

Meeting: School Fund Committee

Date: Wednesday 18th September 2024 in Room 113

Present: N Conway (Business Manager), Dr Marshall (Secondary Rep.), E McMorland (Primary Rep), J Rattray (Office Supervisor),

Agenda Item	Action	Who	When
1.	Apologies and Welcome JR opened the meeting and started discussions surrounding the agenda items.		
2.	End of Year School Fund Balance Discussion Discussion took place with the committee surrounding the 2023-24 school fund. Some funds will remain for the 2024-25 School Fund Year. Some funds are to close in line with end of year procedures. Some details below about changes for particular funds going into 2024-25 session. Fund 18 & 19 – Going forward going to have individual funds for each trip not generic funds for Primary and Secondary Trips. Fund 24 – Remaining £58 to be transferred to School Fund. Committee agreed. Fund 36 – Discussed whether to close this and move surplus money to School Fund. Committee decided that it would be better for funds to remain as gives the next year a start or more funds if needed. Fund 38 – Fund to be closed and money to be moved to School Fund. Fund 40 – Funds from the Primary Xmas Concert to be transferred to new fund called Primary Expressive Arts Fund Fund 47 – Money to transfer to School Funds to be used for Pupils All other funds discussed, and actions agreed for fund to either remain or close, agreed with the committee present.	JR to set up new School Fund Package for 2024-25	
3.	Fundraising for School The committee discussed that the School Fund account really needs to be replenished. AM mentioned that it would be good to get the Strategic		

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	Fundraising committee set up again. Previously it was once a term and looked at fundraisers for Local, National and International fundraisers. This is a good committee to get pupils involved. It provides consistency and makes people aware of what the fundraising calendar is going forward with key dates. JR happy to go on Committee from Finance point of view, also AM happy to be part of committee. EM happy to be link for Primary. Good to link this with the Pupil Charities Committee AM & JR to liaise and speak with some senior pupils about setting up a meeting.	JR & AM	
4.	How the Bid system will work going forward BID Forms have been set up and have previously been sent to staff. BID deadlines to be sent to staff in advance so that if they want to apply for funding it would be considered at the next meeting. Thought meeting might be every 6-8 weeks and alternate to School Fund meetings where discussions re BIDs could also take place. BIDs which cannot be done in advance can be emailed however we will encourage staff to place BIDS in advance. Jen to place dates in the diary and make the committee aware. JR & NC to send something out to staff to make them aware of this.	JR & NC	
5.	Minibus Charges Discussion took place following on from the last meeting. It was decided with the committee that minibus charges would be voluntary for all trips. Office would work out the charge with the mileage and the PKC mileage charge which would then be divided with persons attending the trip. A general ParentPay item will be set up with all pupils assigned. Parents/Carers will be asked to contribute voluntarily a specified amount for their pupils attending the trip. This will be made clear it is voluntary.	JR	
6.	Future Meeting Dates JR to put in a school Fund Meeting in the diary for once a term. Wednesday's are a good time for the committee after school. Next meeting 13th November 2024.		

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7.	AOCB -Ask if a member of the Nursery would like to join the committee -Cat Fairlie asked if the school would like to pay for the Curling Competition and Volleyball. Committee decided after discussion that the school would pay half of the Curling in line with the Mountain Biking and pay the full Volleyball. -Jen to clarify what the Educational Trust Fund provided by PKC should be used for, some of the affiliation fees maybe able to be used for this.	JR JR JR	