Agenda

South Morningside Parent Council AGM

Monday 14th September 2015 at 6.45pm in the Upper Hall

- 6:45 Welcome, enjoy a glass of wine or juice
- 7.00 Meeting start, attendees and apologies (Chair)
- 7.05 Introduction from Head Teacher

7.10 Parent Council: a review of 2014/2015 and looking forward to 2015/2016

- a) Chair (Craig Hilton)
- b) Fundraising
- c) Finance Group (Miriam Jackson)d) Playground Group (Karen Richmond)
- e) Clubs Group
- f) Accommodation Group (Howard Kippax)
 g) Morningside Community Council (Arne Strid)
 h) Transport Group update (Alan Rehfisch)
 i) Communications Group (Olly Headey)
 j) Summary (Craig Hilton)

7.55 Parent Council Membership

(Secretary)

- a) Record of members standing down and membership status
- b) Appointment of new parent member volunteers
- c) Appointment of Office Bearers (by voting members of the PC)

8.10 Other AGM Business

- a) Approval of Minutes of September 22nd 2014 AGM (Secretary)b) Constitution Status (Secretary)
- c) Approval of SMPC Annual Accounts (Treasurer/Chair)
- d) Appointment of independent examiner of accounts (Treasurer/Chair)
- 8:20 AOB
- 8.25 Close

Date of next Parent Council meeting: Monday 2nd November 2015

Supporting Papers

South Morningside Parent Council Meeting

Monday 14th September 2015 at 6.45pm in Upper Hall

- 1. Chair Report (Craig Hilton)
- 2. Finance Group Report (Miriam Jackson)
- 3. Draft Minutes of the Parent Council AGM Monday 22nd September 2014 (Jonathan Mundy)
- 4. Report and Accounts (Alison Dalrymple/Chris Hebden)

Parent Council Meeting Dates for 2015/2016

Monday 2nd November 2015 Monday 7th December 2015 Monday 25th January 2016 Monday 7th March 2016 Monday 9th May 2016 Monday 6th June 2016

South Morningside Parent Council (SMPC) - Chair Report

As we look forward to the new school year, I can see it will be another busy year for South Morningside Parent Council (SMPC), but before we do that I think we should look back at what we have achieved over the past 12 months.

We have continued to raise a fantastic amount of money to improve the school experience for the children, raising over £15,000.

We canvassed the parent body to identify our priorities for spending and have adjusted our expenditure to meet the views of the parent body.

Supported 13 clubs (over 22hrs per week of after school activities) and started a new knitting club.

Our accommodation group is always busy and we were instrumental in the consultation on Rising Rolls. At this time last year, the council proposition was to put more children onto our main site and more huts in our already cramped playground. Without the work from these volunteers, we would be in a very different place.

Our transport group has been campaigning to keep the routes to school safe, taking deputations directly to council committees.

The playground group has worked hard to adjust the plans and designs for the playground improvements – I have my fingers crossed that this is the year when finally start our significant playground improvements, with the added bonus that we will have removed our 30 year old huts.

Our communications group has done a great job of refreshing our website, which now contains a wealth of information, with updates going out on Facebook and Twitter too.

And finally, we have continued to grow our relationship with Morningside Community council.

Not bad for a bunch of amateur volunteers.

As we come to the AGM a number of members of the PC are stepping down having "done their time" and I would like to pass on my thanks for all their efforts.

We also have a large number of new P1 and nursery parents who have shown an interest in the parent council, so I have high hopes that we will be able to maintain these levels of energy and enthusiasm over the coming year.

Looking forward, the full consultation on the Rising Rolls issue will be a key activity; as I have mentioned the playground improvements are on the verge or kicking off and we'll continue with a packed calendar of fundraising events. These not only raise significant amounts of money for the school, but helps brings parents, pupils, teachers and other members of the local community together to make the school a better place.

And as those that have attended a PC meeting will know, we have one major success – we now have not 1, but 5 lights in the shed.

Thank you again to everyone for all their support and efforts and I look forward to another busy year.

Craig Hilton

Chair, South Morningside Parent Council

Finance Group Report to 14 September 2015 SMPC AGM

1. The role of the Finance Group

Is to ensure all fund raising money raised is spent in a consistent and fair manner "to support and advance the education and welfare of pupils by providing and assisting the provision of facilities at the school which are not carried out by the local authority."

This involves preparing a high level budget in line with school strategy, collating all requests for funding, meeting prior to each SMPC meeting as required to discuss each funding request, report to the full SMPC meeting all funding requests received with recommendations for acceptance/rejection for each item. The SMPC will then vote whether to accept or reject the recommendations.

2. Budget for 2015-16

Whilst the accounts at the start of the year show cash available of	37,000
The PC has already committed to the following expenditure in 2014/15 and earlier:	
Phase 1 Playground improvements	4= 400
(£4,910 raised at summer fair 2012 ring-fenced, plus £13,000 from 2013/14. £500 spent).	-17,400
Fischy music 2015/16	-1,500
Maths Bee-bot Robots 2015/16	-600
Stage Club hall hire fees 2015/16	-400
Latest & best Jotters	-500
Sports tracksuits with logo	-700
Football goals	-1,200
The PC must retain a working balance to be used for floats at the fairs.	-3,000
This leaves available funds at the end of 2014/15 of	11,700
The following recurring commitments have been made for 2015/16 expenditure:	
Science Week	-3,000
Teacher's Allocation	-2,500
Library Books	-1,000
Drama Workshops	-1,000
Arts and Crafts Supplies	-750
Scottish Opera	-350
P3 Football Set up	-250
Parentmail	-300
SMPC Website Annual Maintenance	-150
AGM & Intro to P1 parents Evening	-200
Total recurring commitments	-9,500
This leaves uncommitted funds at the start of 2015/16 of	2,200

As in previous years we have planned a number of fund raising events that we hope will raise £17,000. We expect the clubs to run at breakeven and should expect all costs already approved to be spent. If fund raising continues at current levels this should leave us with about £19,200 to spend this year - £9.5K ring-fenced for the annual recurring spends for 16/17 session and c. £10K for new funding requests in 15/16.

With funds now more constrained than in the past, the PC surveyed the wider parent group last year to gauge opinion on where parents wanted the fundraising monies to be spent. This gave us a mandate for agreeing future budgets. The parent survey will be repeated this year. As a precursor to this we have pulled together where money has gone in the last 3 years (see next page).

The PC will vote on other items of expenditure at future meetings so if there are particular requests that you think should be considered please complete the form on the SMPC website (http://sm-pc.org) and email it to the Finance Group at finance@sm-pc.org.

3. Sub-group members

Any PC members (new or existing) wishing to join the Finance sub-group would be very welcome.

Miriam Jackson on behalf of the finance sub-group

Parent Council committed spending and income over last 3 years

		2012/13	2013/14	2014/15	3 Year total
	Income			Í	
	Fundraising income	16,400	17,500	17,300	51,200
	clubs surplus*	2,100	-800	3,200	4,500
	other -	1,100	800	600	2,500
	Total income	19,600	17,500	21,100	58,200
note	Expenditure				
1	Playground improvement	300	200	1 200	1 900
2	ICT costs			1,300	1,800
3	Expressive Arts	11,500	3,600	7,400	22,500
4	Science	-	1,400	600	2,000
5	Other	1,200	400	- 4 400	1,600
6		2,400	100	1,100	3,600
	Technologies	-	-	1,300	1,300
7	Recurring expenditure - actual	8,000	8,300	8,000	24,300
	Additional Commitments				
	Playground improvement	4,600	12,800		17,400
	ski club	4,200	-4,200		-
	ICT costs		5,000	-5,000	-
	Technologies		1,500	-1,500	-
	Fishy Music			1,500	1,500
	Maths Bee-bot robots			600	600
	Stage Club hall hire fees 2015/16			400	400
	Latest & best Jotters			500	500
	Football goals			1,200	1,200
	Tracksuits with logo			700	700
	Recurring expenditure - budget 15/16			9,500	9,500
	Total expenditure and commitments	32,200	29,100	27,600	88,900
	- Total experience and communicities	02,200	25,100	21,000	00,000
	surplus/(deficit) in year	-12,600	-11,600	-6,500	
	uncommitted balance c/f	20,300	8,700	2,200	
	NOTES				
1	Annexe playground equipment (£1,300), others (£500)				1,800
2	lpads (£15,100), interactive whiteboard (£3,100), screen and digital signage system (£3,300),			22,500	
3	other (£1,000)			2,000	
4					1,600
	Drums (£1,000), football goals/set-up (£400), sports tees with logo (£400), free places (£400)				
5	others incl. ski races, nativity lighting (£1,500)				3,600
6					1,300
7	Ongoing expenditure agreed each June; Science week (£8,100), teachers allocation (£7,800), library books (£1,700), arts and crafts (£1,600), Scottish opera (£1,100), drama workshop (£1,500), Parentmail (£900), others (£1,600)				24,300

^{*} Clubs aim to break-even but attendance can be difficult to anticipate when setting fees.

SOUTH MORNINGSIDE PRIMARY SCHOOL

SOUTH MORNINGSIDE PARENT COUNCIL

Draft minutes of the SMPC AGM held on Monday 22nd September 2014 at 6.45pm in the main hall.

Total Attendees: (39)

Parent Council Members (22)

Craig Hilton (Chair)	Elaine Jones (Fundraising)
Jonathan Mundy (Secretary)	Stephen James
Graeme Drummond (Clubs)	Jamie Bookless
Kerry Simpson (Clubs, Finance)	Susan Regnart
Peter Sibson (Finance)	Lauren Jack (Staff) *
Liz Grierson *(Head Teacher)	Miriam Jackson (Finance)
Noelle O'Doherty (MCC)	Fiona Gilmour (Staff)*
Alison Dalrymple (Treasurer)	Nikki McNair
Stella Sinclair (Communications)	Eileen Maclean (Communications)
Howard Kippax (Accommodation)	Kate Smith
Marion Bourbouze (Fundraising, Playground)	Pam Ferguson*

Parent council made up of 24 Parent Members plus 6* non-voting staff members

Guests (17)

Joanna Loxley (parent)	Jon Turner (parent)
Karen Richmond (staff)	Alan Rehfisch (parent)
Susanna Waller (parent)	Lucy Birch (parent)
Jenny Shiell (parent)	Priyanka Gilmore (parent)
Olly Headey (parent)	Mai Alsammak (parent)
Vanessa Charlton (parent)	Brian Sharp (parent)
Marion Lowe (parent)	Deborah Murphy (parent)
Lesley Macniven (parent)	Ellie Trotter (parent)
Sheri Wallace (parent)	

Apologies (9) received in advance of the meeting

Roksan Hur	Yvonne Moore (staff)*
Janice Robertson	Trish Watson (staff)*
Joanna Morrison	Morag Macdonald (staff)*
Edel Ryan	Gillian Anderson
Maria Dickson	

Councillors invited (none attended) (4)

Cllr Melanie Main	Cllr Sandy Howat
Cllr Paul Godzik	Cllr Mark McInnes

6.45 Welcome and Introduction to the PC by Craig Hilton (Chair)

7.00 Meeting start, attendees and apologies (Chair)

7.05 Introduction from the Head Teacher Mrs Grierson

- Mrs Grierson wanted to extend a special thank you to Jonathan Mundy, who is now stepping down as PC Secretary, for his tremendous contribution to the parent council and the school.
- Mrs Grierson spoke of the budget cuts and austerity measures that will be affecting school finances in the next few years. She stressed how important fundraising is to the school and thanked everyone involved for their hard work.
- Thanks to the support of the PC the school now have four full days' use of the annex hall for PE and a fully funded pupil support assistant to help transfer the children safely between the two sites.
- Traffic and road safety are still an issue around the school and annex. The school would like
 to challenge the council's decision not to employ a crossing patrol person to assist children
 going to and from the annex. Mrs Grierson has another meeting arranged with Councillor
 Godzik to reassess the traffic issues.
- There are rising rolls in P1 across the city. The PC support has been greatly appreciated in relation to the on-going school roll and accommodation issues.
- The school building is in need of repair and the council have funded stonework repairs which
 will unfortunately take about a year to complete. Sections of the school will be covered in
 scaffolding during this time.
- Mrs Grierson wanted to thank Kerry Simpson for all her hard work in co-ordinating the running of the clubs. The school with the support of the PC would still like to offer places in clubs to those children who are currently not accessing them.
- The school leadership group met termly last year. They are looking for parent representatives to be involved once again. Last year they managed to revise the curriculum for P6 and P7.

7.10 Parent Council: a review of 2013-14 and looking forward to 2014/15

- a) Chair update (Craig Hilton) Craig used a power point presentation to briefly introduce the PC to new attendees.
- b) Accommodation (Howard Kippax) The accommodation group looks at how the school environment affects children and learning. The main on-going issues are the annex, rising school rolls and the aging forty year old huts. The accommodation group works with the school management, seeks the views of the parent body and lobbies the council. The accommodation group seeks to look for solutions to the issues. The primary long term aim is to achieve another school for South Edinburgh. However, in the short term the school needs another classroom for summer 2015. There is an important meeting next Monday in the Hall with Councillor Paul Godzik and the Children and Families Committee to discuss accommodation. All are encouraged to attend.
- c) Fundraising Group (Marion Bourbouze) This is an all-inclusive group that welcomes new parents and ideas. Correspondence is often by e-mail. All sorts of levels of involvement are possible. The two main events each year are the winter fair (which will be held on 29th November 2014) and the summer fair. This year the fashion show will not be running and the car boot sale still needs someone to organise it.
- **d)** Finance group (Peter Sibson) This group deals with requests to the PC for funding. Volunteers are needed as Peter Sibson is standing down.
- e) Playground Group (Karen Richmond) Karen explained that the playground group first met two years ago and includes a small group of dedicated parents. A playground adviser was consulted to work with the children's ideas and create some plans. Negotiations with the council have proved to be complicated. Three different quotes have now been obtained. The stone work repairs and scaffolding have affected our plans to implement phase one of the playground improvements, however the good news is that the school is hoping to move forward with the bike and scooter shelter work and they have obtained a matched funding grant of 50%. Phase 1 will go ahead as soon as conditions allow. The funding for phase one is currently sitting in the PC account.
- **f) Clubs (Kerry Simpson)** a clubs group now exists and there is a new clubs co-ordinator Maria Dickson. Graeme Drummond has been working on the PVG checks for club leaders. Each club has a parent convenor. The clubs are non-profit making; any surplus goes back to the PC.
- **g)** Communication (Eileen Maclean) The revamped SMPC website will be launched soon and will be the main focus for information. They have also set up a Twitter account and a Facebook page. There is a communications policy for the use of PC Google Groups.
- h) Morningside Community Council (Noelle O'Doherty) The MCC meet once a month and lobby on local issues such as bins, traffic etc. They were involved on the Morningside Park Green Flag award and they organise the Christmas tree and lights. The MCC have to be consulted on local issues such as the Craighouse development and they have the power to

make applications etc. The MCC is really keen to attract and interest younger members. There will be a link to the MCC on the SMPC website.

i) Transport (Craig Hilton) Gordon Curruthers has been a good campaigner and kept the PC informed of local transport issues. The PC needs to keep abreast of relevant national and city wide transport initiatives. We lobby on issues such as reduced speed limits around the annex etc. There is still much work to be done.

7.50 Parent Council Membership

- a) Record of members standing down and membership status (Secretary). There were 24 PC members and 6 staff members prior to the AGM meeting and 10 members have now resigned, creating 16 vacancies. The maximum number of parent voting members is 30.
- b) Appointment of new parent member volunteers (Secretary)
- c) Appointment of office bearers (by voting members of the PC) (Secretary).

Chair: Craig Hilton put himself forward for re-election. He was re-elected as chair: nominated by Jamie Bookless, seconded by Stephen James. Voting: 17 in favour, 0 against, 1 abstention (Chair did not vote).

Treasurer: Alison Dalrymple put herself forward for re-election. She was re-elected as Treasurer: nominated by Kerry Simpson, seconded by Miriam Jackson. Voting: 17 in favour, 0 against, 1 abstention (Treasurer did not vote).

Secretary: Susanna Waller put herself forward for election. She was elected as Secretary (to take over from Jonathan Mundy with immediate effect): nominated by Susan Regnart, seconded by Noelle O'Doherty. Voting: 17 in favour, 0 against, 1 abstention (Secretary did not vote).

8.00 Other AGM Business

- a) Approval of Minutes of the AGM held on September 23rd 2013 (Jonathan Mundy Secretary). Voting: 15 in favour, 0 against, 3 abstentions.
- **b)** Constitution Status No proposals have been received. This will remain unchanged for another year and is published on the website.
- C) Approval of the SMPC Annual Accounts presented by Alison Dalrymple Treasurer. Voting: 16 in favour, 0 against, 2 abstentions.
- **d)** Appointment of the independent examiner of the accounts for the next 12 months. David Hughes reappointed for another year. Voting: 15 in favour, 0 against, 3 abstentions.

8.15 AOB

8.25 Close

The meeting was closed by the Chair Craig Hilton.

Date of Next PC Meeting – Monday 6th October 2014 at 6.45pm.

Supporting Papers Supplied in Meeting Pack

- 1) Draft Minutes of the Parent Council AGM held on 23rd September 2013 (Jonathan Mundy)
- 2) Report: Chair (Craig Hilton)
- 3) Report: Finance Group (Peter Sibson)
- 4) Report and Accounts: Treasurer (Alison Dalrymple)



SOUTH MORNINGSIDE PARENT COUNCIL

REPORT AND ACCOUNTS YEAR ENDED ENDED 30 JUNE 2015

FINAL

SOUTH MORNINGSIDE PARENT COUNCIL

REPORT AND ACCOUNTS YEAR ENDED ENDED 30 JUNE 2015

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SOUTH MORNINGSIDE PARENT COUNCIL

REPORT OF ACTIVITIES FOR THE YEAR ENDED 30 JUNE 2015

South Morningside Parent Council ("the Council") was formed in September 2007 in accordance with the Scottish Schools (Parental Involvement) Act 2006 and took over all activities previously undertaken by South Morningside School Board and South Morningside School Parent Teacher Association. It is run from the primary school premises at 116 Comiston Road, Edinburgh.

All parents, carers and legal guardians of children attending the Primary and Nursery schools are automatically members of the Council's Parent Forum. A committee of up to 30 members, including four office bearers, can be re-appointed each year at the Annual General Meeting to run the Council ("the Committee"). Parent nominations are voluntary and members may be on the Committee for a maximum of three years. In addition, two teacher representatives, chosen by the teachers, have been invited to join the Committee and may serve for a maximum of two years. The school's Headteacher or her nominee has a permanent seat on the Committee. The Committee meets regularly throughout the year.

The office bearers during the period were as follows:

Convenor Craig Hilton

Secretary Susanna Waller

Treasurer Alison Dalrymple

Clubs Convenor Maria Dickson

The purpose of the Council is to advance the education of pupils at the school by providing and assisting in the provision of facilities not normally covered by the Local Authority. In practice this breaks down into two areas - the organisation of fund-raising events and the running of after-school clubs.

The Association has had a successful fundraising year and during the period raised net funds of £21,093. Details of the specific fund-raising events and clubs run, and the financial results achieved, are shown in note 1 to the accounts. The clubs are not intended to raise funds but to provide extra educational opportunities for the children whilst at least breaking even financially.

Projects on which to spend funds can be suggested by both parents and teaching staff and are approved at committee meetings. These include small one-off items and larger projects sometimes extending over more than one academic year. During the period £19,665 was spent on projects as shown in note 2 to the accounts. The main items of expenditure this year have been the purchase of ipads, the funding of Science week, in which the whole school took part, the teachers' allocation for use throughout the year, and the purchase of an Interactive whiteboard. As a result of maintenance works to the school in the year 2014/2015 the playground project,which currently has £17,500 allocated for spending, has not progressed. The money remains allocated to this project and should be spent over the 2015/2016 school year.

This report was approved by the Committee on

and is signed on its behalf by:

Convenor	L	Date	Page 2
SOUTH MORNINGSIDE PARENT COUNCIL			_
RECEIPTS AND PAYMENTS ACCOUNT FOR THE YEAR ENDED 30 JUNE 2015	Note	Year to June 2015 £	Year to June 2014 £
INCOME	1	106,446	94,770
Direct expenses	1 _	(85,353)	(77,364)
NET INCOME GENERATED		21,093	17,406
Project expenditure	2 _	(19,665)	(14,040)
SURPLUS OF INCOME OVER EXPENDITURE		1,428	3,366
Bank interest received	_	15	17
SURPLUS FOR THE YEAR	_	1,443	3,383

The notes on pages 4 and 5 form part of these accounts

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SOUTH MORNINGSIDE PARENT COUNCIL		
STATEMENT OF BALANCES AS AT 30 JUNE 2015	2015 £	2014 £
CURRENT ASSETS Bank Current account Bank balance at year end plus outstanding lodgements less cheques written not yet presented	43,780 1,553 (2,283)	47,024 1,846 (8,081)
less accrued snowboard & skiing term 3 fees	(6,018)	(5,200)
REPRESENTED BY		
Balance of fund account at start of year Surplus for year	35,589 1,443	32,206 3,383
BALANCE OF FUND ACCOUNT	37,032	35,589
Treasurer	 Date	

INDEPENDENT EXAMINER'S REPORT

I have examined the books and records of the South Morningside Parent Council for the year ended

30 June 2015.

This Parent Council, in common with many others of a similar size and organisation, draws much of its income from sources which cannot be fully controlled until they are entered into the accounting records, and consequently, are not susceptible to independent audit verification.

Subject to the foregoing, in my opinion the financial statements set out above and on the preceding page, fairly represent the financial position of the Parent Council at 30 June 2015 and the receipts and payments for the year then ended.

Independent Examiner	Date

The notes on pages 4 and 5 form part of these accounts

SOUTH MORNINGSIDE PARENT COUNCIL

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NOTES TO THE ACCOUNTS
YEAR ENDED ENDED 30 JUNE 2015

NET INCOME GENERATED FROM CLUBS, EVENTS AND OTHER ACTIVITIES Year Surplus/ 30-Jun Expenditure (deficit) Note 2014 Income £ Fund raising events 200 Club 600 Christmas Cards 5,691 4,175 1,516 1,329 Fashion Show 1,079 Ceilidh 2,048 971 1,414 1,077 Hallowe'en Party 178 Car Boot Sale 545 10.642 3.588 7.054 5.226 Summer Fair Winter Festival 8,405 2,761 5,644 4,920 Uniform Commission - Clan House 988 988 1,000 Sundry Income 1,127 1,127 1,173 28,901 11,601 Total events 17,300 17,464 Clubs Guitar 2,096 1,619 477 136 Basketball (37)2,406 2,385 Brazilian Football 21 696 3,042 2,309 733 570 Chess Chanter & Drumming (joined 2014) 9,112 8,572 540 1,152 French 4,597 4,582 15 769 4,658 3,769 889 Gym 5,008 4,308 700 Judo 458 Knitting 168 162 6 Recorder 2,387 2,301 86 31 735 Ski-ing 19,619 19,734 (115)12,980 12,217 125 Stage 763 4,198 4,009 189 198 Snowboarding Spanish 5,926 5,681 245 Girls Football 784 167 617 2 Clubs Doorperson 1,937 (1,937)(1,432)Total clubs 73,752 3,403 76,981 3,229 Other Skiing term 3 2012/13 (4,271)City Of Edinburgh Council Grants 564 564 а 810 Total other 564 564 (3,461)

Total 106,446 85,353 21,093 17,406

a Parent Council Grants from City of Edinburgh Council - based on per pupil head for meeting and marketing costs.

SOUTH MORNINGSIDE PARENT COUNCIL

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NOTES TO THE ACCOUNTS (continued) YEAR ENDED ENDED 30 JUNE 2015

2 PROJECT EXPENDITURE	Year to June 2015 £	Year to June 2014 £
ipads	3,407	3,561
Science Week	2,905	2,605
Teachers' Allocation	2,700	2,595
Arts & Crafts Supplies	63	769
Science Budget Expenditure	-	433
SMPC Website Design	<u>-</u>	108
Workshops / Drama	500	547
Scottish Opera	350	350
Ski Club Races & Membership	-	423
Playground Design Consultant	-	250
P3 Football Set Up Costs	185	150
Library Books	814	642
Intro to P1 Parents - refreshments	-	264
Expressive Arts	-	1,451
Fridge Freezer for Tech Rm	206	1,451
Projector lamps x 3	338	_
Parentmail	600	_
Technologies	1,294	_
SMPC Website Annual Maint	62	_
Free Club Places	392	-
ICT - Lamp	346	-
Playground Improvements - 2012	30	-
Annexe Playground Equipment	1,280	-
Interactive whiteboard	3,146	-
Sports t-shirts with logo	441	-
Dance workshops	600	-
Other general expenditure	6	-108
	19,665	14,040