



Education & Children's Services
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Pitlochry High School – School Fund
 5 October 2026



Minute of Meeting

PRESENT Julie Wrightson, Jamie Maitland, Lisa Anderson,
 Tracey Thomson

APOLOGIES Elaine Liney, Lorna Mair

WHAT	WHO	WHEN
Minutes of Previous Meeting Minutes of meeting held on 26 May 2026 had been circulated prior to the meeting. Approved.		
Matters Arising - Balance of wish list funding still in School Fund was given for purchase of a polytunnel for use in Rural Skills course, however this is on hold until all information in re building/ reconfiguration of Secondary. - Nursery ECP led Jelly Tots group had funds currently in School Fund sitting at £68.89. ECP wishes to purchase items and refreshments (tea/coffee etc). Committee suggested an Asda gift card could be purchased. TT to discuss with ECP. - HE department had been due to receive £200 each from Developing the Young Workforce budget, however other expenses had meant insufficient funds remained. Committee discussed the support received for various activities, eg community cafés, and agreed to the department receiving £200 from the school fund. TT to remind HE, orders to be given to TT. Committee discussed balances sitting in various columns, actions as follows: - Column 4 Duke of Edin – Committee agreed JW/TT should audit waterproof jackets/trousers and boots in school and purchase as necessary (pupils use for junior rangers/JMA activities etc). Technician had now prepared an inventory. JW to go through inventory and look at equipment during summer break. - Column 13 John Muir Award – Technician had now prepared an inventory. JW as per Column 4. - Discussion re need for new recycled plastic picnic benches for Nursery/Primary/Secondary outdoor spaces. Ongoing, will discuss again following the installation of the new Primary play equipment (see Funding Requests). - Canopy over the Nursery yard – now in situ.	TT TT/HE Staff JW/TT Committee	ASAP ASAP ASAP ASAP

On preparing the independent examination 2023/2024 the following matter was noted by the examiner. <i>Upon reviewing your school fund constitution, I note the value you have stated the Chairperson has the authority to spend without committee approval is £50.</i> <i>From the Financial Policies and Procedures it is recommended if you hold over £20,000 in your school fund account the value should be £250.</i> f) The constitution should state the value the Chairperson has the authority to spend without seeking approval from the committee. Below is a guideline of appropriate levels: School Fund Bank A/C Balance < £10,000 at any point in the year - £100 School Fund Bank A/C Balance between £10,000 - £20,000 at any point in the year - £150 School Fund Bank A/C Balance > £20,000 at any point in the year - £250 As not all members were able to attend the meetings in December, March and May, this was still to be discussed/adopted. In the absence of Mrs Liney and Miss Mair at today's meeting, and in order to not delay this further, the Committee discussed and agreed to adopt the amendment. TT to amend the Constitution and an exert from the Minutes adoption to be held with the amended Constitution.	TT	09/10/2026
Accounts Accounts to end July 2026 reconciled/copied to Committee and 2025/2026 accounts sent to PKC 16/09/2026 for audit. Accounts for August 2026 reconciled/copied to Committee.		
Funding Requests - TT asked Committee for agreement to annual purchase of books for the Christmas presents for Jelly Tots/Nursery-P3. The Committee agreed by email to the following requests in school: - Primary play equipment in the top field £13,260.58 (including dismantling/disposal of old equipment) – additional funding provided by the Parent Council. - P1-3 Nativity, The Inn-spectors, from Out of the Ark Music The cost for an online package plus CD and Performance Licence is £75.55. - Request from PE for spare PE kit for pupils to borrow, particularly for lessons at Atholl Leisure Centre, approximately £200.00.	TT/ Pr PT	18/11/2026
AOCB Ridgway Adventure trip May/June 2026 – VAT had been included in the cost to parents/carers in error. This had now been refunded to all parents/ carers on ParentPay.		
Date of Next Meeting 2 December 2026		