



ROCHESTER MATH SCHOOL ASSOCIATION

MEETING

22nd April 2024

MINUTES

Present: Angela Hannaford, Cathy Younger, Joanna Killick, Janine Johnson, Jane Marsh, Charlie Alderman (RMSA staff link), Sarah Gilbert, Rita Boco, Darragh Skerritt, Harrison Older, Ronnie Jones, Toni Okeowo, Barnabas Turpin

1. Apologies for absence: Eliot Hodges, Ayomide Onamade,

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.

Welcome to Rita and our new 6th form representatives.

Actions updated.

3. Chair's Report

We had a busy March with quiz night, new entrant's language evening, concerts and performances. Quiz Night on 8th March was busy and we've had good feedback from those who attended. Steve the quizmaster has indicated that he is happy to do it all again next year. I have asked Dean to book us in for Friday 7th March 2025.

Thanks go again to Sandra Pyke and her team for cooking the food for us, Steve the quizmaster for preparing all the quiz packs and running it so smoothly, to the 6th formers who were as always amazing in their help, and to all the volunteers for coming along to help. Plus those who helped out at the drama performances at the end of March.

Our next events are the Y7 celebration evening in May, the new entrant's evening in June, and we need to start thinking about Foundation Day.

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 Darragh and the 6th form team for all of their help over the last year. The 6th form have been amazing and 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.

Angela Hannaford

April 2024

4. Treasurer's Report

5. TERM 4: 19th February – 14th April 2024

Account Balance to 14th April 2024	£24,505.73
Less Liabilities	£1,649.19
Available Balance	£22,856.54
Float held in Cash Tin	£100.00
Term 4 Income	£3,348.68
Term 4 Outgoings	£6,559.05

PAYMENTS IN		
19.02.24	Secondhand Uniform Sales	£1.96
20.02.24	Uniformd – Secondhand Uniform Sales – January 2024	£73.98
20.02.24	Quiz Night Payment – E. Hodges	£80.00
21.02.24	Quiz Night Payment – J. Marsh	£70.00
27.02.24	Quiz Night Payment – S. Hogg	£100.00
01.03.24	Quiz Night Payment – M. Alexander	£80.00
04.03.24	Quiz Night Payment – J. O'Sullivan	£35.00
04.03.24	Quiz Night Payment – C. Alderman	£90.00
04.03.24	Quiz Night Payment – L. Nicholson	£80.00
04.03.24	Quiz Night Payment – H. Chamberlain	£80.00
04.03.24	Quiz Night Payment – J. Marsh	£10.00
05.03.24	Your School Lottery	£328.40
06.03.24	Quiz Night Payment – S. Gilbert	£45.00
06.03.24	Quiz Night Payment – S. Moriarty	£70.00
06.03.24	Donation – Nisa, 'Making a Difference Locally'	£300.00
06.03.24	SumUp Card Payments – Spring Concert	£75.66
07.03.24	Cash Payments – Spring Concert	£144.30
11.03.24	SumUp Card Payments – Quiz Night	£73.57
11.03.24	Cash Payments – Quiz Night	£455.05
12.03.24	Repayment of Duplicated Payment	£219.00
19.03.24	SumUp Card Payments – Yr 6 Languages Evening	£49.16
19.03.24	Cash Payments – Yr 6 Languages Evening	£51.79
20.03.24	Uniformd – Secondhand Uniform Sales – February 2024	£189.11

22.03.24	SumUp Card Payments – School Production 21.03.23	£24.85
22.03.24	Cash Payments – School Production 21.03.24	£127.10
25.03.24	Cash Payments – School Production 22.03.24	£96.30
25.03.24	SumUp Card Payments School Production 22.03.24	£84.05
04.04.24	Your School Lottery	£314.40
	Total Income	£3,348.68
PAYMENTS OUT		
04.03.24	Quiz Prizes – 16 x Chocolate Oranges (Tesco)	£23.84
05.03.24	Funding Donation, SJWMS – RMSA Clothes Rail	£76.95
05.03.24	Funding Donation, SJWMS – 4 x Colorimeters	£449.80
05.03.24	Funding Donation, SJWMS – 2 x Diving Blocks	£3,441.00
06.03.24	Funding Donation, SJWMS – Girls Rugby Kit	£1,482.25
07.03.24	Quiz Night Cash Prizes and Float	£180.00
06.03.24	Milk – Spring Concert	£2.90
08.03.24	Gift for Quiz Master	£22.74
11.03.24	Quiz Night Catering Expenses – S. Pyke	£219.00
11.03.24	Duplicated Quiz Night Catering Expenses (reimbursed 11.03.24)	£219.00
13.03.24	Stock – Bookers	£441.57
	Total Outgoing	£6,559.05

REQUESTS FOR FUNDING

Fulfilled Funding Requests:

RMSA Clothes Rail
2 x Diving Blocks

4 x Colorimeters
Girls Rugby Kit.

Withdrawn Funding Requests:

None.

LIABILITIES			
DATE REQUESTED	DEPARTMENT	ITEM REQUESTED	AGREED COST
22.01.24	Geography	DVD's linking to Schemes of Work	£37.97
22.01.24	Economics	Economics Today Vol. 30 – To support Economics Society	£359.00
22.01.24	PE	Readers County Supreme A Cricket Balls: 30 x Senior balls, 20 x Junior balls	£699.50
22.01.24	SEN	Sensory Equipment: orange and green floor tiles, giant rainbow maker	£94.77
26.02.24	SEND	Sensory-stimulating Equipment: Skipping ropes, target mats, freestanding targets, hula hoops, trampette, boundary poles, speed rings, ball launchers, speed ladders, cones.	£457.95

		Total Liabilities	£1,649.19
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Reminder from Jane that we should keep £2000 as a reserve in the account at all times.

Cathy advised she had been in during the Easter holidays and completed a stock check over a few days. Out of date stock was handed to 6th form room and the staff room. From the beginning of when stock count started, Cathy noted that 3 packets of mini cheddars had definitely gone missing. Whilst it is not a major issue, over time if stock is being taken that does add up so all agreed we will monitor the situation and potentially might have to get the door code changed. This will then only be given to those who need it.

Also discussed how we can streamline the stock – need to keep better record of what sells most, what we don't sell and what stock we have so that we are not having lots of out of date stock & have better idea of what needs buying prior to events. Spreadsheet?

Cathy Younger
RMSA Treasurer
16th April 2024

5. Requests for Funds

- 2x external Activall boards for DaVinci playground at a total cost of £7900 + VAT A.Gibson (Pastoral) - Please see accompanying document for all information. These are an interactive system which requires the students to do a number of tasks and sets challenges, the difficulty level can be set by the students themselves. The proposal is for these boards to be used for: students with a SEN to support their regulation during the school day, as part of PE lessons, available for use at breaktimes and lunchtimes for students to use. This is something that could be used at break and lunchtimes and we could start a club and run challenges and this is not something which is designed for lesson use. This will support students with: resilience, team building, coordination, fitness, memory. – **approved cost of 1 board and a stand with proviso that RMSA can borrow it for events such as Foundation Day & Christmas Fayre. Plus if it could have “donated by the RMSA” added to the board.**

6. Feedback on previous events

Quiz Night – positive feedback from attendees has been received. Angela has booked it for next year for Friday 7th March 2025.

Language entrant's evening was quieter than expected in general – not all seats in hall were full but still took just over a £100 so worth being there. Also gave us a chance to represent the RMSA to new parents.

Production evenings – Janine noted that it was a shame that we couldn't have the alcohol licence for both evenings, on the Friday evening there was an event already being held in the pavilion.

Cathy mentioned that she had been given a letter from the office about the licence but had passed it over to the OWs. She had noted that it says on there it was for the pavilion so we need to check if we are covered for our events as we don't hold them in the pavilion. Angela will check for future events with Chris Halls but also about whether we will need to consider other options – TENS licence?

7. Forthcoming Events

May

Weds 15th May – y7 prize giving 6-7.30pm – volunteers required from 4.45pm

June

Thurs 6th Jun – y6 new entrants evening 7-8.30pm – volunteers required from 5.45pm

Weds 19th Jun – junior prize giving 7-8.30pm – volunteers required from 5.45pm – To be checked if we will be required.

July

Thurs 4th Jul – summer concert 7-8.30pm – volunteers required from 5.45pm

Sat 6th Jul – Foundation Day – volunteers required on Friday from 3.30pm and Saturday from 7am

Tues 16th Jul – senior prize giving 7-9pm – volunteers required from 5.45pm – To be checked if we will be required.

Weds 17th Jul – year 12 next steps evening 7-8pm – volunteers required from 5.45pm

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

8. Foundation Day

Ice cream van lady has been booked already for Saturday 6th July by Jane – Angela has sent an email to confirm all still ok.

Email will go out in about a month's time for volunteers, sourcing tombola prizes, raffle prizes, cakes for tea room, white elephant.

Need to 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 when it gets sent out and if anything needs amending let Angela know – otherwise it will just need updating to this year's dates.

The issue we possibly have is the OW alcohol licence so may need to consider TENS licence.

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

Checklist will be circulated.

9. Lost Property Update

Site team cleared everything from racks and has been brought to LP so Cathy has quite a few bits to go through. About to have a clear out as no room. Most things have been taken off the Uniformd app in preparation for selling at Y6 evening. Emails being sent out to reunite items but doesn't always mean they come to collect them. Suggestions of sharing with HOY or Form Tutors to share in assemblies/form time to remind them.

Worth another email asking for donations.

10. Update from Sixth Form

Darragh's last meeting – many thanks to Darragh for all his support this year. Emails for new representatives have been sent to Angela to add to circulation list.

K.Bailey interested in idea of funding requests as mentioned last meeting for 6th form so will probably see some forms coming through.

Harrison mentioned that they are concerned about getting the volunteers for future events once the second round of 6th form prefects are chosen. Those not chosen to be main prefects might not want to get involved and volunteer so could there be some sort of incentive / reward system for those who do rather than just merit points? Something to consider – might be something that K.Bailey will fund but if not would the RMSA? Not something we have ever had to do before.

11. Update from Charlie Alderman

The next meeting will be Charlie's last as he is moving on.

12. Update from OW

No update at this time. Still no news about a representative attending meetings. Angela will email Jeff and see if we can find out something. Or could we get in contact with Gordon who was an active participant of the RMSA and is an OW member?

13. Any Other Business

Jane gives apologies for June meeting now as she won't be able to attend.

Darragh mentioned that the drama performances programme is out of date. Would be good to send an updated version to Mrs Shand & Mrs Morris.

****Date of the next RMSA meeting ~ Monday 10th June 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">• Donations of revision books/uniform items once exams are finished.• Promoting RMSA to parents/carers, including Just Giving & School Lottery. Need to send emails more regularly.	Angela to send mid/end June.
T5.1	22.04.24	Forthcoming events	Testimonials /photos about previous funding requests for the new entrant's evening	Charlie/Angela
T5.2	22.04.24	Forthcoming events	Update PPT for new entrant's evening Send email from Eliot re. RMSA to be included in the new Y7 pack	Angela

T5.3	22.04.24	Forthcoming events / Foundation Day	Check about the OW licence use including if we are covered if it is for pavilion only?	Angela
T5.4	22.04.24	OW update	Email to see if we can find out about a representative from OW at the meetings	Angela