



ROCHESTER MATH SCHOOL ASSOCIATION

MEETING

25th April 2022

MINUTES

Present: Jane Marsh, Janine Johnson, Jo Harding, Angela Hannaford, Eliot Hodges (Headteacher), Charlie Alderman (RMSA link), Joanna Killick, Sue Crittenden, Cathy Younger, Nicole Deards, Sarah Gilbert, Dean Filmer

1. **Apologies for Absence:** Dave Davis, Lisa Lanckmans, Claire Doree, Max Hussman, Faye Humphries, Ruth Thomas, Elaine Stokes, Gordon Millar

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**

It has been another quiet term. However, we did support the 6th Form Music Academy evening and the Spring Concert but we took less than £60 over both events. This was partially to do with where we were sited and the lack of audience at the 6th Form evening. We need to work with the school to raise our profile again as it has lowered due to our inability to operate effectively during Covid.

The good thing is that we are able to fully recommence our activities and we look forward to the Quiz Night on 20th May and then Founder's Day on 2nd July. Please add those dates to your diaries as we will be looking for as many volunteers as possible.

As discussed at the last meeting, following approval by Mr Hodges, we will also be hosting a "Meet the RMSA" evening (date to be agreed). Due to Covid, the vast majority of parents of the current years 7 and 8 will have had little, if nothing, to do with the RMSA and will not have much idea of who we are and what we do. The idea is that we meet parents from all year groups on an informal basis and can chat with them and hopefully encourage them to come along to our meetings and get involved with our activities. We also plan to sell second-hand uniform, display lost property and sell refreshments and revision books (of which we have very many!!) and also encourage people to sign up to Your School Lottery, The Giving Machine and Amazon Smile. All help for that evening will be very much appreciated as we will need a good core of people to help make the evening a success.

Fortunately, the New Entrants' evening is going ahead again this year, so I will get my opportunity to speak, on behalf of the RMSA, to the new parents whose sons will be joining the school in September.

I have already been contacted by a couple of stallholders from last year's Christmas Fayre asking when we'll be taking bookings again. This is a great indicator of how popular our fayre is and it is one of our biggest money makers.

We are still looking for people to fill the roles of Chair, Vice Chair and Treasurer from September. It will be very sad if, after all of our hard work over the last few years, the RMSA has to disband. Our work is much appreciated by the school and has helped to fund so many things that wouldn't otherwise have been possible. Full support will be given to those who step up, we won't abandon you! If you are interested or if you know of anyone that might be, please do contact me.

Jane Marsh

April 2022

4. Treasurer's Report (update)

TREASURER'S REPORT Term 5: 25.04.2022

Float in Cash Tin		£100.00
Float in Lost Property		£20.00
Payments In		
	2 nd hand uniform	£31.36
	Your School Lottery	£688
	Amazon Smile	£100
	The Giving Machine	£18.45
	Music Academy (to be banked)	£6.80
	Spring Concert (to be banked)	£47.20
Payments Out		
	Booker	£364.33
Liabilities		
	Reimburse insurance	£22.50
	Reimburse Boot Fair Bookings	£10.00
	Small Lotteries annual fee paid in May	£20.00
	Melting Pots	£704.73
	Sensory Tile	£57.89
	Air Fryers	£99.96
	Ceramic Glazes	£266.58
	Ring Light	£179
	Science Club	£500
	Rugby Kit	£850
Available Funds as of the 25th April 2022		£16,053.75

Your School Lottery: I would really like hand over the responsibility of the returns to the Council . This is sent through by the Lottery and just needs signing and sending onto Medway Council as part of our licence agreement. 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.

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 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.

Jo Harding

April 2022

5. Request for Funds

Science – Funding for Science club to be able to cover costs of equipment and the entrance fee for the Crest Award at a total cost of £510.15 for the year (Amy Wallace) – approved

PE – A set of rugby shirts for the girl's team (6th form) at a total of £850 for 20 shirts (Simon Downes) – approved

Eliot is still looking at the potential for the RMSA to work with the school and fund larger projects, such as creating a performance studio for the music department.

6. Quiz night & forthcoming events

Quiz night has been booked for the main hall for Friday 20th May – Jubilee theme. Jo has ordered a 'pin the diamond on the Queen' game, red, white & blue tablecloths. Sandra is happy to do food – she will come back to Jane with cost. We will provide vegetarian option, sausages and chips. Teams can bring own refreshments but we will sell refreshments too.

Need to check raffle prizes – Jane to pick up some

Nick has confirmed that he will be the quiz master again.

Sandra Mumford has agreed to compile it all.

Ruth Thomas is happy to come and do the scoring.

Jane will send out info to school office to then email out to parent's.

Cost will be £10 per head for adults, £5 per student – teams of up to 8 people.

We will need 6th form volunteers to help out and RMSA volunteers.

Sean to set up the screen and PA system.

Jane, Jo, Janine and Angela will have a catch up to go through details

Thurs 9th June – Jane to do usual presentation to the new parents.

RMSA volunteers needed to help with refreshments and for second-hand uniform.

Thurs 19th May – 4.30/4.45pm set up time, Y7 celebration evening starts at 5.30pm (parents will be turning up). Jane has been asked if we can support this event with refreshments. Could 6th formers help out using our stuff, Cathy and Jo are available.

7. Founder's Day

Sat 2nd July.

Not much to discuss at this meeting but reminder that Founder's Day is coming up. As many volunteers as possible from about 6.30 am will be needed to set up, run games, and help with stalls and refreshments throughout the day and help to clear away at the end.

Friday afternoon – 1st July 3.30/4pm volunteers arrive to help start getting things ready (labelling the tombola prizes, putting up decorations, etc).

Volunteers get breakfast on the Saturday.

Get the Samba band out / musical performers – Jane will email Fay.

Ice cream van – Jane will confirm with her.

8. RMSA meet & greet event

Thursday 26th May (last week of term)- 6 pm to 8pm. Volunteers to arrive from 4pm to help set up – maybe 6th formers to help bring LP across.

To promote the RMSA and push our profile with the parents.

Can put LP out, revision guides and second hand uniform can be sold, encourage people to sign up for school lottery, the Giving Machine and Amazon smile.

6th formers to help out.

9. Lost Property Update

Cathy has had a clear out and got rid off anything that was pre-September last year. More people asking for things than things being handed in for lost property.

Cathy has put a comprehensive list together of all the watches and the glasses which has been emailed to Jane with photographs and a description. This has been forwarded to Jane and she will pass on to be sent out by the school office.

Some watches are in the safe which have been there prior to last year going back to 2017 – need to work out what to do with these. Could be put out with the LP at the RMSA meet & greet evening as last chance to claim them. Then we sell or donate to charity?

10. Update from Sixth Form

No update at this time.

11. Update from Charlie Alderman

12. Chair of RGS PTA asked why we are not involved in the Summer ball they are running but Holcombe are – as Jane said they are part of the same trust so that is why, but we have had a previous Zoom meeting with them about 18 months ago where we discussed the possibility of doing some joint events.

13. Update from OW

Jeff not present so no update at this time.

****Date of the next RMSA meeting ~ Monday 13th June 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	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. Charlie to liaise with Deji and the new 6 th form representatives to let us know info so we can send for future meetings	New 6 th form reps (TBA) Charlie
T6.1	<i>ongoing</i>	AOB	All to promote School Lottery, TGM, Amazon Smile etc	All
T5.1	25 th April 2022	Funding requests	School finance manager has set a cut-off date for end of term 5 for any outstanding funding requests that have been approved by the RMSA but not completed. They will then have to be resubmitted for the following year. Charlie to chase up invoices to be forwarded to Jo and any funding requests that have been approved but equipment not bought. Also to email out to ask for photos of any equipment the RMSA has funded in the last few years for promotion events.	Charlie
T5.2	25 th April 2022	Quiz Night	We need 6 th form volunteers (around 10-12) to support setting up after school on the Friday and running around during the quiz night helping with games and serving food	6 th form reps & Charlie
T5.3	25th April 2022	Forthcoming events	Message to be emailed out asking for RMSA volunteers for the quiz night and for the Y6 entrants evening. Also for the Y7 celebration evening 19 th May (see above) Volunteers for RMSA meet & greet on Thurs 26 th May (see above) – RMSA volunteers and 6 th form	Angela