. Agreed to continue as during COVID times, even when visitors were not permitted, we faced criticism when this was not provided.</p>	Complete
	<p>5.5 OD Learn Play £597.04</p> <p>Kate's order was processed. Kate is reimbursed for outdoor learning expenses as they are incurred. Request has been made by SM for two tarpaulins to cover the new mud kitchen and existing sandpit.</p> <p>Thank you again to HMP prison for the two mud kitchens – they will require a yearly varnish for protection. We are on the list for benches and planters project.</p> <p>Suggestions were made to replenish footballs, basketballs and tennis balls as well as skipping ropes for the lunchtime play equipment as these items are well used. Pupils require a reminder regarding appropriate use of skipping ropes. AC to place order.</p> <p>Discussions also around costing and saving up for new netball and basketball court lines. EJ to ask Glenalmond and report back with their response.</p>	Complete
	<p>5.6 Disco/Party £-436</p> <p>As per note above, transfer required from Dinning Trust donation in general funds to cover the deficit incurred from last 3 discos. End of year disco booked for June 2026 as per diary. For next session we have moved the disco from a welcome disco in October to a Christmas disco in December. As we have booked an Autumn show. Discussed and agreed that tickets will need to increase from £1.50 to £2 to help cover more of the cost.</p>	AC – Dec25
		EJ – Feb 26
	<p>5.7 Pilgrimage £80.93</p> <p>Education Mass 2025 was actioned and settled. Balance left over from Parish Dinning Trust donation. This will be used to cover the school's third contribution to this year's Education Mass transport to Dundee. We hope to continue to receive third from the Parish and the historically agreed third from the Parent Council. Discussed and agreed that P7 would attend this Mass as part of their pilgrimage. AC to book transport once we receive notification of date and time for 2026.</p>	AC – Dec26
		AC Complete
	5.8 Christmas £0	AC - Ongoing

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	We will use this project code for Christmas Carol concert tickets.	
	5.9 Year End Trip £6 Transfer this remaining balance to Panto25 Save.	AC – Dec25
	5.10 P7 Residential £-1890.33 Showing as deficit as final invoice raised, once the final two instalments are paid by families this will clear and the final invoice can be paid in December as per the residential financial agreement. Families installments at present are up-to-date.	AC – Dec25
	5.11 P7 Excursion: £-21.92 Deficit due to school funds helping to cover the cost for families in need. AC to transfer £21.92 from Dinning Trust donation in general funds to clear deficit.	AC – Dec25
	5.12 P7 CLASS HOODY £336.13 No response received from previous supplier. New supplier from Perthshire recommended by other PKC schools, although slightly more expensive. Awaiting 7 more families to settle their order and then the order will be placed.	AC/DM – Dec25
	5.13 ELC Fun Day In £0 AC to liaise with GH regarding ELC Fun Day In date and make booking. As mentioned earlier cost will be covered by Dinning trust donation.	AC/GH Jan25
	5.14 Cross Country £2.62 By sharing a bus with Muthill PS, this left a balance of £121.38 to cover. Surplus balance to remain in project code to help families requiring financial assistance.	
	5.15 Summer Concert £0 As per concerns raised in previous minutes AC provisionally booked Summer Concert 2026 as per school diary. Suggestions of a P7 show in our school hall, this would be easier to manage behaviour and safe guarding. To be reviewed and discussed following Carol Concert.	
	5.16 Uniform Orders £20.76 Difference in VAT on invoicing. Discussed and agreed to use this to order more school ties at next bulk order in January.	All – Feb26
	5.17 School Policeman £20.98 Discussed and agreed the fundraising walk in HHW would top up these funds to be able to purchase more road safety signage, approx. cost £120ea.	AC/DM Jan26

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	<p>5.18 Panto25 £-3.50 AC to move £325.70 from Christmas Fair to help subsidise trip. Still £48.71 to subsidise, to transfer from general funds. 62 pupils paid so far, due date is month end. Ice-cream order and Tayside packed lunch order will then be placed. LL to remain at school all other primary school staff to attend Pantomime.</p> <p>5.19 Christmas Fair £325.70 Transfer balance to Christmas Panto25 as noted above.</p> <p>5.20 Anonymous Donation £589.44 Balance of spend to be agreed amongst teaching staff. Mixed feelings whiteboard pens vs whiteboard pencils. AM to provide indoor pe kit list for hall. AC to price up standing mini whiteboards for group work.</p> <p>5.21 FT Toast £0 Fund presently obsolete.</p> <p>5.22 Ed Trust Award This is a PKC grant awarded each year to spend on a certain criteria. Previously used to cover Curlings Cool and last session this covered tennis and KG dance in healthy hearts week. This year we used the £225 to pay for £150 Crazy Hair Day show, £67.80 for Kate to attend residential as third adult was chargeable and necessary as part of the risk assessment. Balance of £7.20 to be transferred to Panto25 project code.</p> <p>5.23 Summer Show Following the M&M Production on Crazy Hair Day, we were offered a 2FOR1 deal and booked a literacy show in May 2026 and a Autumn show in October. EH in discussions with the Parent Council to help cover some of this cost, awaiting update. Part of the Christmas Carol concert ticket sales may be required to help cover and shortage in funds. The October show will be chargeable and factored into the cost of the school day for next session.</p> <p>5.24 Panto26 This is noted above and will be factored into the cost of the school day for session 2026/27.</p>	<p>AC/DM – May25</p> <p>AC/DM – Dec</p> <p>AC – Dec</p> <p>AM/AC Feb26</p> <p>AC Dec</p> <p>EH – Jan25</p>
6	<p>Adjustments Required to School Fund Package £436 General Funds (1) Dinning Trust to Disco (6) £21.92 General Funds (1) Dinning Trust to P7 Excursion (11)</p>	AC – Dec25

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	£6 Year End Trip (9) to Panto25 Save (18) £160-£180 TBC General Funds (1) Dinning Trust to ELC Fun Day In (13) £37.39 General Funds (1) Dinning Trust to Panto25 Save (18) £325.70 Christmas Fair (19) to Panto25 Save (18) £7.20 Ed Trust Award (22) to Panto25 Save (18) £48.71 General Funds (1) to Panto25 Save (18)	
7	AOB St Dominic's RCPS Playing Field Discussed health and safety in the playing field as the public appear to be letting their dogs foul in the field and not cleaning up after them. AC to contact PKC for official signage and to ask Janitors to reset code on locks.	AC - DEC
Date of Next Meeting The next meeting will be held on INSET4 in February 2026.		