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

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

☎ 01764 657 800 (Primary)
 ☎ 01764 657 866 (ELC/WAC)

LOCATION: St. Dominic's RC Primary School
 DATE: Wednesday 12th February 2025

✉ St-Dominics@pkc.gov.uk
 🌐 <https://www.stdominics-primary-crieff.org.uk>
 🐦 [St Dominic's, Crieff \(@StDominicPS\) / Twitter](https://twitter.com/StDominicPS)

PRESENT:

- Chairperson - Elizabeth Hunter (EH)
- Treasurer - Alice Crowley (AC)
- Committee Member - Dawn MacGregor (DM)
- Committee Member – Conal Mooney (SM)

Staff -

- Aileen Brogan (AB)
- Fiona Gornall (FG)
- Sheila McGregor (SM)
- Emma Binnie (EB)
- Emma Kaminski (EK)
- Anne Marie McDougall (AM)
- Elizabeth Jeffers (EJ)
- Lynne Leggatt (LL)

APOLOGIES:

- Aisling Thornber (AT), Christine Cramb (CC), Hazel Sym (HS), Corinne Lings (CL), Gerry Horan (GH), Nicola O'Donnell (NO), Pam Strachan (PS), Kat Gini (KG), Shannon Huntley (SH).

Number	Item	Owner
1	Welcome There was no meeting in term 2 as it was decided that the meeting would be postponed until the February in-service day to ensure as many staff as possible could attend the meeting. Future meetings will be held on in-service day to ensure inclusivity.	
2	Previous Minutes The Minutes of the previous School Fund Committee Meeting held on 16 September 2024 were agreed by previous SFC members.	

Number	Item	Owner
3	<p>Review of Previous Actions Any previous outstanding actions related to school fund balances are highlighted within section 5: Review of the School Fund package balances.</p> <p>2023-24 AOB Outstanding action points: <u>Christmas</u> Christmas Attire appeal communication was sent for outgrown Christmas attire. A reminder was sent and these items were available for sale at family contact appointments and at the Christmas Fair. This raised 35.41, surplus has been stored in the loft for future sales.</p> <p>There have been two Christmas Fair meetings and letters requesting donations have been issued of which we have received. Family helpers were contacted, a rota was created and family helpers were thanked at the Christmas Fair.</p> <p><u>General discussions regarding school events:</u></p> <p>EH to looking into options CHS could provide for recording future shows. Feasibility of future shows was discussed and the increasing level of ASN and behavioral needs that require one-to-one support and stretched staffing to facilitate this. Several strategies were discussed; separate room for each class, family members sitting with their child in front row highlighted as part of risk assessments, casting based on auditions and behaviour to be able to participate. December 2025 is a carol concert and AC to check for separate rooms for each class.</p> <p>There is a general lack of presence/support from the whole PC at school events. We are looking at ways to be more inclusive.</p> <p>HHW – KG Dance has been booked for the Monday of HHW at a cost of £135. Judo has also been booked for the Wednesday, free of charge.</p> <p>4. 2024-25 Update</p> <p>There was an unfortunate incident whereby a pupil had spread sunscreen on jackets hanging in the cloakroom this morning. The jackets will require a thorough clean. No families requested a replacement of jackets/coats.</p>	<p>AC - Complete</p> <p>AC - Complete</p> <p>EH - ongoing</p> <p>AC - February</p> <p>Ongoing</p> <p>Complete</p>
4	<p>2024-25 Update There is a lot to fundraise for this year as detailed below. This year we propose that funds raised from Commission, Donations, Disco, Christmas Hampers, Concert Tickets, World Book Day,</p>	

Number	Item	Owner
	<p>Christmas Fair 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 • Primary School End of Year Trip entry free and transport • ELC Fun Day-In Expenses • Sports Day Medals • Certificates • Badges • Class Christmas Party Disco • Healthy Hearts Week • End of Year School Disco • Savings Plan for the Pantomime Theatre Trip in 2025 <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>	
5	<p>School Fund Package Balances as at Aug bank statement: 5.1 General Fund £2635.96</p> <p>Less: Discussed the shelter which remains unactioned and a communication was sent 30/03 regarding repurposing the money to instead create a mud kitchen in the back playground. Another kitchen was sourced for free. Suggested that the £600 is moved to outdoor learn/play equipment fund – Communication sent in sway on 10/01/25, if no objections by 21/02/25 this can be transferred.</p> <p>NIL cost of replacing damaged P2/3 jackets.</p> <p>Balance of £2035.96</p> <p>5.2 SCIAF & Mary’s Meals £0</p> <p><u>CHAS</u> A total of £437.04 has been donated from funds raised from the Bingo Tea and tea towel sales. A further £15.95 to be donated to CHAS following updated invoice and difference in VAT. And a further £15.95 to be transferred to General funds following updated invoice and difference in VAT.</p> <p>Remaining tea towels to be sold at the School Disco and P7 French Café. The tea towels did not arrive in time for these events. These will now be sold at any future school events and 50% of the sales will be donated to a corresponding charity, e.g. 50% of the income from tea towels sold at MacMillan Coffee Morning will be donated to MacMillan. Tea towels were sold at the Christmas Fair, total funds of £38.50 was</p>	<p>AC - March</p> <p>AC/DM - Complete</p> <p>AC Complete</p>

Number	Item	Owner
	<p>raised and is still to be divided between school and a nominated charity to be decided. 16 tea towels still left for sale.</p> <p><u>MacMillan</u> MacMillan Coffee Morning raised £591.30 and donated accordingly.</p> <p><u>SCIAF & Mary's Meals</u> £97 from Christmas Concert ticket sales was used to purchase a sustainability gifts such as the bee keeping kit and a safe place to play from SCIAF.</p> <p>£100 donation was also made to Mary's Meals from the general fund as MM were advertising their double the love campaign to match donations made in December. This will need to be reimbursed by any Lenten donations.</p> <p>5.3 PP Charges £-5.70 These are reimbursed as and when invoices are received from PKC.</p> <p>5.4 Awards £116.93 Ragbag and Tempest commission will be used to purchase sports day medals and certificates. Suggest and agreed to transfer the summer concert income into Awards completed. Sports day medals ordered. A top-up of certificates and pin badges as and when required.</p> <p>Sports Day stickers are not required this year as we have enough and once these are exhausted, we will not be re-ordering again. AC has sought someone who will make one for the school – reimbursement of supplies may be required as well as a thank you gift. This will help our eco-status and save money in the long run.</p> <p>5.5 OD Learn Play £330.47 As mentioned above, suggested that the £600 from general fund is transferred to outdoor learn/play equipment fund — Communication sent in sway on 10/01/25, if no objections by 21/02/25 this can be transferred. New balance would be £930.47.</p> <p>The Playground charter has been distributed and displayed throughout the school despite not all families completing the policy. KH to provide a list of materials required for outdoor learning SM to provide a back playground list for equipment. There is an increasing issue of equipment not being used for its purpose and the safety of the types of games being played. The front playground is tarmac and the longevity of equipment is</p>	<p>AC - March</p> <p>Complete</p> <p>Ongoing</p> <p>AC Complete</p> <p>Ongoing</p> <p>AC - February</p> <p>KH - March SM - March</p>

Number	Item	Owner
	<p>declining as the children are repeatedly kicking basketballs and dodgeballs and a member of staff was injured on Tuesday. Suggestions of themed days or class zones resuming. P7 & P6 to be given a leadership opportunity to devise alternative lunchtime games not involving balls. This will be part of the punchcard reward system to learn other games to pass onto other children in the playground.</p> <p>5.6 Disco/Party £-1332 Showing as a deficit as we have booked 3 future discos (Summer, Welcome 2025 & Christmas 2025). £360 was transferred from Christmas fundraising to the Disco fund to cover the Christmas 2024 disco. This deficit will reduce once discos have been ticketed and paid. The pupil survey revealed that the children prefer their own class Christmas parties rather than a school disco. All agreed that the Christmas attire, Christmas lunch and class Christmas parties would occur all on the same day. AC to cancel Christmas Disco 2025 booking. All agreed asking for parental support to supply prizes for party games and preparing pass the parcel for each class.</p> <p>The Parent Council (PC) requested to take ownership of discos and return to the Parish Hall. However, there are concerns around safe-guarding and risk assessment due to the stairs, lack of parental supervision, the many exit points and bathrooms only being accessed by stairs. Discussed and all agreed that the October and June disco would remain in our school hall for the children, as we do not celebrate Halloween, and the June disco is a happy end of year celebration for P7.</p> <p>5.7 Pilgrimage £70.93 Suggested re-purposing the funds of £670.70 to help subsidise the P7 Residential to Loch Insh. AC sent communication, no objections received and funds transferred.</p> <p>Transport for P4 Sacrament retreat has been booked for their visit to Our Lady's 2nd April. Canon Shields' recent Feast Day donation of £150 has been used towards this. Balance of £10 to transfer from general fund to cover.</p> <p>The balance of £60.93 could be used towards Education Mass transport to Dundee in June 2025. AC to book transport for this, once timings received.</p> <p>5.8 Christmas £514.25 This is income and expenses from: Christmas Card & Gift Orders Christmas Concert Ticket Sales</p>	<p>EJ & AT March</p> <p>AC - March EH - June</p> <p>AC - Complete</p> <p>AC- March</p> <p>AC – March</p>

Number	Item	Owner
	<p>Christmas Travelling Pantomime</p> <p>Expenses have been paid for:</p> <ul style="list-style-type: none"> • ET Entertainments returning to St Dominic's to do Christmas party discos during the school day. Priced at £360 per day. • Christmas Card and Gift Invoice £950.40 • Expenses from the Fair including purchase of raffle tickets £437.76 • Raffle license £20 • SCIAF sustainable gifts £97 • Annual license for nativities and concert £72 <p>Balance of £514.25 intended for:</p> <ul style="list-style-type: none"> • ELC Family Day In £160 as per parent statement • Balance of £354.25 towards subsidising school trip to Edinburgh Museum of Scotland as per parent statement <p>5.9 Year End Trip £-1126.75</p> <p>Previous balance due to pupil absences, now showing as a deficit as transport has been booked for the school trip to National Museum of Scotland in Edinburgh on Thursday 24th April. As per parent statement the trip has been heavily subsidized from £9.93 per pupil to just £1.50. AC to transfer £562.50 from Christmas Fair to Year End Trip. This will leave £210 income to be received via parentpay trip item of £1.50 per pupil.</p> <p>5.10 P7 Residential £-316.30</p> <p>All payments have been received. Travel grant of £300 has been awarded and will be reimbursed following the trip. General fund to help families requiring financial assistance.</p> <p>Due to increasing level of ASN need and the amount of one-to-one support staff and SMT required in school; the future of residential trips was discussed at length. The local authority are also considering introducing a pricing cap on trips which would in itself make the future of residential trips very unlikely.</p> <p>Additionally, Mrs Crowley is no longer the treasurer-clerk for the parent council and this will have financial repercussions on future excursions/trip.</p> <p>5.11 P7 Excursion: £0</p> <p>P7 pupils have expressed how much they enjoyed the mountain biking experience at Comrie Croft. Transport to Comrie Croft would be free of charge using the children's bus pass. AC to make enquiries with Comrie Croft and whether the PC would purchase ice-cream/sorbet from Crunch Munch on the return into Crieff.</p> <p>5.12 P7 CLASS HOODY £56.53</p>	<p>AC – February AC - February</p> <p>AC - February DM - February</p> <p>AC/EJ March</p> <p>Ongoing</p> <p>EH/AC- March</p>

Number	Item	Owner
	<p>Hoodies for Primary 7 pupils and staff ordered and distributed. Hoodies to be worn on Residential and PE lessons. A reprint is in production for one pupil as there was a spelling typo. Balance will be used to help subsidise future class hoodies for any families that require financial support with this.</p>	AC Complete
5.13	<p>EDINA TRUST £0 Fund now obsolete.</p>	
5.14	<p>ELC Fun Day In £-160 ELC Fun Day has been booked for June, AC to enquire whether the Parish grounds are available for use. AC to transfer fund from Christmas to cover this expense.</p>	AC Complete
5.15	<p>Cross Country £49 Last year we shared a bus with Muthill PS and there was a charge to families to cover this. EJ/AT to provide list of names and dependent on numbers we hope to share with Muthill PS again. School Fund to help subsidise the trip.</p>	EJ/AT/AC - February
5.16	<p>Summer Concert £0 AC transferred funds Summer Concert funds to Awards. The future of concerts was also discussed at length due to the increasing ASN requiring 1-2-1 support and challenging back stage behaviour displayed during the Christmas concert. Suggestions were made of requesting 6 separate backstage rooms, future show participation based on auditions and behaviour; as well as risk assessment to determine which children are required to sit in the first row with a family member. All these measures would support safeguarding, as well as the success of future shows.</p>	AC February
5.17	<p>Uniform Orders £12.55 This January bulk order was more successful, with less chasing of payments. The order will be distributed to families on receipt. Next bulk order to take place in May, following the P1 Welcome meeting.</p>	AC Complete
5.18	<p>School Policeman £20.98 Locks and chains were purchased. Mr Speedy policeman was destroyed during the storm and we have sought a replacement and are awaiting a reply. Crieff Community Council also contacted regarding the loan of the female policewoman, as this was made of a stronger material, however this is no longer available to purchase. DM/AC to obtain prices on smaller children playing signs that might withstand the weather.</p>	AC/DM May
5.19	<p>Panto25 Save £0 As per parent statement the trip has been heavily subsidized from £18.62 per pupil to just £1.50. AC to transfer £2490 from</p>	AC - February

Number	Item	Owner
	<p>Christmas Fair to Panto25. This will leave £210 income to be received via parentpay trip item of £1.50 per pupil. This is based on a projected theatre ticket of £12 per pupil – we hope to receive confirmation of this in March.</p> <p>5.20 Christmas Fair £3378.20 As communicated in December sway, our Christmas Fair raised £3378.20. Thank you to all our families who helped in preparation and on the day! We could not have done this without you. Any leftover funds will be used to help subsidise Cross Country transport etc</p> <p>5.21 Anonymous Donation £589.44 The School Fund received a donation of £1000 to replenish whiteboard pens, trial of whiteboard pencils, teaching bibles for each class as well as set of bibles. Balance of spend to be agreed</p> <p>5.22 FT Toast £154.70 The Fair Trade toast morning raised £154.70. CO-OP advised we are permitted to chose a charity of our choice. There was a suggestion of also purchasing the Water Well at £300 from SCIAF as part of any Lenten fundraising. This will be used towards this.</p>	
6	<p>Adjustments Required to School Fund Package 16. Summer Concert £301 to 4. Awards 1. General Fund £600 to 5. OD Learn Play 7. Pilgrimage £670.70 to 10. P7 Residential 8. Christmas £160 to 14. ELC Fun Day In 8. Christmas £354.25 to 9. Year End Trip 20. Christmas Fair £562.50 to 9. Year End Trip 20. Christmas Fair £2490 to 19. Panto25</p>	<p>Complete AC February Complete AC - February AC- February AC- February AC- February</p>
7.	<p>AOB</p> <p><u>Christmas Fair</u></p> <p>As mentioned above the Christmas Fair was a success and all actions were completed leading up to the Fair. It was discussed and agreed that Christmas Fair would be on a rolling 3-year basis; as a quality fair takes time to prepare. With the next school event being a Bingo Tea taking place in January 2026 (bingo tea scheduled for May 2025 has been postponed until then).</p> <p>AC to renew license as the license is £25 to renew and will provide opportunities for a raffle if fundraising is required.</p> <p><u>Revised School Day</u></p>	

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	<p>The many benefits of the reduced school day were discussed; extra 20 minutes per support staff member per day of support in the classroom instead of the playground the unstructured playtime and the impact of this for children the amount of learning time affected by playground incidents and dysregulation, as staff are supporting children in either restorative practices or helping to regulate. The parent council will be leading with focus groups ahead of another poll.</p> <p><u>Safeguarding</u> As part of the Prevent initiative and to improve safeguarding in our school, the school gates will now be locked anytime the children are in the playground. Our setting is quite vulnerable and visitors/guests/family should be met at the gate and escorted when children are outside playing. ELC families are asked to walk around games taking place in the playground.</p> <p>AC to place a property request of a fire push bar type door to replace the current back door. As well as locked single gates/buzzer entry that can be released from the office.</p>	<p>AC March</p>
<p>Date of Next Meeting</p>		
<p>The next meeting will be held in May.</p>		

DRAFT