



ROCHESTER MATH SCHOOL ASSOCIATION

MEETING

15th November 2021

MINUTES

Present: Jane Marsh, Janine Johnson, Jo Harding, Angela Hannaford, Charlie Alderman (RMSA link), Dave Davis, Deji Oyesola, Jeff Doust, Cathy Younger, Sue Crittenden, Dave Davis, Ruth Thomas, Sarah Gilbert, Gordon Millar, Dean Filmer, Hayley O'Neill

Apologies for Absence: Eliot Hodges, Lisa Lanckmans, Sarah Kelly, Lorraine Kill, Faye Humphries, Max Hussey, Caroline Benson, Joanna Killick, Ingrid Jaiyesemi, Elaine Stokes, Nikki Rouse

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

Jane welcomed Jeff Doust as the new Old Williamsonian representative in place of Steve Goddard. The minutes of the last meeting were accepted as a true record of the meeting and adopted.

2. Chair's Report

It's been another quiet few weeks in terms of our activities so there is not much to report.

The first (and only) face to face event of the school year was the Year 7 rugby morning on 4th September which was very well-attended. We sold our usual refreshments and also had sausage rolls and cheese and onion pasties which went down very well. We did make a significant profit (see the Treasurer's report) and despite it only being for a couple of hours, it was well worth us attending. It was also an opportunity for us to speak to the new parents about the School Lottery, The Giving Machine and Amazon Smile and hand out leaflets.

Unfortunately, the boot fair had to be cancelled as we only had a handful of bookings. It was just as well because the weather was horrendous that weekend and it wouldn't have been a pleasant experience for us or the stallholders and we probably wouldn't have had many visitors. We will consider resurrecting the idea in the spring when the weather is (hopefully) improving.

The next event is the Christmas Fayre on 20th November and we have 24 stalls booked in which will be selling all sorts of lovely items. We will need volunteers to help on the Friday evening (19th) with as much setting up as possible and then on the Saturday from 8am putting the finishing touches to the hall and setting up and serving refreshments. We will also need volunteers to help to run some of our own stalls/games and to help with clearing everything away at the end. If you can help please let me and Angela know.

We are very grateful to Hayley (H2O Swim) who will be setting up an inflatable assault course in the swimming pool on the day of the fayre which will hopefully attract a lot of bookings and will enable to parents to visit the fayre whilst their children are occupied in the pool. Profits will be donated to the RMSA and we are very grateful to Hayley. If you know anyone who would like to book, the cost is £5 for 45 minutes and either 12pm, 1pm or 2pm. Please message Hayley at H2OSwim@outlook.com.

If you are free on Friday 12th November (morning) we will be doing a leaflet drop in the roads around the school to advertise the Christmas Fayre. The more people we have the quicker we'll be able to get the leaflets distributed so, again, if you can help, please let me and Angela know.

The Christmas Fayre is our first big opportunity to swell our bank balance so if you can help in any way, it would be very much appreciated.

I, Jo, Janine and Angela met to discuss the Christmas Fayre and agreed that it would be a good idea to order another banner for the school railings to increase the visibility of the fact that a fayre will be taking place and have ordered a 4m x 1.5m banner similar to the one we already have. This cost £137 but we felt that it was worth the extra cost and because it does not have a specific date on it, it can be used year after year in the same way as our existing banner (which was kindly donated by Sean Barnes).

As I mentioned at the last meeting, neither I (Chair), Janine (Vice Chair) nor Jo (Treasurer) now have children at the school and we are looking to step down from our current roles at the next AGM in September 2022. We would hate for the RMSA to discontinue due to people not being willing to step into the roles so please do consider whether you would be willing to take on one of these roles. We will provide as much help and support as we can during the transition but ultimately it will be time for us to hand over the baton and we hope that the RMSA will go from strength to strength once we have left. The RMSA is such a valued and important part of the school community. Please consider what you can do as we'd like to start people shadowing us a few months in advance, so that we can ensure a smooth handover.

Jane Marsh

November 2021

3. Treasurer's Report (update)

Float in Cash tin		£100.00
Payments In		
September/October	2 nd hand uniform	£98.00
	The Giving Machine	£18.80
	Your School Lottery	£341.20
	Xmas Fayre Bookings	£250.00
Payments Out		
September/October	Xmas Fayre Banner	£137.64
	Prizes for Xmas Fayre	£47.00
Liabilities		
	Reimburse insurance	£22.50
	Reimburse Boot Fair Bookings	£20.00
	Hockey Sticks	£1,500.00
	Laptops	£1,590.00
Available Funds as of the 6th of November 2021		£13,841.32

Insurances. We do not appear to have received any further payments which means we have only received 2 payments this year. **The committee need to decide what we will do this year.**

Your School Lottery. There is an issue with the lottery returns we must complete and send to Medway Council. Every 2 months we receive a lottery return from Your School Lottery which we must sign and send to Medway Council. We used to be able to do this by email, unfortunately this is now sent as a link to a web-based PDF file which we are unable to edit (sign). If we cannot find a way round this, we may need to stop the lottery. If anyone who can sign/edit adobe documents would like to take responsibility over for this task this would really help. There are quite a few people registered who no longer buy 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: 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.

Boot Fair: This was cancelled Still a couple of payments to be reimburse. Jane has reimbursed another one since this report issued.

Donations: as yet we have not received the invoices for the following agreed spend.

Hockey Sticks	£1,500.00
---------------	-----------

Laptops	£1,590.00
---------	-----------

Stock: Booker's trip will be required for Xmas Fayre.

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

Jo Harding

November 2021

4. Request for Funds

Football (extra-curricular activities) – 24 footballs + 2 pop-up training target nets at total of £314.25 (£227.40 for footballs, £79.90 for nets + £6.95 dlv) to replace missing footballs and for use in training & matches (R.Baldwin) – approved

School production (music & drama) - Contribution to the performance licence and hire of performance materials for school production materials at total cost of £964 (or any donation would be appreciated) (J.Shand) – approved for total cost of £964

5. Feedback on previous events

Boot fair had to be cancelled due to weather & not much uptake. We will revisit at later date for possibility in Spring time. Those who had booked have shown interest for a later date.

6. Christmas Fayre Saturday 20th November 2021

Jane, Jo, Janine and Angela did leaflet drop on Friday morning so a 1000 leaflets went out – it would be appreciated if more volunteers can help out for this as it is the same people each time. We understand that it is difficult for those who work but even if some people are happy to take some leaflets and deliver over the weekends in the local area would be helpful.

H2O – inflatables sessions are sold out but still about 25 spaces at 3pm session on the day. Hayley will not offer it to anyone else until we have chance to offer them again but if not booked by Thursday she will.

Hayley has inflatable for 5 weeks so there is definitely a possibility of putting on other sessions on other days when the pool is empty, thinking particularly 29th & 30th Dec. Jane has asked for people who want to book to email H2O direct. Really appreciated as it is a definite added bonus for the Christmas Fayre and appreciate that the money is going to the RMSA so it benefits the school.

Jane has sent out an email through the office to parents asking for donations of cakes, mince pies, bottles of wine for the 'wine & water' game, etc. Went through the Christmas Fayre checklist.

Car parking – stall holders to park in the top car park. Jane to send email to Dean to confirm all details so it can be passed on for that Saturday. Jeff asked to open cage gate so sports people can park there for that Saturday. Kitchen to be open and toilets – open side door.

Room or place to get changed for Dave – toilet in the corridor outside hall. Bins and black sacks – can use those in the kitchen. Trolley tyre and school trolley.

Extension leads – need to provide own if possible.

RMSA will be here from 4pm on Friday and 8am Saturday to set up. 30 trestle tables and 4 round tables. 24 stall holders, 2-3 games, second-hand stall

Jeff will be there from about 9.45am on Saturday so if we do need anything from pavilion – give him a shout.

Bookers trip will be Friday – Jane, Jo, Janine and Angela.

Leave a couple of the trees up for Dean.

Fay Graham has some musicians available to play and sing during the fayre. Sean will be setting up the PA system Friday pm.

6th form helpers – get high viz jackets on Friday and bring over to leave ready for Saturday so 6th form block doesn't have to be opened. 6th formers can see Jo / Janine for vouchers for drinks & refreshments.

7. Quiz night & forthcoming events

Jane asked for 11th Feb but it is inset day so we need to double check dates with Dean. It will either be 4th Feb or 11th Feb. It will be just a question of numbers and space depending on the Covid situation.

Dean confirmed 11th Feb.

Volunteers will be required for:

6th form open evening – Thursday 6th January. In person as it stands at the moment.

Y9 options evening – Thursday 20th January. In person as it stands at the moment.

Angela to send out email for volunteers.

8. Lost Property Update

Sue and Cathy to check if they have the laptop and if it can connect to the internet – let Jane know.

2 new ladies have not been in – one lady didn't turn up and never heard from again. The other lady had to cancel and hopefully will be in next week to meet Sue.

Bag of revision guides there – Cathy will bring then down on Friday to put with others.

Cathy has a folder with photos of all the un-named items now and then sends it to Sue.

9. Update from Sixth Form

Just a couple of things to confirm about the Christmas Fayre from Deji – timings for sessions, but the only sessions are for inflatables and 6th formers not involved in that.

Do they have to wear uniform?– Friday not necessarily as setting up in the hall but on Saturday consensus is Christmas jumpers and hats.

10. Update from Charlie Alderman

Laptops update – still an issue. Charlie has received emails saying that the trust do not give out laptops to students but they can do Chromebooks so he agreed but hasn't heard back since last week. The Chromebooks will be at a lower price. Charlie will email the contact to Jane and she can send an email or have a word with Eliot to see if there is a way to sort it out.

Jeff asked can the RMSA gift them to the students if 6th formers are allowed to bring in their own laptops anyway so this will be looked into.

Angela will email across list of dates for the future RMSA meetings to Cheryl so they can be added to the school calendar and cc. Charlie.

11. Update from OW

Jeff said thank you for inviting him and if any issues feel free to let him know.

Hockey – if any ladies who used to play are interested, always looking for players.

12. Any Other Business

Janine questioned if Jane, Jo and herself can be added to the school communications as they only know what is happening if Angela sends across emails she thinks they need to know about now they no longer have children at the school. If the school want them to continue in their roles properly then it would be helpful if they could be included.

Sport relief – Charlie has had discussion with another member of 6th form about ideas for Sport relief. He has ideas about sport matches. RMSA has to be a bit careful as we are a charity so we are not supposed to be raising money for other charities but we have been involved before so are happy to be part of what the school is involved in. We could do refreshments at the events and this money goes to the RMSA. Once have more details, let Jane know dates and requirements and we can see what can be done.

****Date of the next RMSA meeting ~ Monday 10th January 2022 @ 7pm, SJWMS****

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. Still proving difficult. Jo mentioned we could purchase racking to replace it – Sue and Cathy to investigate what they would need and let us know.	Dave Sue C and Cathy Y
T6.6	<i>On-going</i>	Giving Machine/Amazon Smile	CA to promote with staff & will send information from Jane across to the new 6 th form reps.	Charlie
T1.17	<i>Ongoing</i>	Lost Property	Second-hand uniform being sold. (See LP update above)	Sue C

	15 th November 2021		Stall at Christmas Fayre £5 per coat and any others left – put out message to parents that we have some for sale. Check if have laptop and if can connect to internet & let Jane know.	Sue C / Cathy Y
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
T1.2	15 th November 2021	Christmas Fayre & forthcoming events	As per Christmas Fayre checklist Email Dean with requirements Arrange 6 th form volunteers & for collection of high viz jackets on Friday pm Email volunteers with confirmation and times Bookers run Fri pm	As per checklist Jane Deji Angela Jane, Jo, Janine and Angela
T2.1	15 th November 2021	Forthcoming events	Email for volunteers for 6 th form open eve – 6 th Jan and Y9 options eve – 20 th Jan	Angela