



ROCHESTER MATH SCHOOL ASSOCIATION

MEETING

7th November 2022

MINUTES

Present: Jane Marsh, Angela Hannaford, Elliot Hodges, Janine Johnson, Jo Harding, Joanna Killick, Charlie Alderman (RMSA staff link), Cathy Younger, Dave Davis, Diana Davis, Sarah Gilbert, Anita Coe, Dean Filmer

1. Apologies for absence: Jeff Doust, Yemi Ojo, Lisa Lanckmans

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. Chairperson's Report

Well, this year has certainly got off to a flying start! I'd like to welcome the new members who came along to the AGM and meeting in September and, in particular, Anita who was elected in as our new Treasurer. The handover between Jo and Anita is ongoing and, once that is complete, Anita will be added to the bank account and the trustees on the Charity Commission.

We have provided refreshments at the Year 7 rugby morning which gave us the opportunity to use the BBQ to use up the stock of burgers and hot dogs that were left over from Foundation Day. This proved very popular, helped by the fact that the Medway Towns Music Centre has moved to the school on a Saturday morning and many of the members took advantage of the availability of the food! It was also helped by being a gorgeously warm and sunny day. Thank you to everyone who helped, especially Dave and Liam who did all the cooking.

We've also provided refreshments at the various next steps evening and the Year 6 Open Evening as well as the inflatable pool sessions at the end of September and October.

Big thanks go to Hayley and Dean for organising and running the inflatable sessions. These provide a big boost to our funds, thanks to Hayley's kind generosity in donating the profits to the RMSA. These sessions will be run on the last day of every month up until July 2023 (with the exception of November when the sessions will be run during the day of the Christmas Fayre which will, in turn, help to boost the number of visitors to the Christmas Fayre). Other than the Christmas Fayre, if anyone can spare any time on those Sunday afternoons to help sell refreshments it would be much appreciated to save it always being the same people.

I would like to say a massive thank you to the parent that kindly funded one of the requests we agreed at the last meeting – the "Stormy Weather" books for the Geography Dept.

I would also like to say another massive thank you to the 3 parents that came forward as a result of my email asking for donations for trolleys and boxes to help with our storage and set up for events. These items have now been received and assembled and will make life much easier than having to carry stuff to and from our cupboard and room. We may need to consider a couple more boxes but we'll see how things go when we have reorganised our stock and cupboards.

The next big event is the Christmas Fayre on 19th November so please make sure that is in your diaries. We will be doing the usual set up the afternoon/evening before (Friday 18th) from 4pm and then will set up the final bits on Saturday morning from 8am. We will need volunteers to help out on both days, so whatever time you are able to give will be much appreciated. Whilst most of the stalls will be from independent stallholders, we do run some of our own games and stalls, as well as selling raffle tickets, so we need to ensure that we have enough people to help with those.

We will also need people to help to distribute leaflets advertising the fayre. Please let me know if you can help and which roads/areas you will be able to do.

I appreciate that it's not always easy with work and family commitments, but please, if you can help at events, please do put yourself forward to ensure that it's not always the same people.

Please continue to support Your School Lottery, The Giving Machine and Amazon Smile, as these are great sources of income for us but with little effort on our part, and please do encourage your friends and family as well.

Jane Marsh

October 2022

4. Treasurer's Report

Opening Balance as of the 30th October 2022:		£23,563.42
Float in Cash tin		£100.00
Payments In		
September/October	Next Steps Evenings	328.73
	Your School Lottery	712.00
	2 nd hand uniform	55.00
	Pool Events	£541.50
	Year 6 Open Evening	£278.70
	Xmas Fayre Bookings to date	290.00
Payments Out		
September/October	Booker	£940.71
	Small Lotteries Licence annual Fee for 22/23	£20.00
	Storage Trollies	£650.00
Liabilities		
	Reimburse insurance	£22.50

	ParentKind Affiliation (paid by Direct Debit)	£140.00
	Yamaha Piano	£5,190.00
	The Almighty Dollar Books	£209.70
	Stony Lab Digital Water Baths	£257.30
	Crest Science Club entry	£100.00
	Veo 2 Camera & subscription	£1,817.00
	Hockey Inclusion Officer	£500.00
	Think Differently Sessions	£300.00
Available Funds as of the 31st of October 2022		£21,964.05

- **Verification of accounts:** Unfortunately, we need to find another accountant to do this for us.
- **Small Lotteries License:** We do not appear to be getting the invoice that is sent via school address, this meant that last year's fee has only just been paid. This years has also been paid. Invoice used to arrive at school around May time.
- **ParentKind Affiliation:** This has been put up to £140 from £128.
- **Insurances.** 2 payments received. **The committee need to decide what we will do 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.**
- **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.

5. Requests for Funds

- 'Think Differently' sessions for years 9 & 10 (plus individual 1:1 sessions for targeted students) which covers the dangers of getting involved with drugs and alcohol, run by the Kenward Trust. We're asking for funding because this workshop is in addition to our core curriculum provision which is unbudgeted – Life Skills (D.Coates) at a total cost of £300 – approved with proviso that it is recognised in letters to parents that it has been funded by the RMSA and that we cannot guarantee funding every year if it becomes an annual event.
- Set of footballs for football teams (we think 12) – extra curricular football (Rob Baldwin) at a total cost of £199.55 (£189.96 + £7.99 dlv charge) – this is for a set of balls for the second team to use when two teams are playing the same time. Currently they use a mix-match of footballs that are available - approved

- Hockey Inclusion Officer - Leon Webster (PE) at a cost of £500 – to enhance the students' hockey experience by giving them more quality coaching helping them to fulfil their potential. We require clarification on the logistics of this. Resubmission after we asked for further information – not approved
- Veo 2 Camera/tripod/subscription - Stephen McNamara (PE) at a cost of £1473 – to allow video of all sporting events at the school and PE/training sessions. This can help provide visual feedback to our students on their performances and provide informal training for teachers/coaches. Could also potentially provide a live stream. Resubmission after we asked for further information – the PE department will find the funding for the subscription. We will need to be flexible on this if we approve as it will take a while to go through due to data protection requirements, etc - approved

6. Feedback on previous events

Various next steps evenings and Y6 open evening have been completed.

We now have trolleys that have been kindly funded by parents which are now in the RMSA room and all set up for future events.

Inflatable events – the last one for this year will be at the Christmas Fayre and then start again after Christmas.

7. Forthcoming Events

Thurs 15th December – Music Academy evening – Jane will check with Ginnie if RMSA required.

Mon 9th January 2023 - 6th form open evening - volunteers required to set up from 5pm

8. Christmas Fayre

At the moment 22 stall-holders – all paid apart from 1 lady who has 2 tables.

A couple of booking forms have been requested over the last week so might go up to 24 tables.

Leaflet drop Friday 11th – volunteers required.

Tree left up from last year – possibly went to 6th form block. Dean to check.

Jeff has pre-empted us asking about using the OW alcohol licence which we can use if we do mulled wine.

Banners to be put up in visible places by Dean.

A booker's run will be done on the Friday prior to the fayre.

Friday evening from 4pm setting up as much as possible, then Saturday from 8am to finish set up.

Charlie will speak to Ollie about 6th form volunteers. Stall-holders arrive from 10.30am.

(See Christmas fayre checklist)

9. Sum- Up Machine

Next model is a Solo machine which does not require linking to a mobile phone so works better. Everyone is happy to purchase 2 (approx. cost is £140) – Jane will check to get the cheapest deal.

10. Lost Property Update

Jane sent email to link up Cathy, Dave, Sue and Sameera to see if they can work out something – unfortunately at the time nothing suitable was available.

Laptop is now up and running – a message has gone out to parents saying emails are being sent for lost property to students but this has not quite happened yet. Cathy will need to speak to Cheryl about getting email addresses for students so this can then be put into action.

11. Update from Sixth Form

No reps at meeting so no update at this time.

12. Update from Charlie Alderman

No update at this time

13. Update from OW

No update at this time.

14. Any Other Business

Jane has entered us into the PTA Big Cash Draw – some tickets already sold (we got £1500 last year so it would be good to beat this). A parent has nominated us for a Make a Difference Locally donation and they have emailed to say we have been successful – not sure how much this will be.

****Date of the next RMSA meeting ~ Monday 16th January 2023 @ 7pm, SJWMS****

Actions

Ref.	Date	Agenda Item	Activity	Owner
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>On-going</i>	Lost Property	See LP update above.	Sue C / Cathy / Dave
T2.9	<i>On-going</i>	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
T2.1	07/11/22	Treasurer's Report	Anita to call Roland about the possibility of verifying accounts or will check if she has a contact that can do it.	Anita C
T2.2	07/11/22	Christmas Fayre	Jane to email Dean with requirements for Christmas Fayre Charlie to liaise with 6 th form reps for volunteers on Friday & Saturday. Also to ask Sean to set up PA system. Angela to do sign for water & wine – £2 a go, 3 goes for a fiver	Jane Charlie Angela