

James Gillespie's High School Parent Council



Treasurer's Report Year ending 31st July 2023

The Parent Council raises funds through various activities as below, and donates them to the school via grants from the Small Sums Fund to support a variety of projects to enhance learning, equity and personal development of pupils.

PC funds are managed in accordance with the following documents, which can be found on the PC website:

- A guide to good financial practice for Parent Councils (CEC): Documents>Financial Reports
- Money Matters guidelines for Parent Groups (Connect): Documents>Useful files

Full accounts are accessible as a separate document on the PC website: Documents>Financial Reports. They were again examined by Dougie Stirling, a school parent and accountant, for which the parent council extends its thanks to him. More details about the examination process are available from the Treasurer on request: please email: jghscouncilcomms@gmail.com

INCOME

2021-22	Income	2022-23
£0.00	Social events	£0.00
£0.00	Refreshments	£1,305.74
£4,102.48	ParentPay Appeal	£1,995.00
£0.00	Donations	£7.76
£499.84	Easy Fundraising	£377.36
£1,359.40	City of Edinburgh Council Funding	£1,359.40
£2,212.86	Collection for head teacher retirement	£0.00
£8,174.58	Total Income	£5,045.26
£5,961.72	Adjusted total income (excluding HT collection)	£5,045.26



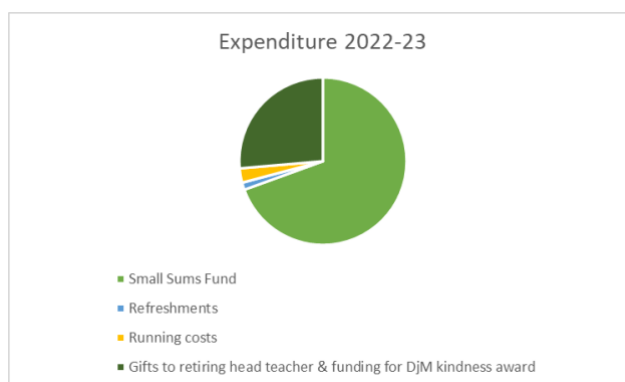
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Beginning in school year 2019-20, we have included in our income total the money raised through ParentPay: although this is held by the school and not in the PC bank account, it is disbursed by the PC as part of the Small Sums Grants (see below).

EXPENDITURE

2021-22	Expenditure	2022-23
£0.00	Social events	£0.00
£5,120.40	Small Sums Fund	£5,520.13
£0.00	Refreshments	£112.16
£167.26	Running costs	£218.99
£103.00	Gifts to retiring head teacher & funding for DjM kindness award	£2,095.80
£5,390.66	Total Expenditure	£7,947.08
£5,287.66	Adjusted total expenditure (excluding spending on DjM kindness award)	£5,851.28



Notes on expenditure

- Running costs:** CEC funding is intended for running costs of the PC. This year it has been used to fund:
 - WordPress account (£36) & domain name (£15) for PC website
 - Two Microsoft Teams accounts to enable PC to host online PC meetings as Teams Live Events @ £216 for the year. Having two accounts enables us to have several presenters at a Teams live event.
 - Sum-Up card terminal for cashless payments at PC events @ £59.99 – a non-recurring cost.
 - The remainder of the CEC grant was added to the money given back to the school in the Small Sums grant (see below).
- Refreshment stall expenses** (supplies etc) of £112.16 were taken out of the funds raised from the stalls.
- The Donald j Macdonald Kindness Award**

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- a. During the previous school year, the Parent Council held a collection via the Collection Pot platform for a leaving gift for the retiring headteacher, Donald Macdonald. This raised £2,212.86, which was transferred to the PC bank account.
- b. The remaining balance of the retirement collection after his leaving gifts were purchased last year (£2109.86) remained in the PC bank account at the beginning of this school year. During the year a group, including Mr Macdonald and representatives from the school leadership team and the parent council, met and agreed to set up an award as follows:
 - i. 4 students per year for 5 years = 20 students
 - ii. Each student would be awarded £100, a certificate and a small gift
 - iii. Students will be nominated by their teachers for showing exceptional kindness
- c. Total cost:
 - i. £2000 for the £100 awards
 - ii. £14.80 for the printing of 20 certificates
 - iii. £81.00 for the purchase of 20 small glass pendants
- d. £2000 was transferred to the school from the PC bank account for this purpose on 20/03/23
- e. The certificates and gifts were purchased by members of the parent council and handed to the school.
- f. The first awards, for school year 2022-23, were made in September 2023.
- g. The remaining £14.06 from Mr Macdonald's retirement collection was added to the PC's general funds.

Fundraising

The main sources this year were:

1. Donations via ParentPay, on which the PC has a permanent button, with a publicity drive just before Christmas – the 'Festive Fundraiser.'
2. After three school years when Covid-19 restrictions curtailed fundraising and social activities, this year we were able to restart our successful refreshment stalls at school events, including parent consultations, Christmas Concert and Spring Fling. This raised a net income of £1190.58. Our thanks to Aileen Nimmo, refreshments coordinator, Kirstin Leighton, PC secretary who supported her, and the volunteers who helped run the stalls.
3. EasyFundraising – donations decreased this year compared to the previous year.

Parent Council bank account

This is a Virgin Money Clubs and Societies account. We use Internet Banking, allowing online payments and removing the need to issue cheques. The name of the payee appears on the bank statement, improving transparency. Each transaction must be authorised via the Virgin Money app by the treasurer and one of the other signatories to the account (currently set up as the Chair). Those who operate the account are aware of the need to prevent cybercrime and fraud.

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This school year we purchased a Sum-Up card terminal for cashless payments at refreshment stalls and events. Unfortunately we have found that it can't be used in the main school building, because CEC Wi-Fi security prevents us connecting it to the school Wi-Fi, and there's no mobile internet reception in the school buildings. However, it can be used for stalls run outside and at Darroch.

New Connect Money Matters guidelines for parent groups

Early in 2023, Connect (Scottish Parent Teacher Council) issued guidelines and a financial 'health check' questionnaire for parent councils. A group of parents met in May 2023 and ran the questionnaire on the JGHS PC finances. Our completed checklist, accompanying notes, and the guidelines themselves can all be found on the PC website: Documents>Useful Files

Small Sums Fund 2022-23

In previous years the JGHS Trust collaborated with the PC in funding bids from school staff for their projects. Discussions between representatives from the PC and the Trust early in the school year 2022-23 resulted in an agreement that the two organisations will run their funding processes separately in future. The Trust now has a formal process for staff to apply directly for its funding, with instructions and an application form on its website.

In school year 2022-23 we were able to donate a total of £5520.13 (the surplus funds from the previous school year – see 2021-22 accounts and Treasurer's report for details) to the school for the Small Sums Fund. Further details on the Parent Council website: About>Small Sums Fund:

- Applications received: **Small Sums Fund Applications 2022** document
- Grants made: in the table below, and in the **Small Sums Fund Allocations 2022** document
- **Small Sums Fund: How it Works** document

Future changes to the Small Sums Fund application process

In May 2023, PC treasurer Ros Ingle and secretary Kirstin Leighton met with JGHS business manager Laura Black and her team, and agreed changes to the process, which have come into effect in the 2023 SSF applications round. Further details can be found in the document **Finance Report for Parent Council meeting 31st May 2023** on the PC website: Documents>financial reports. The outcome of the 2023 Small sums fund process will be reported next year in the treasurer's report for the school year 2023-24.

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Small Sums Fund Sept 2022 - Allocation decisions

Dept.	Brief Description	Requested	PC funding decision
Support for learning	Guitar lessons for pupils with additional support needs	£380.00	£380.00
Support for learning	Trips for vulnerable/socially isolated pupils	£400.00	£400.00
PE/dance	Gymnastics leotards	£559.20	£559.20
PE	Basketball strips	£439.20	£439.20
PE/Dance	Dance leotards & costumes	£500.00	£500.00
PE	Girls football strips	£500.00	£500.00
English	6 sets of books for classroom libraries	£900.00	£750.00
Gaelic & Music	Resources for gaelic music	£360.00	£360.00
Maths	Resources for maths club & classroom extension activities	£304.00	£304.00
Modern Studies	Black History Month: Competition prizes	£70.00	£70.00
Modern Studies	Black History Month: walking tour	£300.00	£300.00
Geography	Digimaps subscription	£200.00	£200.00
Library	Book packs for Carnegie shadowing book group	£277.00	£277.00
Science	STEAM club resources	£700.00	£700.00
Total		£5,889.40	£5,739.40

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Feedback from staff: Small Sums Grants 2022-23

Gymnastics leotards: PE/dance teacher

We were able to attend [the gymnastics competition] due to our small sums award. It was an extremely successful competition and the gymnasts loved their new smart leotards.

Girls' football strips: PE teacher

The money provided has been used to buy strips for a range of teams as the number of girls involved continues to grow, as do the opportunities for competitions. The 2022-23 year has been our busiest and most successful year yet, with around 92 girls across JGHS involved in football (that I know of!).

We have had huge success this year with the following notable achievements:

- Champions of S1-3 football festival at Broughton (for beginners)
- S1/2 local involvement in SPAR Cup and SSFA sevens competitions
- S3/4 runners up in National SPAR Cup finals (having proceeded through local and regional rounds first)
- Senior girls were Scottish Cup semi-finalists, losing on penalties to eventual winners Lasswade. A huge achievement and the furthest any Gillespie's team has ever gone.

Gillespies are leading the way for girls' football in Edinburgh which is testament to the passion, enthusiasm and togetherness of our students.

Subscription to The Week Junior: English teacher

The first 10 minutes of each period with years S1-S3 is designated for personal reading time. However, some pupils are unable to provide a book from home - or they simply forget. Having these newspapers enables them to still engage proactively with the reading time.

Digimaps subscription: geography/environmental science teacher

Digimaps allows every student in class to study Ordnance Survey maps on their iPads rather than share our diminishing paper supply. It is a powerful tool for students to create, save, print or share their own maps. This resource is available to the whole school community to enhance their learning at home or in study time, and so develop an interest in maps and what they can represent. It is also useful for sessions in Support for Learning where paper maps may not be at hand. For students who do not have maps at home, this brings equity with those who do.

Carnegie shadowing book group: Librarian

With the kind support of the Parent Council, numerous James Gillespie's High School pupils have benefitted from Carnegie Shadowing. They have read a range of materials, developed critical thinking skills, enjoyed book discussion and worked collaboratively with others in an informal, supportive setting. They have also engaged with our partner reading group at Tynecastle High School.

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Additionally, hundreds of high-quality fiction books have been added to the library, therefore benefitting the whole school community.

Pupil feedback for Carnegie shadowing book group:

- “Reading the books was a fun experience.”
- “It was good because it gave me a chance to read genres of books that I wouldn’t have thought about reading in other circumstances, and it expanded the types of books that I read.”
- “It gives you a chance to meet other people who are interested in the same things as you and talk to them about it.”
- “I enjoyed exploring new genres and authors of books.”
- “I gained an awareness of new books.”
- “I enjoyed the chance to read lots of books.”

What can I do to help?

The Parent Council website can be found at <http://jghsparentcouncil.org> or via the school website under the ‘Parents’ tab

Get involved!

- Help review applications to the Small Sums Fund – join the PC and its finance sub-committee
- Help organise fundraising events, e.g. a raffle at a school event, pub quiz, wine tasting
- Help with the refreshments stalls at school events such as parent consultations and concerts

If you’re interested, please email: jghscouncilcomms@gmail.com

ParentPay

The ParentPay appeal was set up a few years ago as a Festive Fundraiser instead of a collection at the Usher Hall concert.

Donation via ParentPay has proved popular because it is quick and easy to donate, so it was made into a permanent appeal a couple of years ago.

Please consider donating to our ParentPay appeal when you’re logged in to your child’s account.

EasyFundraising

EasyFundraising is a scheme for groups to raise funds from online purchases at no cost to the buyer. For more information on how to support “**JGHS Parent Council – Edinburgh**” see:

<https://www.easyfundraising.org.uk/causes/jghsparentcouncil/>

You can download an add-on to your browser which will alert you if the site you are buying from can donate to EasyFundraising (please note that this add-on may not work if you use an ad-blocker).