



## ROCHESTER MATH SCHOOL ASSOCIATION

### MEETING

24<sup>th</sup> April 2023

### MINUTES

**Present:** Jane Marsh, Angela Hannaford, Anita Coe, Jo Harding, Joanna Killick, Cathy Younger, Charlie Alderman (RMSA staff link), Ben Hayes, Darragh Skerritt, Ayo Onamade, Sarah Gilbert

1. **Apologies for absence:** Janine Johnson, Claire Doree, Nikki Rouse, Elliot Hodges

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. Jane welcomed the new 6<sup>th</sup> form reps and thanked the previous reps.

3. **Chairperson's Report**

We've had a very successful term and raised a good amount of money. This is mainly due to Quiz Night on 10<sup>th</sup> March. I took the decision to postpone it for a month (it was originally booked for 10<sup>th</sup> February) because there was a general lack of interest with it being an inset day and right before half term. I was also struggling to get a quizmaster. However, 10<sup>th</sup> March was much more successful and I managed to get Steve as quizmaster who compiled all of the questions, printed all of the answer sheets, etc, and hosted the evening so well. He has indicated that he is happy to do it all again next year and I will pass on his number to whoever takes over the organisation of the event. I have asked Dean to book us in for 8<sup>th</sup> March 2024. I have also asked him to book the Christmas Fayre for 18<sup>th</sup> November 2023 as I think I forgot to book it in directly after the last fayre!

Thanks go again to Sandra Pyke and her team for cooking the food for us. She has said she should be OK to do it again next year but is planning on retiring at some point.

We made over £1,000 profit from the Quiz Night.

We have now received the two gazebos that were kindly funded for us by the Port of London Authority.

They are quite heavy-duty and will hopefully withstand the wind on the school field for a good few years to come!

Unfortunately, the school productions have been postponed to July and therefore the opportunity to raise some more funds this term was not available.

There have been more inflatable sessions, raising some good amounts of money for us. It is always the same people that volunteer to help but please, if you can spare an hour or two on the last Sunday of the month, it would be much appreciated. It is usually fairly quiet for refreshments but we do sell some and, if nothing else, it's an opportunity to catch up with other RMSA members and have a chat.

The inflatable sessions are usually on the last Sunday of the month and Hayley kindly donates all of her profits to us.

To reiterate what I said in my last report, 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 and The Giving Machine 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. I have sent out an email to school parents encouraging them to buy lottery tickets and use the Giving Machine.

Lastly, I'd like to thank Ollie, Ihsann and their team for all of their help over the last year. The 6<sup>th</sup> form have been amazing and so helpful to us at the various events. Their help is absolutely invaluable to us. I wish them all the best with their exams and their future success. We look forward to meeting the new team.

Jane Marsh

April 2023

#### 4. Treasurer's Report

<b>Float in Cash tin</b>		<b>£97.00</b>
<b>Payments In</b>		
February/March	Quiz night	£1198.49
	H2O swim events	£722.00
	Port of London Gazebos	£289.98
	Your School Lottery	£938.00
	Year 6 New Entrants evening	£70.90
	Spring Concert	£253.79
	Sum up payments	£13.41
<b>Payments Out</b>		
February/March	Bookers	449.54
<b>Liabilities</b>		
	Veo 2 Camera & subscription	£1817.00
	Educational Books for Economists	£119.90
	D of E - Map cases	£230.40
	Football kit (2nd team)	£848.75
<b>Available Funds as of the 16 April 2023</b>		<b>£23,981.44</b>

<b>Available Funds as of the 24 February 2023</b>	<b>£17,923.70</b>
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Just need to note the money came in from the Port of London Authority for the gazebos, but Jane had initially bought them so this money has gone back out again to reimburse her.

- Your School Lottery: All information is posted on the RMSA facebook page, could you please share to get to as many people as possible to join, note you do not have to be a parent of a pupil to participate

- *Giving Machine*: All information is posted on the RMSA facebook page, could you please share to get to as many people as possible to join, note 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 for our audit trail for the accountant at the end of the financial year. Our income is likely to exceed £10,000 this year and there are more stringent requirements needed in respect of our Charity Commission submission. In addition there is now a 2 month time limit on the agreement to fund an item and to allow funds to become available for other requests.

Anita Coe

April 2023

## 5. Requests for Funds

- 34 x Horrible Geography Earth Shattering Earthquakes books at a total cost of £203.66 (£5.99 each) – Geography (E.Cullis) – We would very much like to purchase this book for our KS3 students. At the start of the academic year, we placed a funding request with RMSA for a similar book (titled 'Stormy Weather') which is very well received with our students and who have thoroughly enjoyed reading this with their Form Tutor. This book will also be read either in form time and/or at home. We would like students to read a book (that is additional to that of the standard curriculum texts that they use in class) to help reading for learning and improving literacy. - **approved**
- 2 x globes at a total cost of £69.98 (£34.99 each) – Geography (E.Cullis) – We would very much like to purchase two globes for our Geography classrooms. We find this to be an incredibly useful aid to teaching locations and physical geography, and supporting explanations of global geographical processes. Additionally, it helps a number of students with their understanding of these geographical processes, etc, when seeing it explained with the use of a globe rather than simply on paper. In the past, the globes have been used with all year groups, and not limited to a few. - **approved**
- 10 x classic 50 music stands and a move & store cart at a total cost of £1810.74 (10 music stands at £880, cart at £604, VAT for both at £301.79, delivery at £24.95) – Music (G.Morris) - Students will make great use of these (and will look more professional) for all extra-curricular music events – Carol Service, GCSE / A Level performance nights, Spring Concert, All Years Celebration evenings, Assembly performances, School Shows. The ones we have currently have been here for approximately 30 years, many are broken, collapse when in use. The cart will help make moving the stands around much easier and meaning they can be stored in a safer way. – **approved** 20 and a double cart at a total cost of £2480.95 (£2456 + £24.95 delivery). Jane has stated that she knows that 10 music stands will not be enough and so we have agreed to fund 20 with a double cart.
- 4x DI Boxes, 1 multicore stage box extension, 2x 3m xlr mic leads, 2x 6m xlr mic leads, 4x 3m jack to jack instrument leads at a total cost of £520 (£470 + £50 delivery & set up) – Music (G.Morris) - With the new audio system that has been fitted, these will benefit instrumentalists (other than singers) and enable us to have a better balance of sound and isolate or make specific instruments stand out. This will allow a more diverse range of acts to perform at Music Showcases and support Drama events. This will also allow students with an interest in music technology to experience more industry-realistic technology and develop these skills. Finally, it will allow a high quality sound for musicians, resulting in a more enjoyable and higher quality performance. - **approved**
- Zero 88 FLX S48 DMX Lighting Controller at a total cost of £1950 + VAT – Drama (J.Shand) - When completing GCSE and A Level performance assessments, students who are being assessed as lighting designers need more up to date and reliable equipment to enable them to realise imaginative and effective use of lighting in assessed performances taking place on the main hall stage. For extra-curricular school productions, concerts and events, this piece of equipment will mean the operation of lighting by the students will be enhanced. The existing equipment is outdated

and frequently fails when lights are being operated, and a newer and more up to date lighting desk will enable the lighting to be operated in the same professional manner as the sound system can now be used after the recent upgrade funded by the 1701 Society. Students who design and operate lighting equipment using something with more relevance to the performing arts workplace will equip them with skills and knowledge if they wish to pursue this as a career in their future. -

**approved**

- Warhammer Age of Sigmar Paint & Tools Set & Warhammer 40 000 Paint & Tools Set at a total cost of £55 – Warhammer Club (S.Harrison) - There are 19 pupils who regularly attend Warhammer club with a further group who frequently attend – **approved**.
- SONY Handycam FDR-AX43 4K Ultra HD Camcorder & JOBY Compact Action Tripod at a total cost of £653.99 (camcorder £569 + tripod £84.99) – PE (S.McNamara) - We will use the camera to record lessons/matches/sports events which then can be used as a feedback tool for the students to assess their performance. It can be used for GCSE/A Level assessments. (Previously, I applied for funding for a Veo cam. Communication between Veo and LAT appears to have broken down completely. LAT have questions about Veo's privacy policy and data processing agreement but Veo do not appear to be providing adequate answers). – **approved**.

**This will be instead of the Veo cam funding request that was previously approved which will now be withdrawn.**

## 6. Feedback on previous events

In general, Quiz night went well – got some good feedback from teams and Steve the Quizmaster enjoyed it & would be willing to do it again next year. Table decorations went back in the cupboard and the paper bits went to a primary school & a shop window.

Need more volunteers for events and having the urn ready for events would be useful. The urn lid is also really dented and doesn't fit well. Not sure how long it will last and how safe it is. Jane will look at costing a replacement.

WiFi for the sum up machines can be a nightmare. Sweet stand needs to be refurbished or get rid as it is looking really shabby. Jane will look into the idea of getting some plastic boxes that we can use to store them and can just be put out at events. Jo mentioned that we will probably need to look at replacing the fridge and freezer in the RMSA room at some point.

## 7. Forthcoming Events

Jane will email regarding some other school events.

Sun 30<sup>th</sup> April - Inflatables (H20 with Hayley) – volunteers required to help out with serving refreshments between 3.30 – 6.30pm. Doesn't have to be for the whole afternoon, even an hour would help. Need to remind Dean to get the urn out and ready on Friday afternoon.

Thurs 8<sup>th</sup> June – new entrants evening – volunteers required from 5.30/5.45pm to help set up and serve refreshments

Fri 30<sup>th</sup> June & Sat 1<sup>st</sup> July – Foundation Day. Volunteers required on the Friday afternoon from 3.30pm to help set up prior to the event and then from 7am the following morning to finish.

Thurs 13<sup>th</sup>, Fri 14<sup>th</sup> July – school production – volunteers required from 5.45 / 6pm

Sat 15<sup>th</sup> July – school production – volunteers required from 1pm

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

## 8. Foundation Day & options for alcohol licence

Ice cream van lady has been booked already. Email will go out in about a month's time for volunteers, sourcing tombola prizes, raffle prizes.

Darragh will look into organising some music to play during the afternoon in the pavilion but nothing too loud.

If people could look at the risk assessment and if anything needs amending let Jane know – otherwise it will just need updating to this year's dates.

Anita will look at the alcohol licence if necessary – it needs to be applied for at least 10 days prior to the event and need to check cost – fee is £21.

Set up as much as possible on the Friday, then finish final set up early Saturday morning.

Checklist has been circulated.

## 9. Lost Property Update

Second hand uniform will be sold via Uniformd.com.

Cathy & Sue to draft an email to explain and send to Jane, so we can get it sent out to parents.

## 10. Update from Sixth Form

Bit stretched thin on prefects at the moment but the prefect team will be expanding in a few weeks so should have enough volunteers going forward.

Reminder that we do need a list of 6<sup>th</sup> form helper names so we know who is eligible for a free drink.

Vouchers could be used again to exchange for drinks so that it is not being taken advantage of.

## 11. Update from Charlie Alderman

It would be good to have a quick turnaround on the funding requests to make sure they are entered for the end of the financial year.

## 12. Update from OW

No update at this time.

## 13. Any Other Business

Sum up – you can do it via a QR code to avoid the transaction fee. Worth looking into but might be a bit too much when it is really busy.

Jane has set up the RMSA email which will be used going forward and given out to parents once Jane steps down.

Term 5 parent bulletin will highlight the work of the RMSA.

***\*Date of the next RMSA meeting ~ Monday 12<sup>th</sup> June 2023 @ 7pm, SJWMS\****

### Actions

Ref.	Date	Agenda Item	Activity	Owner
T6.6	<i>On-going</i>	Giving Machine	CA to promote with staff & will send information from Jane across to the new 6 <sup>th</sup> 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.	All

			Also about the Facebook page – PTA hangout. Worth joining for ideas and information.	
T5.2	<i>ongoing</i>	AOB	6 <sup>th</sup> form reps to look after the walkie talkies and will make sure they are all charged ready for use.	6 <sup>th</sup> form reps
T6.1	<i>ongoing</i>	AOB	All to promote School Lottery, TGM	All
T5.1	24.04.23	Lost Property	<p>Liaise with 6<sup>th</sup> form reps about organising Charity officials to help sell revision guides from LP office  Look at Uniformd.com. Cathy &amp; Sue to set it up.  Cathy to draft an email explaining it, this to be forwarded to Jane and then will be sent out to parents  Lots of unnamed coats in lost property which can be sold for £5.  See lost property update above.</p>	<p>Cathy / Darragh</p> <p>Cathy / Sue</p>
T5.2	24.04.23	Forthcoming events	<p>Email sent re. volunteer request  See forthcoming events above.</p>	Angela / Jane
T5.3	24.04.23	Foundation Day	Jane will contact Eliot to find out the current situation re. alcohol licence for Foundation Day	Jane
T5.4	24.04.23	Sum Up	Anita to look into how to use the QR codes to see if we can avoid some of the transaction fees. It might not be efficient to do for refreshments where we need a quick turnaround but worth looking into	Anita
T5.5	24.04.23	RMSA news/requests	<p>Email to parents:</p> <ul style="list-style-type: none"> <li>● Need a new fridge and freezer (or fridge/freezer)</li> <li>● Donations of revision books/uniform items once exams are finished</li> <li>● Coats for sale</li> </ul>	Jane
T5.6	24.04.23	Feedback on previous events	Source new urn	Jane
T5.7	24.04.23	Feedback on previous events	Purchase small plastic boxes with lids to store stock so that it's easier to set up for events and clear away again	Jane