



## ROCHESTER MATH SCHOOL ASSOCIATION

### MEETING

6<sup>th</sup> November 2023

### MINUTES

**Present:** Angela Hannaford, Cathy Younger, Joanna Killick, Janine Johnson, Eliot Hodges, Charlie Alderman (RMSA staff link), Nurudeen Adigun, Darragh Skerritt, Ayomide Onamade

**1. Apologies for absence:** Jane Marsh, Sarah Gilbert

**2. Minutes of the Last Meeting, Matters Arising & Update on Actions**

Welcome to Nurudeen and thank you for joining us today. The minutes of the last meeting were accepted as a true record of the meeting and adopted. Actions updated.

**3. Chair's Report**

Well, this year has certainly been a learning curve already! I'd like to say thank you to the previous committee officers (Jane, Janine, Jo and Anita) for their ongoing support as Cathy, Asia and I settle into our new roles. The handover has gone smoothly so far and we look forward to ensuring that the RMSA continues all the excellent work it does.

This year already, 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. Thank you to everyone who helped, especially Liam and Richard 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 Halloween inflatable pool sessions at the end of October. It has been lovely to see some new faces volunteering at these events, but as always, we would love to welcome more people to our volunteer team. Even if you can't be there to support the whole event, and can only be there for a small part, it is all appreciated and helpful.

Big thanks go to Hayley and Dean for organising and running the Halloween 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 also be running during the Christmas Fayre which will, in turn, help to boost the number of visitors on the day.

The next big event is the Christmas Fayre on Saturday 18<sup>th</sup> November so please make sure that is in your diaries. We will be doing the usual set up the afternoon/evening before (Friday 17<sup>th</sup>) 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. This will be during the week before the fayre so please let us 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 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.

Angela Hannaford  
October 2023

#### 4. Treasurer's Report

### TREASURER'S REPORT – TERM 1 2023-2024

<b>AVAILABLE FUNDS AS OF 1 NOVEMBER 2023</b>	<b>£23,842.20</b>
Float held in Cash Tin	£100.00
Income	£2,371.80
Outgoings	£2,488.86

<b>PAYMENTS IN</b>		
September	Insurances	£22.50
	Yr 7 Rugby Morning	£522.22
	Your School Lottery	£634.40
	Second Hand Uniform Sales (August Sales)	£95.49
	Yr 12 Next Steps Evening	£131.03
October	Yr 6 Open Evening	£481.51
	Second Hand Uniform Sales (September Sales)	£228.38
	Halloween Inflatable Session *	£31.27
	Christmas Fayre Stall Fees *	£225.00
<b>PAYMENTS OUT</b>		
September	Stock: Yr 7 Rugby Morning	-£497.44
October	Christmas Fayre: Flyers	-£62.19
	Stock: Yr 6 Open Evening	-£361.19
	Small Lottery Licence	-£20.00
	Stock: Halloween Inflatable Session	-£219.24
	Funding Donation: Judo Mats	-£1328.80

\* further payments expected

## **YOUR SCHOOL LOTTERY**

All information is posted on the RMSA Facebook page. Please share to get to as many people as possible to join: You do not have to be a parent of a pupil to participate.

## **GIVING MACHINE**

All information is posted on the RMSA Facebook page. Please share to get to as many people as possible to join. You do not have to be a parent of a pupil to participate.

## **REQUESTS FOR FUNDING**

All request for funding need to be submitted on a Funding Request Form. This is necessary for the 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.

## **END OF YEAR ACCOUNTS (2022-2023)**

Accounts are ready to be audited and submitted to the Charity Commission. However, we need to find someone to carry out the audit.

## **BANK ACCOUNT**

Currently Jane Marsh and Cathy Younger are named on the bank mandate, Angela Hannaford and Joanna Killick are in the process of being added. We now have a debit card for the account.

## **SUMUP**

Jo Harding is still registered as the Controller of our SumUp account/machines. Cathy will contact SumUp and register as the Controller.

## **SMALL LOTTERY LICENCE**

The small lottery licence has been purchased for another year.

## **SECOND HAND UNIFORM SALES**

Purchases can be made through the Uniformd app, details available on the RMSA page of the SJWMS website.

Cathy Younger  
RMSA Treasurer  
1<sup>st</sup> November 2023

### **5. Requests for Funds**

- 2x Diving Blocks for swimming pool at a total cost of £4,129.20 - D.Filmer/C.Morris extra-curricular & Swimming: 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. Previously approved in June's meeting but due to a problem with the original supplier no longer being approved by the trust, a new quote had to be found. – **approved**

- Colorimeters x 4 at a total cost of £599.76 (£149.94 incl VAT) – A.Wallace Biology: The current machine no longer works and this machine can be used in science club, allowing us to carry out practicals & obtain valid results. It will benefit pupils in the classroom, and outside & beyond the subject - **approved**

## 6. **Feedback on previous events**

We attended the Y12 next steps evening in September, but we were not required for the Y11 next steps evening in November. The GCSE music performance evening we were told on the day that we weren't needed – bit of miscommunication. Maybe we can send out an email via Charlie/office at the beginning of each year/term to confirm what events we will definitely be required at? If we send to Charlie he will double check for us.

Main event was the Y6 Open Eve – the kitchen was not left open as requested and the urn hadn't been filled or switched on, makes us more behind on being ready. We managed to get it all sorted by finding Andy on the site team who kindly got us into the kitchen, and we sorted urn. Janine mentioned that it needs to be more organised re. teachers drinks as difficult sorting them out while still serving visitors. If 6<sup>th</sup> formers could be there during Eliot's first speech or just before and then we can get teacher drinks delivered whilst it is quieter, plus a gentle reminder that we are not baristas. Angela suggested maybe 6<sup>th</sup> formers could go around at beginning of evening and collect drink orders then we can get them ready for delivery later? Charlie & Eliot suggested getting a google document organised before the event and then drinks could be ordered before hand – 6<sup>th</sup> formers can then arrive as Janine said to collect & deliver during quieter time.

Halloween Inflatables Sun 29<sup>th</sup> Oct – did it slightly differently by Hayley including a drink and snack in the price of the ticket. Raised £520 for us so even though they are on Sundays and might not seem too busy, the amount Hayley and her team raise and donate is always worth it.

## 7. **Forthcoming Events**

### **November**

Thurs 16<sup>th</sup> Nov – y7 music & drama celebration 6-7pm – volunteers from 5pm 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) \*\***

### **January**

Mon 8<sup>th</sup> Jan – 6<sup>th</sup> form open eve 6.30-8pm – volunteers from 5pm

Thurs 25<sup>th</sup> Jan – y9 GCSE options eve 7-8.30pm – volunteers from 6pm – Eliot mentioned that this might be one that could be missed if we don't get enough volunteers which is helpful to know, but we said that we felt we should aim to be at all events we could. Helps to raise our profile.

## 8. **Christmas Fayre**

Leaflets have been organised and we will be looking to deliver them to surrounding areas from this week. Usually get together on the Friday and deliver to as many roads around the area as possible but if anyone can take some to do any roads on different days that is also great. Just need to confirm what roads are being covered. We will meet on Friday 10<sup>th</sup> Nov at 12.30pm at the school and do as many roads as we can during that time. Angela will send out further email for volunteers for this and the Friday/Saturday of the fayre. Leaflets given to Charlie for staff room and to Darragh for 6<sup>th</sup> form area.

Fayre is looking good so far – we have 20 confirmed stall holders. Last year there were 24 and half of them have returned, so not doing too badly considering we did things a bit later due to the changeover of main RMSA officers. Quite a nice variety of bits so should be good. Angela has been in discussion with a couple of hot food vans and we are hoping to have one on the day – email sent today chasing them. They will be

between the main building and the hall if we get them confirmed. We have gone with a straight pitch fee of £30 – double normal stall holder fee to keep it simple this year but maybe next time could consider a percentage of their profit like with the ice cream van at Foundation Day. Cathy confirmed that they had replied and confirmed attendance.

Previously we have had Chewie and a storm trooper to walk around collecting extra donations and for photos, but we haven't heard from Dave recently – his son has left the school now so this is probably why. Angela's dad has donated his Father Christmas suit to the RMSA, so we are hopefully going to have someone dressed up as FC to walk round the fayre collecting donations – possibly Liam (Jane's son).

Hayley will be running inflatable sessions throughout the Christmas fayre so this will also bring in more people. Went through checklist – see actions.

Angela has been in contact with Chris Halls re. using the OW alcohol licence but they have a full day of events on the same day so we would only be able to sell alcohol (mulled wine) until 12.15/12.30pm – wouldn't really be worth setting it up so will forgo it this year.

#### 9. **Lost Property Update**

6 large bin bags to sort through. Emma has done a very good job and gone through very old coats which have been donated to Street Angels.

Second hand uniform still going steadily – not as busy as it was in summer.

Need a new rail for lost property to hold all the coats, etc – Cathy has got a quote of £81.60 incl VAT. The idea of buying a new rail for lost property office was approved at the last meeting in September but we just needed Cathy to work out what she wanted there and get quotes. **All approved this so Cathy will put through to Denise.**

Janine questioned whether one would be enough or if we would need to look at getting another in a few months, but Cathy confirmed that there is only space for 1 rail so only 1 needed.

#### 10. **Update from Sixth Form**

Still have 80 prospective prefects at the moment, but this will be cut down to 30 soon. Once the new prefects are confirmed they will then take over and Darragh & his group will step down from the RMSA.

#### 11. **Update from Charlie Alderman**

Nothing to add except if people are asked about the inflatables do we just tell them to contact Hayley –Angela confirmed that yes, they can be directed to the H2O SwimFitness Facebook page or to Hayley for booking. We're sure Hayley will put out some advertising for this soon.

#### 12. **Update from OW**

No update at this time. Angela mentioned that we don't hear from Jeff or the OWs but would be good to have a presence at the meetings. Eliot will get in touch with Jeff.

#### 13. **Any Other Business**

Cathy mentioned that the boxes for the Christmas trees are falling apart so would be good to get boxes or bags to keep them in. She has had a look on Amazon just for ideas and thinks there are some for about £15. We would need 5. Eliot suggested that we approve up to a set amount now so that they can be purchased sooner – **approved up to £200. Cathy will look into this and liaise with Denise.**

***\*Date of the next RMSA meeting ~ Monday 15<sup>th</sup> January 2024 @ 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.  Make sure they know where high-viz jackets are for use at Christmas Fayre.	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
T2.1	06.11.23	Forthcoming events	Email to be sent re. volunteer requests for delivering Christmas fayre leaflets, and for helping on Friday 17 <sup>th</sup> & Saturday 18 <sup>th</sup> Nov.  Also see forthcoming events above.	Angela
T2.2	06.11.23	Christmas Fayre	Liaise with Dean about toilets, banners, etc – see Christmas Fayre checklist. Angela will send email.	Angela
T2.3	06.11.23	Christmas Fayre	Check stock and what needs to be purchased for Christmas Fayre, including prizes etc.	Angela/Cathy/Joanna
T2.4	06.11.23	Christmas Fayre	Confirm final details to stall holders & catering van for the day (arrival times, etc) & work out plan	Angela

T2.5	06.11.23	Christmas Fayre	Organise 6 <sup>th</sup> form helpers for Friday & Saturday	Darragh & 6 <sup>th</sup> form reps
T2.6	06.11.23	Forthcoming events	Charlie to organise a google document for sending to teachers re. drinks at events	Charlie
T2.7	06.11.23	Lost Property	Cathy to sort out buying and ordering clothes rail	Cathy
T2.8	06.11.23	AOB	Cathy to sort out ordering bags or boxes for storing Christmas trees.	Cathy