

James Gillespie's High School Parent Council



Financial update for PC meeting 31 May 2023

Bank account activity since previous PC meeting on March 21:

- Cash from refreshment stalls paid in
 - £90 on 28 March
 - £370 on 26 April
- SumUp card payments £2.95 on 5 April
- £59.99 paid to Ros Ingle (PC treasurer) on 24 April: refund for purchase of SumUp card reader.
- Easy fundraising payment 4/4 £84.34 on 16 May

Balance of PC bank account **£2635.24** on 26 May. This includes **£109.86** remaining from the collection for Mr Macdonald's retirement last year – this is ringfenced for the purchase of a certificate or other tangible award for the recipients of the Donald j Macdonald kindness award.

Small Sums Fund (SSF)

2023 SSF application window opened at the beginning of May with a closing date of 31st July.

10th May: PC treasurer Ros Ingle and secretary Kirstin Leighton met with JGHS business manager Laura Black and admin assistants Samantha Cosgrove and Jo Sinclair, who administer the ParentPay account. The following actions were agreed:

- SSF application process will change from a Word document to an electronic form (Microsoft Forms).
- School admin team to design the form based on previous Word document and send to PC Treasurer and Secretary for checking and comments: **COMPLETED**
- Agreed final version will be sent out to all staff, including those who have already applied to this year's fund: **COMPLETED**
- Responses will be collated by school admin team and sent to PC Treasurer after the deadline.

- All bids must be authorised by Curriculum Lead before submitting.
- Deadline for spending grants will be end of term in December (unless good reason why it should be later, e.g. renewal of subscription paid later in school year).
- An electronic feedback form will be created: all grant recipients must complete feedback by end of school year in June. Staff who fail to complete feedback will not be allocated funding in future years
- Money should be used for the specific purpose outlined in the bid: receipts must be provided to the PC. Any money not spent for that purpose should be transferred back to the PC ParentPay account.
- Business manager to update all Curriculum Leads with the changes: **COMPLETED**
- Senior Leadership Team to pass on information about the new SSF application process and the link to the application form to any parents or other groups who are currently working with the school to run activities.

PC fund in ParentPay

At the same meeting with the school admin team on 10 May, the following actions were agreed:

- The school admin team will provide the PC treasurer with a monthly balance of this fund for the PC accounts.
- The school admin team will provide the PC treasurer with the balance of the fund on July 31st so that the total end of year surplus of PC funds can be calculated for the PC accounts.