



ROCHESTER MATH SCHOOL ASSOCIATION

MEETING

22nd January 2024

MINUTES

Present: Angela Hannaford, Cathy Younger, Joanna Killick, Janine Johnson, Jane Marsh, Charlie Alderman (RMSA staff link), Sarah Gilbert, Ayomide Onamade

1. **Apologies for absence:** Eliot Hodges, Jo Harding, Temi Abiodun, Nikki Rouse, Yemi Ojo
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. Actions updated.

3. **Chair's Report**

Happy New Year and we hope everyone had a great Christmas. We covered quite a few events in term 2 and raised significant amounts (see the Treasurer's report) and we are hopeful that this will be maintained through the rest of this academic year.

The Christmas Fayre was busy and I've had lots of positive feedback from the stallholders, many of whom would like to book again next year. As ever, we are grateful to Hayley and Dean for organising the inflatable events & for donating the profits to us. Thank you to everyone who gave up their time to help with the Christmas Fayre on the Friday evening before and the Saturday itself, particularly the 6th formers who I emailed Mr Bailey about receiving a commendation, and to those who helped to distribute the leaflets the week before.

Our next events are the 6th Form Open Evening on Monday 15th January and the Y9 options evening on Thursday 25th January. Our next big event will be the Quiz Night on Friday 8th March. 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. Hopefully Sandra Pyke will agree to do the food for us again and I am in contact with last year's quiz master so hoping he is happy to return.

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. It doesn't have to be for the whole event, any time that you are able is always appreciated. 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, raising funds and our profile with parents. 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

January 2024

4. Treasurer's Report

TERM 2: November - December 2023

AVAILABLE FUNDS AS OF 31 December 2023	£26,395.21
Float held in Cash Tin	£100.00
Term 2 Income	£3,477.46

PAYMENTS IN		
November	Christmas Fayre Stall – Allison Smail	£15.00
	Halloween Inflatable Session H2o Donation	£520.00
	Your School Lottery	£418.80
	Christmas Fayre Stall – Layberry Catering, Burger Van	£30.00
	Christmas Fayre Stall – Porgies Party Xmas	£15.00
	Card Payments – Yr 7 Music & Drama Celebration	£115.02
	Cash Payment – Yr 7 Music & Drama Celebration	£194.35
	Cash Payment – Christmas Fayre & Floats	£1,341.93
	Uniformd – Second Hand Uniform Sales – October 2023	£108.38
	Card Payments – Christmas Fayre – 18 November 2023	£82.17
	Christmas Fayre Inflatable Session – H2O Donation	£235.00
December	The Giving Machine	£16.86
	Your School Lottery	£328.80
	Second Hand Sales – Revision Books	£9.83
	Uniformd – Second Hand Uniform Sales – November 2023	£46.32
PAYMENTS OUT		
November	6 x Christmas Tree Bags @ £4.49 ea	-£26.94
	Cash Floats for Christmas Fayre	-£415.00
	Milk (for Yr 7 Music & Drama Celebration)	-£1.45
	Asda - Christmas Fayre Sundries	-£32.39
	Bookers - Stock Christmas Fayre	-£18.67
	Bookers – Stock, Christmas Fayre	-£500.00

2023 CHRISTMAS FAYRE

Christmas Fayre 2023 takings £1365.53 fractionally more than 2022. Also received a donation from Hayley at H₂O from the inflatable session.

YOUR SCHOOL LOTTERY

Payments totalling £747.00 received from Your School Lottery during Term 2. All information on how to play Your School Lottery 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

We received a payment from The Giving Machine of £16.86. Last payment was received in July 2022. 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 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. Currently funding requests to be resubmitted after 2 months (approx. 1 Term).

Fulfilled Funding Requests

Judo Mats £1328.80.

Withdrawn Funding Requests

None.

Liabilities

DATE REQUESTED	DEPARTMENT	ITEM REQUESTED	AGREED COST
24.4.23	PE	Video Camera and Tripod	£653.99
24.4.23	Warhammer Club	Tools and paint	£55.00
11.9.23	Girls Rugby	* Girls Rugby Shirts and Shorts, up to a value of £1500.00	£1500.00
6.11.23	RMSA	* Clothing Rail for Lost Property	£93.60
6.11.23	PE	* 2 x Diving blocks for Swimming Pool	£4129.20
6.11.23	Biology	* 4 x Wireless Colorimeters	£599.80

* Items received, awaiting payment request from Finance Dept.

Due to lapsed time, it was agreed that the Video Camera & tripod and the Warhammer club tools & paint funding will be withdrawn now. These will have to be resubmitted if they are still required. It also was noted that the LAT need to understand that the RMSA is a separate entity and although we do understand safeguarding & other concerns might need to be considered, if we have agreed funding requests the actual spending of money is our decision & responsibility.

END OF YEAR ACCOUNTS (2022-2023)

Our Accounts are ready to be submitted to the Charity Commission. As our income was less than £25,000 they don't need to be audited. Rowan Pullies has agreed to audit the accounts in future if required.

BANK ACCOUNT

A bank mandate was submitted in October to add our Chairperson and Vice-Chairperson, and remove names of those no longer involved with the RMSA. The mandate has been resubmitted as the previous submission was incomplete.

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
22nd January 2024

5. Requests for Funds

- AV1 Robot at a total cost of £3,599 (£2849 hardware + £750 annual service package) R.Baldwin / C.Morris Pastoral Support / Attendance offices - the AV1 robot would help students who are suffering with Emotional based school avoidance or long term absence due to medical or additional needs. Will help those students who are persistently absent from school, access education & lessons, social connections and aid in the reintegration and process of getting the students back into school – **not approved at this time, more information needed as to how it can benefit the majority as the information given at the moment suggests it can only benefit one student at a time so doesn't fit our constitution**
- Economics Today Volume 30 magazine at a total cost of £359 R.Breach / R.Turley Economics Dept - This resource will give the students of the school an opportunity to stretch and challenge themselves. The Economics Society was setup in 2023 for all students to attend and discuss economics/politics related topics. Access to Economics Today will give the students an opportunity to explore topical articles that relate to ideas beyond their studies (not just economics students) and discuss and debate ideas related to the articles - **approved**
- 4 x DVDs at a total cost of £37.97 (Frozen Planet 2 £12.71, Simon Reeve Russia £9.99, Simon Reeve Borneo £12.99, Climate Change the facts £2.29) R.Davis Geography – The DVD's allow pupils to see and experience different topics in geography where they would otherwise lose context and importance. This content provides excellent material to support our teaching for all year groups. Listed above are a variety of DVD's which cover both KS3 and KS4 content – **approved**
- A talk by Marc Morris at a total cost of £300 C.Nicholson History - this supports the Y11 GCSE module on Edward I's reign. Marc Morris is a leading expert on this period, his talk was successful last year in extending and deepening student understanding of the topic. Date to be arranged once they know if funding is possible. – **approved but only if it can be extended to a larger student cohort - Y9 & 10?**
- Readers country supreme cricket balls at a total cost of £699.50 (20 junior balls £279.80 + 30 senior balls £419.70) S.Pepper PE - By having brand new cricket balls, we can host more cricket fixtures at school for all year groups in the week and on a Saturday morning. Without a brand new ball, cricket games cannot be played. Not only this, after this ball has been used in a game, it can then be used during training after school to develop students' skills when batting/bowling/fielding – We have previously funded a similar request from the PE department and it needs to be clear that we cannot do this every time. - **approved this time but we cannot do it each year**
- Sensory equipment orange & green floor tiles & giant rainbow maker at a total cost of £94.77 (£76.78 + £17.99) C.Alderman SEN / recreational time - Sensory equipment supports our dysregulated students that need to have some time out to regulate their emotions before they are in a settled state to be able to return to their lessons and continue learning. – **approved**

6. Feedback on previous events

Christmas Fayre – good feedback from stallholders and burger van, who would be interested in attending future events. Especially commended were the 6th form helpers. Angela has already emailed Kevin Bailey, who has arranged for them all to get a head teacher's commendation.

As it was the first year running it for us, we decided to keep it simple and charged a higher pitch fee for the burger van. He was very successful so next time we should consider a percentage of profits like with the ice cream van at Foundation Day.

School emails – these were either not sent out or not sent on time and via the MCAS app, which makes it much more difficult to read. It comes as just one long stream of information. Can this be changed to normal emails as before? Also see AOB.

Dean has made sure the Christmas tree we left up has been taken down and stored in his office safely.

6th form open evening – reasonably busy.

We did have some out of date stock – Chewits, Randoms, Twix? Jellytots & Wispas are out of date end of Jan so we have decided to sell them at 30p and 50p respectively to try sell them as much as can at the Year 9 options evening. We have checked other stock and all ok – need to make sure that dates are checked regularly and stock check should be at least 2 people.

SumUp machines – charging seems to work better when they are charged via the actual machine themselves.

Also need to be turned off – Angela took them home to charge this time, and they were 100% on Friday.

Checked them this morning ready to bring down this evening, and even not being used they'd run down to about 15%. Have now been charged again to 100% and then switched off.

7. Forthcoming Events

Jan

Thurs 25th Jan - Y9 options evening – 7-8.30pm – volunteers required from 5.45pm to help set up, so far we have about 5 people.

Feb

Weds 7th February – 6th form music academy evening – 7-8.30pm not required – confirmed with Ginnie Morris. Music prefects will cover.

We were asked about Thurs 8th February for a LAMDA showcase but Julia Shand did say that the prefects were able to do refreshments. She just wanted to ask us out of courtesy in case we wanted to be there but as it's a very short event, we decided against it this time.

March

Weds 6th Mar – spring concert 7-8.30pm – volunteers required from 5.45pm

Fri 8th Mar – Quiz night 7-10pm – volunteers required from 5pm to help set up

Mon 18th Mar – Y6 new entrants languages eve 6.30-7.30pm – volunteers required from 4.45pm

Thurs 21st Mar – drama performance 7-9pm – volunteers required from 5.45pm

Fri 22nd Mar – drama performance 7-9pm – volunteers required from 5.45pm

**** If you are available for any of these events, please email RMSA@sjwms.org.uk ****

8. Quiz Night

With help from Jane (thank you!), Steve the Quizmaster from last year has been contacted and booked. Angela just needs to email him with final information – number of rounds, timings, etc.

Booking price – to stay the same £10 per adult, £5 per student/child.

Team prizes to stay the same - £10 per person for 1st prize plus chocolates, £5 per person 2nd prize plus chocolates.

Angela has also sent an email to Sandra Pyke, asking about catering the sausage & chip supper. Will call/text if don't hear back to check if all ok to do same as per usual – 2 barrels of oil.

Everyone needs to start thinking about sourcing raffle prizes. Jane mentioned that Kaizen Antiques in Rochester keeps a store of things they donate, Joanna volunteered to visit some of the places near her to ask about vouchers – Hollywood bowl are a good place to ask.

Angela will contact the school (Eliot/Shawn) for laptop use etc as per quiz checklist.

Ruth is not available but Sarah might volunteer to be scorer.

6th form volunteers will be needed.

Next meeting will be 26th Feb so will hopefully have everything or as much as possible sorted by then.

Most important next steps – advertise on Facebook page, send letter out via school and look at raffle prizes. Think about table decorations.

9. Lost Property Update

Emma and Cathy have decided they are going to recycle anything that came in before July last year. Emails have been sent and resent but still have things left, so LP is full. Email to be sent saying any items that arrived before end of last summer will be recycled – collect by end of this term. Emails have been sent to students for named items.

Email to be sent out asking for volunteers so we could have the LP office open every day ideally, remind about second-hand uniform app & for donations of second-hand uniform plus revision books.

10. Update from Sixth Form

No

11. Update from Charlie Alderman

No

12. Update from OW

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

13. Any Other Business

Discussion about school emails. We feel that this could be a reason we are not seeing many people at meetings and at events either as volunteers or as attendees. Angela has sent emails about the Christmas Fayre that either didn't go out or didn't go out on time, and as another example the email about this meeting was sent last Monday but did not get sent. Agreed to copy in Cheryl Pullies and ask if can be sent out via emails rather than on the MCAS app as we have had feedback that parents don't know they are on there or they are just a big mass of information that is difficult to read.

Angela mentioned that she'd found one of the glass pitchers broken in the RMSA cupboard – probably fell off the shelf so reminder that we will need to replace it for Foundation Day. Jane suggested it would be worth investing in a couple more as saves filling them up constantly on Foundation Day.

Janine raised the point that we need to get more people on board as part of the RMSA & how we can increase parent engagement. Quite a few people have moved on so we need to look at ideas to encourage more

parents to join. Angela to look at Parentkind FB forum and other places for 'meet the RMSA' ideas. Plus to send out emails at least 1 per term regarding ways to support the RMSA and get involved.

****Date of the next RMSA meeting ~ Monday 26th February 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 RMSA across to the new 6 th 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 th 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.	6 th form reps
T6.1	<i>ongoing</i>	AOB	All to promote School Lottery, TGM	All
T3.1	22.01.24	RMSA news/requests	Email to parents: <ul style="list-style-type: none"> • Need a new fridge and freezer (or fridge/freezer) • Donations of revision books/uniform items once exams are finished. • Quiz night • Promoting RMSA to parents/carers, including Just Giving & School Lottery. Need to send emails more regularly. 	Angela
T3.2	22.01.24	Forthcoming events	Email to be sent re. volunteer requests for Quiz Night, spring concert. Also see forthcoming events above.	Angela
T3.3	22.01.24	Forthcoming events	Y9 options evening - Charlie to organise a google document for sending to teachers re. drinks.	Charlie
T3.4	22.01.24	Quiz Night	Raffle prizes – think about raffle prizes and check if can get vouchers, local businesses, etc	All

			<p>Check about the OW alcohol licence</p> <p>Set up event on the RMSA Fb page</p> <p>Send letter via school office to parents/carers</p> <p>Email Steve Quizmaster about the finalised details</p> <p>Contact Sandra Pyke re. catering</p> <p>Think about table decorations</p>	Angela
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