



ROCHESTER MATH SCHOOL ASSOCIATION

MEETING

13th September 2021

MINUTES

1. Minutes of the Last Meeting, Matters Arising & Update on Actions

The minutes of the last meeting were accepted as a true record of the meeting and adopted.

2. Feedback on school's RSHE policy

Eliot introduced the RSHE policy as the school is required to consult with parents about it. It will be sent out to all parents but it was decided to send to the RMSA to make sure that some feedback was provided. It is to clarify the approach the school will be taking towards this area of the curriculum after Ofsted's overall recent review of all schools in regards to this subject. Students felt that the information they received was too little, too late so the school is now essentially working towards addressing this with their approach. Feedback can be provided either direct to Eliot or through the office via email if preferred. Feedback from the RMSA is that the policy covers everything that would be expected and seems appropriate.

3. Treasurer's Report (update)

Opening Balance as of the 1st of September 2021:		£15,889.09
Float in Cash tin		£100.00
Payments In		
September	Insurance premiums x 2	£22.50
	2 nd hand uniform	£53.00
	Yr. 7 Rugby Morning (includes card payments which we must pay transaction charge on)	£276.75
	Your School Lottery (amount due)	£478.40
Payments Out		
September	Booker	£543.24
Liabilities		
	Reimburse insurance	£22.50
	Card transaction payments	?
Available Funds as of the 6th of September 2020		£16,076.50

➤ **Insurances.** Despite emailing directly last year and putting notices on social media & in newsletters we have still had 2 parents pay the insurance premium again this year. We shouldn't be expecting any in October as none

came in last year. **The committee need to decide what we will do this year.** – It was decided that the school and RMSA have done everything possible to contact people regarding the insurance payments and so any future payments will now be counted as donations to the RMSA.

- **Your School Lottery.** As of the 6th of **September 2021**, there are **145** supporters who purchased **221** tickets for that week. There are 110 supporters registered who currently are not purchasing tickets. **The Lottery information is posted on the RMSA Facebook page, please could you share so the message gets to as many people as possible, remember you do not have to be a parent of a pupil to participate.**
- **Giving Machine:** As of 6th Sept 2021, there are **197** registered givers, **3** active givers. **The Giving Machine information is posted on the RMSA Facebook page please could you share so the message gets to as many people as possible, remember you do not have to be a parent of a pupil to participate.**
- **Amazon Smile:** Amazon Smile information is posted on the RMSA Facebook page please could you share so the message gets to as many people as possible, remember you do not have to be a parent of a pupil to participate.
- **Donations:** There are 3 outstanding agreed donations from last year.

English	£55	Media/creative writing packs agreed March
Physics	£80.00	DVD players
SEN	£899.91	Laptops

Charlie believes these funding requests can be cancelled as the English packs were requested under the previous HOD and the new HOD has not re-submitted the request despite reminders. The DVDs it was found were not compatible to be used with laptops so no longer required, and the SEN has been resubmitted (see funding requests)

Please could the committee discuss in respect of whether to agree this funding within this year

- **Stock:** The stock has been replenished and there should be enough in the cupboard for the Next Step evenings.
- **Requests for Funding:** All requests for funding need to be submitted on a Funding Request form attached. This is necessary as we need to have an audit trail available to show an accountant at the end of our financial year. Our income is likely to exceed £10,000 this year and there are more stringent requirements in respect of our Charity Commission submission. In addition, there is now a 2month time limit on the agreement to fund an item to allow funds to become available for other bids. Wording on Funding Application has been amended to reflect this.



Funding
Application Form.doc

- **SumUp Card Payments:** A second card reader has been donated so we now have 2 card readers available.

Jo Harding

September 2021

4. Request for Funds

- PE dept – 50 field hockey sticks at total of £1500 (£30 each) to replace the current old equipment and to make sure there is enough equipment for the amount of students now taking up the sport (L.Webster) – approved but on the basis that the PE dept speak to the OWs about donations and possibility of passing on old equipment that can be used.

- SEN dept – 3x LAT approved laptops to enable Yr 13 students without access to laptops to complete their coursework & assessments at a total cost of £1590 (£530 each) (C.Alderman) - originally approved from last meeting in June but then the LAT insisted they had to be LAT approved so new request submitted – Yr 7-11s have chromebooks and yr12s will be receiving these soon, but there is a delay with yr 13s and the laptops are more useful than the chromebooks for what they need– approved.

5. **Christmas Fayre & Forthcoming events**

Volunteer requests – email sent out but a reminder that the next steps events in September are being held online so the RMSA are no longer needed to attend.

In October – Weds 13th Oct Music A-level & GCSE performances – check with Fay to see what numbers and if RMSA needed, more than likely not.

Thurs 21st Oct – Open Eve – Volunteers need to be here for 5pm. Angela will send out an email nearer the time requesting for volunteers and to remind Dean to set up. Charlie will find out about drink preferences for staff.

Christmas Fayre – booked for 20th November. We will require volunteers and 6th form volunteers on Friday 19th afternoon/evening and Saturday 20th morning to set up. We will be selling refreshments, games, stall holders – need to confirm charge per table (usually £10). Time usually 11am – 3pm. Jane will update the booking form for stall holders and get it sent out.

Angela will send out emails for volunteers nearer the time but we will also require volunteers for leaflet drops the week before.

Boot fair – we need to confirm date but Sunday would be preferred and relatively soon. Not too early – the serving hatch would be useful for serving refreshments if allowed. First Sunday in Oct (3rd October) agreed – 11.30am start, 3pm finish– bookings and payments will be taken in advance for pitches, it will be for cars and tables. Toilets – Pavilion best bet, school will be locked up.

£10 table / car, £15 transit van size, burger vans/ice cream vans, Charlie has a friend who has café to you van and maybe could give percentage of earning as donation – we could still do normal tea & coffee, he could do speciality coffees.

Gordon mentioned to make sure stipulate that people must take away anything they bring that they don't sell. Ruth mentioned might be quite short notice but Jane agreed that if we don't get the response, we'll have to scrap the idea.

Hayley has some ideas for fund-raising which she will pass over so these could be useful at boot fair and Christmas fayre.

Drama showcase – Thurs 16th December (will discuss further at next meeting in November)

6. **Recent Events Feedback**

Yr 7 Rugby Taster morning Sat 4th Sept – it was busy and we raised £276.75. We managed to hand out leaflets with information about Amazon Smile, Just Giving and School Lottery.

7. **Lost Property Update**

Sue Crittenden is continuing to sell the uniform from home but hoping to take it all back into school very soon so she can start using the boot of my car again after 18 months!

It has been busy over the last 4 weeks, especially the last week before school returned and since the new year 7s started. Sue has had a lot of calls from parents whose children have lost items. I'm not sure being asked to find one boys pen at 3.40am on a Sunday morning is the best use of my time!

The money has been a slow drip feed which I have been paying via bacs into the RMSA account. Sue will be going in sometime this week/early next week to reorganise the room and sort out any items that have been bought up.

Sue has had another lady who was going to help before covid who contacted her last week and is still able to help out so will arrange to meet her once she has sorted out a time that she is able to come in to school. That makes 5 volunteers so hopefully we will be able to open every lunchtime.

Eliot noted that most secondary schools don't have a lost property office so it is a really valued contribution. Jane mentioned Sue has not received any recent abusive emails / texts from parents thankfully – Eliot has said they can be passed to him and he will deal with them if that happens.

8. Update from Sixth Form

No update at this time.

9. Update from Charlie Alderman

No update at this time.

10. Any Other Business

BBQ – Dean informed that new BBQ will be built tomorrow (Tues 14th Sept 2021). After our meeting with Eliot, we had a wander around to work out logistics for boot fair and came across a pile of rubble. No one had informed us that it had been knocked down. We agreed in 2019 to fund half with the Old Williamsonians (£200 so £400 in total). Apparently it was decided that it was unfit for purpose by someone and it has been discovered that it was knocked down with a sledge-hammer.

Eliot will bring it up with OW's at their committee meeting. Also will raise about the OW representative who last attended a meeting 2nd March 2020 as it is important we have one present at meetings for their feedback.

We have 3 bags of frozen chips left over in the freezer from the last quiz night – Best before date is 31st Aug so we cannot now use them, but they are for frying so if anyone would like them, let us know and we'll sort out collection.

Eliot noted that they are expecting new government legislation regarding school uniform so he will keep us updated regarding this, in respect of the second-hand uniform.

Dean & Hayley have some ideas about fund-raising but they need to confirm some things and they will then email over. Jane mentioned that we are looking to plug the gaps as we don't run an event every term but we would like to so if anyone does have ideas, please do pass them on. Hayley noted that they have lots of members in swimming & gym that would be happy to volunteer to help out, plus how they could put on some events in the gym or swimming pool that would benefit us.

Janine raised the point about revision guides we have in the cupboard that we would normally sell at the next steps evenings. We are going to come in on Fri 24th and catalogue what is there and we can advertise

them on the Fb page and via the school office. Eliot & Ruth noted that those parents that want them will have bought them already, so perhaps better to wait to advertise until December/January.

****Date of the next RMSA meeting ~ Monday 15th November 2021 @ 7pm, SJWMS - TBC****

Actions

Ref.	Date	Agenda Item	Activity	Owner
T5.12	<i>On-going</i>	Lost Property	Dave to build racking and engage Site Team as appropriate. Difficulty in sourcing materials but will be sorted once this has been ordered.	Dave
T6.6	7 th December 2020 <i>On-going</i>	Giving Machine/Amazon Smile	6 th form reps to take up with Mr Bailey about arranging posters to advertise in the 6 th form area. Faye spoke to Mr Bailey, Deji will check with her. CA to promote with staff & will send information from Jane across to the new 6 th form reps. EH – sent out the information to teachers to show what had been funded. Also Jo arranged for a pie chart to be sent to form rooms to show to the pupils too. Jo did a table to show recent spending. RMSA noticeboard has been updated.	Michael now Deji, Faye & Max Charlie Eliot
T1.17	<i>ongoing</i>	Lost Property	Second-hand uniform being sold. (See LP update above)	Sue C
T2.9	7 th December 2020	AOB	Reminder and information to members about the Parentkind website. Anyone can join Parentkind, committee members have to be approved by RMSA officers. Also about the Facebook page – PTA hangout. Worth joining for ideas and information.	All
T5.2	<i>ongoing</i>	AOB	6 th form reps to look after the walkie talkies and will make sure they are all charged ready for use.	Deji, Faye, Max
T6.1	<i>ongoing</i>	AOB	All to promote Lottery, TGM, Amazon Smile etc	All
T1.1	13 th Sept 2021	Funding requests	Charlie to check about the 2 outstanding funding requests from last term – English packs & DVDs	Charlie
T1.2	13 th Sept 2021	Christmas Fayre & forthcoming events	Jane to update the booking forms for the boot fair and this year. Also to check with Fay if RMSA will be required at the GCSE/A-level music event. Angela to send out requests for volunteers, including the leaflet drop week before Christmas fayre. Also to message Chris Halls re. using OW's alcohol licence for Christmas Fayre. Charlie to get a list of the drinks orders from staff for Y6 open	Jane Angela Charlie

			eve.	
T1.3	13 th Sept 2021	AOB	Eliot to check with the OW's about representative and to find out more about what happened with BBQ.	Eliot