



ROCHESTER MATH SCHOOL ASSOCIATION

MEETING

16th January 2023

MINUTES

Present: Jane Marsh, Angela Hannaford, Jo Harding, Eliot Hodges, Charlie Alderman (RMSA staff link), Cathy Younger, Ihsaan (6th form rep)

1. **Apologies for absence:** Janine Johnson, Lisa Lanckmans, Steve Marsden, Dave Davis, Sue Crittenden, Karen Phillips, Joanna Killick, Anita Coe, Nicole Deards, Yemi Ojo, Sarah Gilbert, Jeff Doust

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**

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

We had a very successful term 2 and raised significant amounts (see the Treasurer's report) and I am hopeful that our efforts will be maintained through the rest of this academic year. The Christmas Fayre was very busy and I've had lots of positive feedback from the stallholders, many of whom would like to book again next year. The pool inflatable sessions really helped to get extra people through the door and my thanks go to Hayley and Dean for organising them and to Hayley for donating the profits to us. It's very generous of her and we are very grateful for her generosity. Thank you to everyone who gave up their time to help with the Christmas Fayre on the Friday evening before and the Saturday itself and to those who helped to distribute the leaflets the week before.

We've received a donation of £350 from Nisa, courtesy of one of our parents who works for them. They have a scheme called "Making a Difference Locally" (MADL) and nominated us for a payment. Thanks go to him for nominating us.

I signed us up to the Big PTA Christmas Cash Draw and lots of parents supported us by buying tickets. We didn't achieve the amount we made last Christmas but we still received over £800 which is a great sum of money.

I have now purchased the new SumUp machines and they are set up and ready. At the time of writing, we have the 6th Form Open Evening on 9th January and this will be our first opportunity to use them. They are the versions which do not need to be attached to an app on a phone and work on a stand alone basis, either connecting to WiFi or data services (which are free). Hopefully, these will make card payments much simpler going forward.

Following my appeal for donations towards the new storage trolleys, I had an email from a local company which came too late for the trolleys but I did ask if they would be willing to donate a couple of pop up gazebos to replace the ones we had to dispose of after Foundation Day 2022. They have agreed in principle but wanted their logo and ours to be printed on them. I have asked if it's a deal-breaker if we don't do this and I am waiting to hear back from them.

We now look ahead to the Quiz Night on Friday 10th February. Please mark your diaries as we will need plenty of volunteers (as usual) to help with the smooth running of the evening. This is always a popular and fun event and is our first opportunity of the new year to raise some significant funds. Sandra Pyke has agreed to do the food for us again and I am, at the time of writing, waiting to hear back from Sandra

Mumford as to whether she will compile the questions again and help with the running order for the evening.

There will also be further pool inflatable sessions throughout the coming months, usually on the last Sunday of the month. Again, Hayley will donate her profits to us and we will be selling refreshments so we will be needing volunteers to come along on those Sundays (for all or part of the time).

I appreciate that it's not always easy with work and family commitments, but, if you can help at events, please do put yourself forward to ensure that it's not always the same people. Some of us will be leaving at the end of this academic year so it's vital that everyone steps up to help to ensure that the RMSA is still able to support events and raise money. It's particularly important that we continue to sell refreshments at the various school events as this is a regular way of us making a good profit and raising funds.

On a personal note, I would like everyone to make sure that the RMSA continues as successfully as it has done over the last few years and continues to be a valuable and integral part of the school community. 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

January 2023

4. Treasurer's Report

Treasurer's Report		
Float in Cash tin		£100.00
Payments In		
November/December	Amazon Smile	94.05
	Your School Lottery	716.40
	2 nd hand uniform	45.00
	Pool Events	£541.50
	Xmas Fayre (this includes pool event & takings listed in last report)	2,379.11
	MADL Donation	350.00
	PTA Big Raffle	814.50
Payments Out		
September/October	Booker	319.38
	SJWMs Piano & Almighty dollar books	4,543.04
	Sum Up card readers	123.93
	ParentKind membership (Jan)	140.00

	Football Club	158.30
	Chemistry Water Bath	252.18
Liabilities		
	Reimburse insurance	£22.50
	Digital Balances	£1,680.00
	Crest Science Club entry	£100.00
	4-man tents x 15	£3,615.00
	Veo 2 Camera & subscription	£1,817.00
	Think Differently Sessions	£300.00
Available Funds as of the 16th January 2023		*£17,096.22

NB this does not include cash income from 6th Form Open Evening – money is still to be counted & banked.

Verification of accounts: We need to find another accountant to do this for us.

ParentKind Affiliation: This has been put up to £140 from £128.

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. 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.

Xmas Fayre: Table below show breakdown of Xmas Fayre income

Stalls	Prices	Float	Takings	To Bank	Expenses	Cost	Net Profit
Table Bookings	£15 each	0.00	400.00		Flyers	40.72	359.28
Drinks & food	cash.	121.34	529.80		Stock	0.00	719.39
	card payments	0.00	49.63	408.46			
Sweets	Cash	85.00	346.30	261.30	from stock		
	card payments		nb				

Star Wars Collection	donation for photos	-	40.70		Time donated	0.00	40.70
Water into Wine	2 /3 for £5	65.00	310.00	245.00	3 boxes of wine	74.27	170.73
Ping Pong	50p/3 for a £1	70.00	255.00	185.00	prizes donated		185.00
Raffle	£1	80.00	285.80	205.80	prizes donated		205.80
£1 in a jar	£1	0.00	64.00	64.00	prize	32.00	32.00
Roll 10p	10p	40.00	72.70	32.70	Prizes taken out of takings		32.70
secondhand	various	75.00	308.51	233.51	donated goods		233.51
H20 Swim Fit Sessions		-	-	-	Donated by H20 Swim Fit	-	400.00
		536.34	2,662.44	1,635.77			2,379.11

Float money from tin plus £100 left in tin

191.34

Total

Total to bank

1,827.11

5. Requests for Funds

Camcorder Microphone at a total cost of £42.99 (£38.99 + £4 div charge) - Drama (J.Shand) - will give us the ability to enhance sound production when recording work, extra-curricular performances and presentations using the departmental camera – approved.

2x Hockey goal-keeping kits at a total cost of £1000 – PE (L.Webster) – currently we do not have enough kits for all the year groups so we are missing out on extra-curricular training and matches – approved.

24 junior and 24 senior cricket balls at a total cost of £439.60 (24 junior = £159.80 & 24 senior = £279.80) – PE (S.Pepper) – by having brand new balls, we can host more cricket fixtures at school for all year groups in the week and on Saturday mornings. Without a brand new ball, cricket games cannot be played. After the ball has been used in the game, it can be used in training after school to improve students' batting, bowling and fielding skills – approved.

4-man tents - Steph Harrison (DofE) at a cost of £3,615 (15 tents at £214 each) – resubmitted with further information provided by Steph Harrison as a result of our previous questions and it was agreed that we are happy to provide the funding - approved

10 Educational books for Economists at a total of £119.90 (5 titles and would like 2 of each) - Economics (R.Turley) – many students want to study Economics at university level. These books will allow for further reading outside of the curriculum which they can use in their personal statements. Also they can be used for discussion at the 'Economic Society' which has recently been formed and meets fortnightly to discuss Economic related topics – approved.

6. Feedback on previous events

The Christmas Fayre was really successful. Janine would like to raise the point that it would be nice to see more staff attending at the event. Feedback for 6th formers from stall holders on helping them to unload and load, setting up the stalls was raised many times. It helps bring the stall holders back each year. We do need to make sure we have a list of the 6th form helpers to make sure the right people are getting free drinks and refreshments. The music students do need to organise themselves a bit better. Joanna has mentioned about getting the choir she is part of to sing next time.

7. Forthcoming Events

Thurs 26th Jan – Y9 GCSE options evening – starts 7pm, volunteers would be required from 5.30pm

Fri 10th March – Quiz night (see below) – volunteers required Thursday from 3.30pm, Friday from 6.30pm. 6th form helpers – 10 on Thursday and 10 on Friday would be good

Tues 7th March – Y6 languages evening – starts 6.30pm, volunteers would be required from 5.30pm

15th March - Spring Concert & 6th form music academy – starts 7pm, volunteers would be required from 5.30pm

30 & 31st March – Drama Production, starts 7pm, volunteers would be required from 5.30pm

**** If you are available for any of these events, please email Jane or Angela ****

8. Quiz Night

Sandra from the kitchen has said she can do the food – £2 per head plus barrel of oil. She will just need final numbers at some point nearer the time. Jane will need to know from 6th formers numbers for meals, including how many are veggie.

Sandra Mumford cannot do the questions this time, so Jane has messaged the guy who did the questions last time to see if he could collate them for this year and be Quiz Master. Waiting to hear back, but if not Jane will organise.

Pricing - £10 per adult, £5 per child.

Do we do Valentine's theme again or do we do something like school colours, then the decorations etc can be used at other events. School colours decided this time. Jo will look at table decorations.

Need Shaun to do the set up of PR system on the Thursday – can we have a laptop too please to project the score sheets. Jane will email Charlie to confirm this.

Need to check about the OW alcohol licence – Angela will email Chris.

Bookers run will be done nearer the time.

Raffle prizes – Normally £10 Amazon voucher plus bottle of wine for winning team, or box of chocolates for the student team. Drop the wooden spoon this time. Easier to do 1st (£10 cash plus bottle of wine) and 2nd prize (£5 plus box chocolate) .

Tables in the main section of the hall as that's where the sound system is better.

Floats need to be done – Anita will need to do (Jo will explain what needs doing)

Last year's risk assessment to be updated, quiz packs will need to be done - Jane

9. Lost Property Update

Now using emails to advise of lost property needing collected – seems to be working quite well. Sue still doing a brilliant job running second-hand shop mainly from home, she knows exactly where she is with it all and Cathy just advises her if any second-hand uniform comes in. Sue uses an app (not sure what it is

called). There was a discussion about lost property procedures and refining collection and payment methods.

Parentkind – worth looking at to see what is available as an online app to use as a second-hand uniform shop.

Plea to be sent out for more volunteers to help at lunch times.

10. Update from Sixth Form

Charity officials – would you like them to help out at any events?

Probably better for it to be 6th form but we will have a think to see what they can be used for. Selling revision books for example – Cathy suggested that they could be stored in LP office. Charity officials can then come up to help sell them when LP office is open. Cathy and Ishaan to liaise about this.

11. Update from Charlie Alderman

No update at this time.

12. Update from OW

No update at this time.

13. Any Other Business

RMSA email address – we can see emails but we cannot respond as RMSA. It can only be replied via personal email. With Jane, Janine etc moving on then this isn't ideal. Eliot and Charlie will have a look into this.

****Date of the next RMSA meeting ~ Monday 27th February 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

T3.1	16.01.23	Quiz Night (also see above)	Table decorations OW Alcohol licence permission to use Floats 6 th form helpers & meal requirements info to Jane Quiz packs, risk assessment updates, questions Contact Shaun about PR system and organise laptop	Jo Angela Anita / Jo 6 th form reps Jane Charlie
T3.2	16.01.23	Lost Property	Liaise about organising Charity officials to help sell revision guides from LP office Look at Parentkind to see what is available re. selling second hand uniform Plea for more volunteers to help at lunchtimes – add to volunteer email	Ihsaan / Cathy Cathy / Sue Angela
T3.3	16.01.23	Forthcoming events	Email sent re. volunteer request	Angela / Jane
T3.4	16.01.23	AOB	Contact IT dept re. RMSA email – need to see if we can have replies sent from the RMSA email rather than personal emails (see above)	Eliot / Charlie