



ROCHESTER MATH SCHOOL ASSOCIATION

MEETING

11<sup>h</sup> September 2023

MINUTES

**1. 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.

**2. Treasurer's Report**

**September 2023 (Term 1)**

<b>Float in Cash tin</b>		<b>£100.00</b>
<b>Payments In</b>		
June/July/August	Your School Lottery	£729.20
	Second hand Uniform sales/Uniform'd	£857.21
	New Year 7 entrants evening	£625.73
	Founders day	£4518.52
	Year 8/9 celebration evening	£21.60
	School productions	£398.53
	Year 12 Next steps	£69.81
<b>Payments Out</b>		
June/July/August	Lighting controller and DI boxes, extension, leads	£2519.00
	Bookers	£1261.07
<b>Liabilities</b>		
	Educational books for economists	£119.90
	Video camera and tripod	£653.99
	Warhammer Tools and Paint	£55.00

	Diving Blocks	£3000.00
<b>Available Funds as of the 31 August 2023</b>		<b>£23,959.26</b>

- 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

September 2023

### 3. Requests for Funds

- Judo/BJJ mats at a total cost of £1649.50 (R.Turley, Enrichment) – This is an extracurricular self-defence activity. This is something that is not offered at the school. It will help to build confidence, self-esteem, discipline and fitness. – **approved on basis they will be stored correctly & clarify how many.**
- Girls rugby shorts & socks at a total cost of £730 (Simon Downes, PE) - The 6<sup>th</sup> form girls don't have a PE or Games kit and they play in their old school kit, we want them to look and feel part of the school but are conscious of putting financial barriers in their way which may prevent them. Happy to fund the shorts, but it was questioned as to whether they would also need tops? To make sure that this funding can go through for this term and as part of this meeting, committee agreed to fund up to £1500 for kit, including tops. - **approved up to £1500 for girl's rugby kit**
- Level 6 careers advisor for Y9 (S.Halls, Careers) - to conduct Year 9 Career Interviews to help students choose their GCSE options and ensure their choices align with their future goals. The Year 9 Career Interview process is essential in providing our students with the guidance they need to make informed decisions about their GCSE options. Additionally, this provision allows the school to achieve 100% in Gatsby Benchmark 8 . Committee questioned whether this comes under our remit as providing funds for extracurricular activities and that would benefit all or the majority of students. It was also raised that we had not approved a similar type of funding for the hockey inclusion officer during the last school year. - **not approved**

### 4. Feedback on previous events

Our last events from previous term before summer holidays were Foundation Day & the school production evenings. Same people for volunteering – the more volunteers we get the better we can support these events.

Sum up machines for the school production evenings – the Wi-Fi signal is a problem and we often end up running down the end of the hall to get a signal to charge people. Not sure there's a lot we can do about it. Can we get the Wi-Fi password at all?

Eliot spoke about RMSA changing the whole feeling of the afternoon for Foundation Day in a really positive way. Previously it had not been such a family/community event so it was appreciated all the work that went in to running Foundation day.

Same faces starting in the morning and clearing up. Need to get the message out that we need people there until 5pm. Also to make sure the pavilion, toilets and kitchen are cleaned – we had to wait for quite a while to get things set up because of the state it had been left in. Eliot will look into preventing another event running on the Thursday/Friday evening if possible so the pavilion should be ready and we can prepare without any hindrance.

First event for this term was the Y7 rugby morning - refreshments and BBQ served. Took £525.31 and gave us a chance to speak to new Y7 parents about what we do and the upcoming meeting. Need to think about how we can make sure those who show interest do get invites and information about the RMSA meetings to encourage new parents to come along.

Toilets – the site team or PE department need to make sure there is access to toilets, particularly female toilets. We had to send people to the changing rooms and there was an issue with running water & toilet paper. Not really our responsibility but it would be better to make sure the other toilets are open and available.

## 5. Forthcoming Events

Thurs 14<sup>th</sup> Sept 7-8pm next steps yr. 12 – 5.30/45pm Email Dean about urn being prepared in time.

### October

Mon 9<sup>th</sup> Oct – GCSE music performances eve 6-9pm – volunteers from 5.15pm onwards

Mon 16<sup>th</sup> Oct – Y11 next steps 7-8pm – volunteers from 5.45pm

Thurs 19<sup>th</sup> Oct – open evening 6-9pm – volunteers from 5.15pm onwards

### November

Thurs 16<sup>th</sup> Nov – y7 music & drama celebration 6-7pm – volunteers from 5.15pm onwards

Sat 18<sup>th</sup> Nov – Christmas Fayre – volunteers on Friday from 3.45-4pm, Saturday morning from 8am

**\*\* If you are available for any of these events, please email [RMSA@sjwms.org.uk](mailto:RMSA@sjwms.org.uk) \*\***

## 6. Christmas Fayre

Jane has already booked this in for Saturday 18<sup>th</sup> November 2023. Checklist has been emailed and we have brought forward the date of the Term 2 RMSA meeting to the first Monday 6<sup>th</sup> November. This gives us extra time to finalise everything before Christmas fayre – we get 2 weeks before it takes place rather than 5 days if we do it on the second Monday.

We charged £15 per table with an extra £10 for any additional tables. Keep that the same this year.

Angela will look at designing the leaflets for the fayre. We will be looking for volunteers to do the leaflet drop around the local roads to the school on Friday 10<sup>th</sup> November, can also be around that weekend if people are able to drop leaflets off in their local area.

Parentkind insurance – public liability insurance will be required again for stalls this year.

6<sup>th</sup> form volunteers will be needed Friday afternoon and Saturday during the day.

Piano and music – Darragh speaking to G.Morris, and organising a rota to sort it out.

Christmas tree – left one up last 2 years and they disappear. Ask Dean.

Darragh mentioned that he will check around the stage area for these and that there is a bag of Christmas decorations in the 6<sup>th</sup> form room – if they are not needed, they can be used for the Christmas Fayre.

## 7. **Lost Property Update**

Maintenance team had a clear out over summer and ended up with 8 very large bags. Cathy & Emma going through it – one bag left. Cathy came in over holidays and took quite a few bits to charity shop, binned some stuff that wasn't usable. Problem is haven't got space – can't get rid off stuff too soon in case it gets collected. Everything that is named has had emails sent and have a deadline to pick it up by 2<sup>nd</sup> October, then it gets recycled.

Coats all taken to charity shop that were on the rack but it is now full again. Worth sending out a message now it's coming into Autumn / Winter. Can't hold on to stuff indefinitely.

Rail in the back needs to be replaced as it is falling apart. Cathy will look at what is needed and then we will fund via RMSA.

## 8. **Update from Sixth Form**

New prefects coming – Darragh is working with that for transition. Christmas – Kudos for the school Bag of Christmas decorations– bring up to Cathy if not needed.

## 9. **Update from Charlie Alderman**

No update at this time.

## 10. **Update from OW**

No update at this time.

## 11. **Any Other Business**

Gordon sent an email to thank us for the loan of the 3 gazebos for the OW event. He has said that one of the zips broke on one of the bags but is still usable and one didn't have a bag.

RMSA – social. Jane did survey for dates and times. She hasn't booked it yet but is thinking the Ye Arrow in Rochester for next Fri eve 7.30pm. People can come for drinks and the meal, or just the drinks part.

***\*Date of the next RMSA meeting ~ Monday 6<sup>th</sup> November 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
T5.5	24.04.23	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>	Jane
T1.1	11.09.23	Forthcoming events	Email to be sent re. volunteer requests  See forthcoming events above.	Angela
T1.2	11.09.23	Christmas Fayre	Look at getting leaflet designed and ready for leaflet drop in November.	Angela