



ROCHESTER MATH SCHOOL ASSOCIATION

MEETING

10th January 2022

MINUTES

Present: Jane Marsh, Janine Johnson, Jo Harding, Angela Hannaford, Eliot Hodges, Dave Davis, Deji Oyesaye, Faye Humphries, Cathy Younger, Ruth Thomas, Gordon Millar, Joanna Killick, Nicole Deards

1. **Apologies for Absence:** Charlie Alderman (RMSA link), Lisa Lanckmans, Sue Crittenden, Claire Doree, Sarah Kelly, Lorraine Kill, Mirja Bartz, Max Hussman, Elaine Stokes, Sarah Gilbert, Jeff Doust, Nikki Rouse

2. **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.

3. **Chair's Report**

Happy New Year! I hope everyone had a lovely Christmas.

Term 2 was extremely successful for the RMSA and it was good to be able to run the Christmas Fayre again. This was an incredible success and, with the inflatable sessions run by Hayley and her team in the swimming pool, we made a significant amount of money (see the Treasurer's report). Thank you to everyone who gave up their time to help with the fayre, including setting up on the Friday evening, and particular thanks to Hayley for running her sessions which helped to ensure a steady stream of visitors to the fayre. Thanks also go to all of the hardworking 6th Formers who turned up to help set up on Friday evening as, without them, we would have struggled to get everything done, and thanks to all of the 6th Formers who turned up on the Saturday. All of the 6th Formers were a credit to the school and many of the stallholders commented on how helpful, polite and respectful they were. I've had lots of positive feedback from stallholders, most of whom have said that they would love to be invited back next year and that it is one of the best Christmas fayres they have done.

The Big PTA Christmas Raffle was also well worth us joining and we sold well over 1,000 tickets which brought in just over £1,500 with very little effort from us, other than promoting it on our Facebook page and via emails out to parents. If you bought tickets, thank you!

With the fayre, the raffle, Your School Lottery and an Amazon Smile donation, we took in over £4,000 in term 2!

As 2022 starts, it looks like it may be another challenging time for fundraising, at least for the foreseeable future, as some school activities have already had to be cancelled due to the ongoing Covid issues, so if anyone has any good ideas for online activities that might interest the school community, please do let me know.

Please don't forget that I, Janine and Jo are planning on standing down this year. Nobody has yet put themselves forward to take on our roles and we are extremely concerned that the RMSA may not continue after our departure. Please consider stepping up so that the RMSA can go forward from September and continue to raise money to help the school and its students. We are a very vital and integral part of the school and we are greatly valued by Mr Hodges, the leadership team and the staff. We have gone from strength to strength over the last few years and everything you need to move forward

successfully is already in place, including checklists and handover documents. We will, of course, still be available to help and advise those people who step in our roles.

Jane Marsh

January 2022

4. Treasurer's Report (update)

Float in Cash Tin			£100.00
Payments In			
November/December	2 nd hand uniform		£14.00
	Amazon Smile		£78.58
	Your School Lottery		£777.60
	Xmas Fayre		£1,565.96
Payments Out			
November/December	Boot Fayre reimbursements		£45.00
	SJWMs Hockey sticks		£807.03
	SJWMs Football equipment		£261.88
	Booker		£505.36
	Parentkind membership		£128.00
Liabilities			
	Reimburse insurance		£22.50
	Reimburse Boot Fair Bookings		£10.00
	Laptops		£1,590.00
	Drama		£1,000.00
Available Funds as of the 4th January 2022			£16,992.59

➤ Xmas Fayre.

Stalls	Prices	Float	Takings	Expenses	Cost	Net Profit
Table Bookings	£10 each	0.00	260.00	Flyers donated	0.00	260.00
Drinks & food	Various	100	432.97	Stock	505.36	222.52
	card payments	-	44.43			
Sweets	Various	85.00	240.65	from stock		
	card payments		9.83			
Star Wars Collection	donation for photos	-	46.78	Time donated	0.00	46.78
Water into Wine	£1	60.00	140.00	3 boxes of wine	87.95	52.05

Ping Pong	50p/3 for a £1	70.00	225.00	prizes mostly donated	47.00	178.00
Raffle	£1	60.00	256.00	prizes donated	0.00	256.00
£1 in a jar	£1	-	52.00	Prize taken out of taking & donated by winner	0.00	52.00
Roll 10p	10p	70.00	50.00	Prizes taken out of takings	0.00	50.00
secondhand	various	65.00	58.30	donated goods	0.00	58.30
Totals		0.00	1,806.13			1,175.65

H20 Swim Fit Sessions

800.00 Donated by H20 Swim Fit

0.00 800.00

Total 1,975.65

- **Insurances.** We do not appear to have received any further payments which means we have only received 2 payments this year.
- **Your School Lottery:** 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.
- **Donations:**
 - The hockey sticks have only cost £870.03 so far. We had originally been asked for £1,500 not sure if there more are on order.

There is an issue with ordering the laptops, so this is still outstanding.

- **Stock:** Unused stock from Xmas Fayre is in cupboard.
- **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 2 month 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.

Jo Harding

January 2022

5. Request for Funds

- Football (extra-curricular activities) – 1st & 2nd team football kit at a total cost of £1458.50 (£1453.55 + £4.95 delivery) (R.Baldwin) – approved minus the cost of socks
- Geography – 50 OS maps at total cost of £449.50 (£8.99 per map) (E.Cullis) – approved
- Work Experience – in person medical experience at UCL at a cost of £1300 (total cost is £2600 but the student has already managed to fund-raise £1300) – not approved as unfortunately it does not fall within our remit. As Eliot mentioned the hardship fund, Jo suggested we could perhaps donate an amount to that as this can be accessed by more students.

For consideration, do we continue to accept small fund requests to support the school as required or look at funding larger projects if there is a build-up of money as well.

6th form – are able to put forward funding request. Anything the school might benefit from that they can think of can be put forward. Funding requests not limited to staff only.

6. Feedback on Christmas Fayre & previous events

Busy but tiring day. Constant stream of visitors, also fed by the other events going on.

Jane received good feedback from the stall-holders and they would like to come back next year.

People were really impressed with the 6th form helpers – so many comments about how helpful the Saturday morning and afternoon team were with helping set up, carrying things to and from cars.

Janine mentioned that putting prices up for refreshments would be a good idea.

Thanks given to all the volunteers for giving up their time.

7. Quiz Night

Probably prudent to postpone due to current events and with reduced numbers it may not be worthwhile.

The general feeling is that it is not the correct thing to be done at the moment.

Postpone to Term 5 – Jane will look at dates and confirm with Dean. Link to Jubilee theme?

8. Forthcoming events

Y9 options evening cancelled and moved online.

Jane will look at the possibility of another online quiz.

9. Lost Property Update

Sue is just waiting for a new lady to have her DBS completed. She is happy to do one lunchtime each week because she lives very close to the school and works from home. They were hoping to have every day covered but looks like that won't happen for a while. Sue has heard nothing from the lady that she had arranged to meet but didn't turn up. I have sent her a text but she hasn't replied. Sue is still running the shop from home but it's very quiet at the moment so she has started taking everything back into school and should be going back in at lunchtime starting next week.

Cathy logging any lost property coming in as normal (sending out slips) and sharing with Sue so if parents get in touch, they can look at the folder and check. Over 100 items in lost property – mainly odd bits, lots of swimming kits, jackets and rugby boots in bags, water bottles & lunchboxes, calculators and glasses.

Name labels – had an account with Easy to Name, Jo will check. Cathy can give out flyers when selling in the shop and if we can get parents to sign up will bring in some additional money.

Socket in lost property office went bang when laptop plugged in. Needs to be repaired and also maybe look at adding new ones. Lights were not done when the rest of the school changed to LED lights so maybe needs looking at.

10. Update from Sixth Form

No update at this time.

11. Update from Charlie Alderman

Charlie not present so no update at this time.

12. Update from OW

Jeff not present so no update at this time.

13. Any Other Business

Revision guides & lost property – can we sell them one day to parents at end of school day?

Ruth mentioned that it could be good to speak to school and see if any students who can't afford revision guides could be offered first choice as we have enough for that.

Gordon mentioned about having someone get up and do a brief presentation about the RMSA when there are events such as the drama performance. Jane does normally at the new entrants evening but obviously this has not been possible as most events have not taken place due to Covid.

****Date of the next RMSA meeting ~ Monday 28th February 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. Message to parents re. coats to be sent out	Dave Sue C and Cathy Y Jane
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> 15 th November 2021	Lost Property	See LP update above. Check if have laptop and if it connects to internet & let Jane know.	Sue C 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

T3.1	10 th January 2022	Quiz night	Jane to look at possible dates for Term 5 to move the quiz night to and liaise with Dean.	Jane
T3.2	10 th January 2022	Lost property	Electrics need looking at, updating lights, and plug socket for checking and maybe can add more. Eliot to speak to Dean. (see LP update above)	Eliot