



## ROCHESTER MATH SCHOOL ASSOCIATION

### MEETING

10<sup>th</sup> June 2024

### MINUTES

**Present:** Angela Hannaford, Cathy Younger, Joanna Killick, Janine Johnson, Eliot Hodges, Sarah Gilbert, Ronnie Jones, Barnabas Turpin, Bridget Ogwezi, Andy Snow

1. **Apologies for absence:** Jane Marsh, Charlie Alderman (RMSA staff link), Harrison Older (school cap't),

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 Andy and Bridget – thank you for attending.

Actions updated.

3. **Chair's Report**

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

We have welcomed Harrison and his team as our new 6<sup>th</sup> form representatives and we look forward to working with them over the coming year.

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 us know. We need as many volunteers as possible for Foundation Day both on the Friday evening before (5<sup>th</sup> July) and on the day itself (Saturday 6<sup>th</sup> July) in order to make it a success and maximise our profits.

As the academic year draws to a close, we need to start thinking about our AGM and the next school year for the RMSA. Our AGM, followed by our first regular meeting, will be held on Monday 9<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. I'd like to advise that I will be stepping down from the role of Chair. I hope that there will be someone who will consider standing in order that the RMSA can continue its fundraising.

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.

Angela Hannaford

June 2024

#### 4. Treasurer's Report

### TERM 5: 15<sup>th</sup> April – 2<sup>nd</sup> June 2024

Account Balance to 2<sup>nd</sup> June 2024                      £25,029.19

| PAYMENTS IN  |  | Less Liabilities       | £7,065.24  |
|--------------|--|------------------------|------------|
|              |  | Available Balance      | £17,963.95 |
| 19.04.24     | Uniformd (Elemental Concept) – 2 <sup>nd</sup> Hand Uniform Sales – March 2024 | Float held in Cash Tin | £100.00    |
|              |  | Term 4 Income          | £571.45    |
| 08.05.24     | Your School Lottery (Clients Deposit)  | Term 4 Outgoings       | £47.99     |
| 16.05.24     | SumUp – Card Payments – Yr 7 Celebration Evening                               |                        |            |
| 16.05.24     | RMSA – Cash Payments – Yr 7 Celebration Evening                                |                        |            |
| 20.05.24     | Uniformd (Elemental Concept) – 2 <sup>nd</sup> Hand Uniform Sales – April 2024 |                        |            |
| 29.05.24     | SumUp – Card Payment – 2 <sup>nd</sup> Hand Uniform Sales                      |                        |            |
|              |  | Total Income           | £571.45    |
| PAYMENTS OUT |  |                        |            |
| 16.05.24     | Morrisons – Milk & Cream – Year 7 Celebration Evening                          |                        |            |
| 22.05.24     | Bookers – Stock  |                        |            |
|              |  | Total Outgoing         | £47.99     |

#### REQUESTS FOR FUNDING

Fulfilled Funding Requests: None. Awaiting donation requests from SJWMS Finance Dept. for all requests except ActivAll Board (to be carried forward to next financial year).

Withdrawn Funding Requests: SEND request for Sensory-stimulating Equipment:(skipping ropes, target mats, freestanding targets, hula hoops, trampette, boundary poles, speed rings, ball launchers, speed ladders, cones) - withdrawn in favour of ActivAll board request.

| 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      |
| 22.04.24       | SEND       | 1 x External ActivAll Boards for the DaVinci Playground + Stand              | £5,874.00   |
|                |            | Total Liabilities  | £7,065.24   |

Cathy Younger  
RMSA Treasurer

2<sup>nd</sup> June 2024

## 5. Update on funding requests

At the last meeting, we approved cost of 1 x external Activall board & stand for DaVinci playground for A.Gibson (Pastoral). Being IT related, this needs to have LAT IT approval and so due to the delays, it would not be possible to put through the order before the financial department order deadline of 24<sup>th</sup> May. Therefore, in this instance we have agreed to waive our 3 month order deadline and agree to this being ordered in the next academic year.

Rob Baldwin has sent through an email thanking the RMSA for our support. The football kit we agreed to fund for the 1<sup>st</sup> team was used and they won the league which is fabulous to hear.

## 6. Feedback on previous events

Y7 prize giving in May – seemed quieter than other events, but we did better than we thought. Still worth doing, particularly to show our presence with Y7 parents.

Y6 new entrants evening in June – did very well. 2<sup>nd</sup> hand uniform nearly sold out, about 6 items left and took £752.16, plus refreshments £129.98. We've had a few emails sent since then from new parents which is lovely and hopefully we will see them coming along to meetings and events soon.

## 7. Forthcoming Events

Weds 19<sup>th</sup> Jun – junior prize giving 6.30 -8.30pm – volunteers required from 5.45pm and will need to do Booker run beforehand (Mon 17<sup>th</sup>?)

### July

Weds 3<sup>rd</sup> Jul – summer concert 6-8pm – volunteers required from 4.45pm – time to be checked.

Sat 6<sup>th</sup> Jul – Foundation Day – volunteers required on Friday from 3.30/4pm and Saturday from 7am

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

Weds 17<sup>th</sup> Jul – year 12 next steps evening 7-8pm – volunteers required from 5.45pm – Tbc if required

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

## 8. Foundation Day

Ice cream van lady has been booked already for Saturday 6<sup>th</sup> July by Jane – Angela has sent an email to confirm and all is still ok. Should be arrive from 10.30 I believe.

Email will go out after tonight's meeting once we have confirmed some details re. bar and stalls.

We need volunteers to run stalls, sourcing of tombola prizes – non alcoholic tombola & alcohol tombola, raffle prizes, cakes & savouries for tea room, Do we run the white elephant stall?

6<sup>th</sup> form volunteers will be needed on the Friday evening to help set up and unload stock, plus on the Saturday. We will need some for the Beat the goalie game to be in goal, plus possibly to run help run some stalls depending on how many other volunteers come forward.

Need to check with Dean re. cleaning of pavilion and kitchen so we can set up without issues.

Barney will 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.

BAR – it is clear we will need to look into obtaining a TEN licence. Angela will look into this and call the council ASAP regarding the finer details, particularly with regards to numbers (might be a 500 limit).

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

Checklist and stall list ran through – we will need to look at this more closely nearer the time.

In name of transparency, the committee members, Jane & Janine are going to have a catch up before to make sure everything has been taken care of as it is the first year that Angela, Cathy & Joanna are in charge.

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

Cathy has had a clear out – everything 6 months or older and not named has gone, everything 1 year or older and named has gone. She removed items from the uniform app prior to the new entrants evening and the few items remaining have now been uploaded again.

The uniform app will be closed down 1 week before term ends as parents will not be able to come into school office to collect items. Old PE kit that can't be sold because of school badge has been offered to SEN dept & Jane Wheeler.

A new lady has shown interest and Cathy has forward her details to Cheryl for the required checks, etc.

Eliot will send out an email to Y11 and Y13 parents asking for donations of uniform as exams are now finished/finishing so they might have uniform that is no longer needed.

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

Walkie talkies – there is 1 that doesn't seem to charge very well if out of the case. This will be the one we use in the tea room for Foundation Day. Need to keep eye on and see if will need replacing.

High viz jackets – they have been stored when damp so are mouldy. Need to look at whether we can get them cleaned or if need replacing.

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

Unfortunately Charlie couldn't make it this evening, so no update but he sent his apologies.

This would have been his last meeting so we want to say a huge thank you for all his support, he has been a fantastic link between us and staff, and we wish him all the best. Angela did send an email with this message as we would not see him in person.

Eliot will advise of new staff link once appointed.

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

No update at this time. Still no news about a representative attending meetings. Angela has been in touch with Chris Halls who said he knew Jeff was keen to be part of it, so if we can send him the details we have for Jeff, he will check it for us. Eliot will send what details he has to check.

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

Cathy mentioned that we need to look at the Financial policy but this will be done prior to the AGM in September.

***\*Date of the next RMSA meeting ~ Monday 9<sup>th</sup> September 2024 @ 7pm, SJWMS\****

#### **Actions**

| <b>Ref.</b> | <b>Date</b>     | <b>Agenda Item</b> | <b>Activity</b>   | <b>Owner</b>   |
|-------------|-----------------|--------------------|---|----------------|
| T6.6        | <i>On-going</i> | Giving Machine     | Staff link to promote with staff & will send information from RMSA across to the new 6 <sup>th</sup> form reps. | Staff link TBC |

|      |                          |                    |   |                              |
|------|--------------------------|--------------------|---|------------------------------|
| 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.<br>Also about the Facebook page – PTA hangout.<br>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.<br>Make sure they know where high-viz jackets are.<br>See 6 <sup>th</sup> form update above re. some issues with high viz jackets & walkie talkie | 6 <sup>th</sup> form reps    |
| T6.1 | <i>ongoing</i>           | AOB                | All to promote School Lottery, TGM  | All                          |
| T5.4 | 22.04.24<br><br>10.06.24 | OW update          | Email to see if we can find out about a representative from OW at the meetings<br><br>Eliot to send across the contact details he has for Jeff and Angela will get in touch with Chris Halls again.   | Angela<br><br>Eliot / Angela |
| T6.1 | 10.06.24                 | Foundation Day     | Check about TEN licence.<br>Email to parents/carers regarding volunteers, prizes, donations etc<br>Update risk assessment and circulate<br>Check with Dean re. cleaning of pavilion & kitchen   | Angela                       |
| T6.2 | 10.06.24                 | Forthcoming events | Email to be sent out for volunteers request<br>Check times for summer concert, and whether required for senior prize giving & Y12 next steps  | Angela                       |
|      |                          |                    |   |                              |
|      |                          |                    |   |                              |