



## ROCHESTER MATH SCHOOL ASSOCIATION

### MEETING

12<sup>th</sup> June 2023

### MINUTES

**Present:** Jane Marsh, Janine Johnson, Angela Hannaford, Anita Coe, Jo Harding, Joanna Killick, Cathy Younger, Eliot Hodges, Charlie Alderman (RMSA staff link), Ben Hayes, Darragh Skerritt, Ayo Onamade, Sarah Gilbert, Bailey Bunker, Kerry Shadwick, Hannah McGraw

1. **Apologies for absence:** 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. Jane welcomed Kerry and Hannah as new members.

3. **Chairperson's Report**

Term 5 was fairly quiet and there's not much to report.

We have welcomed Darragh and his team as our new 6<sup>th</sup> form representatives and we look forward to working with them over the coming year. They have already been extremely helpful and we are very grateful to them for their willingness and enthusiasm.

There was another inflatable session at the end of April which raised £350 for the RMSA. Thanks, as always, to Hayley O'Neill for her very kind and generous donation. The inflatable sessions are usually on the last Sunday of the month and Hayley donates all of her profits to us.

There was no inflatable session in May due to it being a bank holiday weekend but we are expecting one on Sunday 25<sup>th</sup> June. If you are able to help on that afternoon, it would be much appreciated so save it being the same people every time.

We also attended the Year 7 Celebration evening which raised a reasonable amount on refreshments.

Term 6 will be relatively busy with Foundation Day and the School Productions. If you can help with any of these, please let me know. We need as many volunteers as possible for Foundation Day both on the Friday evening before (30<sup>th</sup> June) and on the day itself (1<sup>st</sup> July) in order to make it a success and maximise our profits.

We almost have the new second hand uniform system ready to go which means that all second hand uniform sales will be done online with online payments and this will make it easier for us and parents alike. Thanks to Cathy for organising this. Information will be sent out to parents shortly.

As the academic year draws to a close, I'd like to remind you that Janine and I will be stepping down from our roles as Vice Chair and Chair respectively. I am concerned that nobody has yet come forward as a potential replacement for either of us. It will be very sad if the RMSA is not able to continue as a result, after so many successful years, so please, I urge you to consider standing for one of these roles in order that the RMSA can continue its fundraising which is going to become even more important to the school going forward. I'm happy to speak to anyone who may consider one of these roles and I will always be around to offer help and support. I will also ensure that there are handover notes.

The AGM will be held on Monday 11<sup>th</sup> September at 7pm in the school hall. Please mark this in your diaries as we will need a good representation of you all at this meeting. This is where the new officers will be elected.

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 will be sending out an email to school parents encouraging them to buy lottery tickets and use the Giving Machine.

Jane Marsh

June 2023

#### 4. Treasurer's Report

<b>Float in Cash tin</b>		<b>£100.00</b>
<b>Payments In</b>		
April/May	H2O swim events	£375.75
	Your School Lottery	£313.60
	Second hand Uniform sales	£65.00
	Amazon	£274.91
	Year 7 celebration evening	£37.25
<b>Payments Out</b>		
April/May	D of E - Map cases	£230.40
	Football kit (2nd team)	£702.96
	Sweet storage	£31.75
	Bookers	£450.08
	Quiz night decorations	£39.80
<b>Liabilities</b>		
	Educational books for economists	£119.90
	Video camera and tripod	£653.99
	Warhammer Tools and Paint	£55.00
	Lighting controller	£1950
	DI boxes, extension, leads	£520
<b>Available Funds as of the 5 June 2023</b>		<b>£21,121.29</b>

23/5/23 Lighting controller for Drama price has increased by £50 (£2,000) this was agreed by RMSA Officers so that it can be ordered and not cause a delay.

- 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

June 2023

#### 5. Requests for Funds

- 2 x diving blocks at a total cost of £3000 (£1350 each + £300 fitting & delivery) – extra-curricular & swimming (C.Morris) – This funding will greatly develop extra-curricular provision, as detailed above. Furthermore, adding 2 blocks will allow us to organise a termly swimming gala, add a diving dimension to House Swimming and create a swimming club. The school would wish to brand these 2 blocks with RMSA livery and will put up a plaque on the south wall to identify that they have been donated by the RMSA to allow permanent and visible promotion of the RMSA on the poolside, which is used by hundreds of children and adults, many of whom join the school in Year 7. – **approved**

#### 6. Feedback on previous events

Thurs new entrants was very busy – made over £800 with refreshments & second hand uniform

We still have half of the blazers, logo'd PE kit wasn't put out as this won't be for y7.

Jane did her usual speech and 2 parents came forward on the evening, one gave email address and said would get involved in Sept. The other lady will help on Foundation Day but couldn't make tonight's meeting. She is chair of English Martyr's PTA & a governor.

#### 7. Forthcoming Events

Y 8 & 9 celebration evening – 22<sup>nd</sup> June 7-8.30 volunteers get here 6.30pm

Sun 25<sup>th</sup> June - Inflatables (H2O 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.

Fri 30<sup>th</sup> June & Sat 1<sup>st</sup> July – Foundation Day. Volunteers required on the Friday afternoon from 4pm 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

Y7 rugby morning – Sat 2<sup>nd</sup> September 2023

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

## 8. **Foundation Day**

Jane has had an email sent out via office about how it runs and what we need donation wise. One response was received. Another email will go out in the next few weeks.

Donations will be needed for tombola, white elephant, plus cakes for tea room.

Volunteers already confirmed - Elizabeth, Gordon can help Fri & Sat

Need to check stock and shopping list as we had some stock left over last year. Would rather sell out on Foundation Day than have stock left over. Cut down on burgers, sausages and rolls this year. Jo will look at doing a Booker's run prior to the Friday before Foundation Day as will also help with avoiding going over the DD card limit for June.

Ice cream van booked – 11.30am to be on site. Bottom gate will be unlocked.

Usual stalls will be in place – hook a duck, Pimm's, etc but need to know volunteer numbers so we know what we can run.

Volunteers from 4pm Friday – Saturday from 7am

6<sup>th</sup> formers from Friday, and Saturday afternoon to help on stalls and clearing away. Bodies for beat the goalie.

Jane will talk to Dean about making sure the pavilion is clean. Eliot has spoken to PE about keeping clear of the pavilion when their cricket matches are running that weekend.

Music – anything that anybody wants to do, but not too loud. Light background music. Doesn't have to be the whole afternoon. Darragh will look into this.

Raffle prizes – need to think of donations. If everyone can have a think.

Look at visiting Hollywood bowl & creams – headed paper, they'll give you family ticket. Plus look at visiting other local businesses that might offer raffle prizes.

Jane will speak to Wholesale produce about getting a couple of bags of coconuts .

Need to sort out what we want to go in programme, but need to check what volunteers we have before can confirm map etc.

Think about what stalls need prizes for but again depends on volunteers.

No breakfast this year.

Anita will need to sort out floats. Spreadsheet all set out from previous year.

Risk assessment – look through and see if needs updating in any way.

Alcohol Licence – Jane has spoken to Geoff and is all ok to use the OW licence as it is still in effect.

D of E – camps international have asked if they can run a stall. Happy for them to do it as long as doesn't impact on our fund raising and it is clearly marked up that they are fund raising for camps international. Mustn't be a repeat of our stalls.

## 9. **Lost Property Update**

Loads of LP, especially coats. Not sure what to do about them. Angela mentioned about donating to the Medway Help for Ukrainians charity – she will ask the lady who organises it and liaise with Cathy.

It is ticking over – 8 huge bin bags of LP brought over which need to be sorted through. Still finding stuff is unnamed.

Emails are being sent to boys if it is named.

Eliot suggested that we give parents a deadline – if it's not picked up by 'x' date then it will be moved across to LP or it can be in donation to students whose parents might not be able afford it.

Cathy usually gives it 6 months and then it is recycled or charity shop if not something we can sell.

Starting next Mon – online second hand shop is going live. All has to go through online now.

Prices have gone up to cover the surcharge on the new website. Rugby shirts are £15. Blazers – very good condition, good condition, acceptable – gc is £8. Track jackets for £15. Prices should go up a bit more perhaps as Cathy has been told that prices are too low. £10 for gc blazers for e.g. £15 for a vgc blazer.

Thanks given to Cathy for everything she has done with LP.

**10. Update from Sixth Form**

No update at this time.

**11. Update from Charlie Alderman**

Jane noted that very few photos sent about what we have funded despite Charlie sending email. The photos used on new entrants' night were old photos.

Would like to get our notice board back so we can update it with funding stuff, quiz night score sheet, any photos.

**12. Update from OW**

No update at this time.

**13. Any Other Business**

***\*Date of the next RMSA meeting, including AGM ~ Monday 11<sup>th</sup> September 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
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 <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	Liaise with 6 <sup>th</sup> form reps about organising Charity officials to help sell revision guides from LP office.	Cathy / Darragh

	12.06.23		Not many revision guides at the moment – Jane will arrange for email to be sent out once exams are over. See lost property update above.	Jane  Cathy / Sue
T5.2	24.04.23	Forthcoming events	Email sent re. volunteer request See forthcoming events above.	Angela / Jane
T5.4	24.04.23  12.06.23	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. Sum up codes more of a hassle to use when it is very busy on refreshments, especially when WiFi signal plays up. Worth bearing in mind that availability is there if needed.	Anita
T5.5	24.04.23  12.06.23	RMSA news/requests	Email to parents: <ul style="list-style-type: none"> <li>• Need a new fridge and freezer (or fridge/freezer)</li> </ul> Jane had a response from a parent about fridge but it was smaller or same size as one we have. <ul style="list-style-type: none"> <li>• Donations of revision books/uniform items once exams are finished</li> </ul> Email will be sent out once exams finished. <ul style="list-style-type: none"> <li>• Coats for sale – possibly donate to Medway Help for Ukrainians. Angela to find out and liaise with Cathy.</li> </ul>	Jane          Angela /Cathy
T5.6	24.04.23  12.06.23	Feedback on previous events	Source new urn Jane still looking at urns.	Jane