



ROCHESTER MATH SCHOOL ASSOCIATION

MEETING

9th September 2024

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.
Actions updated.

2. **Treasurer's Report**

TERM 6: 3rd June – 31st August 2024

Account Balance to 31st August 2024 £27,262.99

PAYMENTS IN		Less Liabilities	£4,895.00	
04.06.24	Your School Lottery	Available Balance	<u>£22,367.99</u>	£307.60
07.06.24	SumUp – New Entrants Evening (Refreshments/Second Hand Uniform)	Float held in Cash Tin	<u>£100.00</u>	£771.72
		Term 6 Income	£5,710.92	
07.06.24	Cash Payments – New Entrants Evening (Refreshments/Second Hand Uniform)	Term 6 Expenses	£3,477.12	£110.26
10.06.24	SumUp – Second Hand Uniform			£4.87
13.06.24	Your School Lottery			£5.00
20.06.24	SumUp (Yr 8 & Yr 9 Prize Giving)			£24.95
20.06.24	Elemental Concept - Uniformd (Second Hand Uniform Sales May 2024)			£48.10
21.06.24	Cash Payments (Yr 8 & Yr 9 Prize Giving)			£31.75
01.07.24	Donation – Jacqui Bryant			£50.00
01.07.24	Cash Payments (Inflatable Session 30.06.24)			£63.95
02.07.24	Your School Lottery			£298.00
02.07.24	SumUp (Inflatable Session 30.06.24)			£15.83
04.07.24	SumUp (Summer Concert 03.07.24)			£41.07
04.07.24	Cash Payments (Summer Concert 03.07.24)			£33.10
08.07.24	Scoff & Sip (Kent) – Icecream Van (Foundation Day 06.07.24)			£90.90
08.07.24	Cash Payments (Foundation Day 06.07.24)			£2,647.45
09.07.24	SumUp (Foundation Day 06.05.24)			£403.56
18.07.24	Cash Payments (Yr 12 Next Steps 17.07.24, and Second Hand Uniform Sales)			£95.08

19.07.24	Elemental Concept – Uniformd (Second hand Uniform Sales June 2024)	£87.85
19.07.24	SumUp (Yr 12 Next Steps 17.07.24)	£49.22
06.08.24	Your School Lottery	£380.00
20.08.24	Your School Lottery	£57.30
20.08.24	Elemental Concept – Uniformd (Second Hand Uniform Sales July 2024)	£93.36
	Total Income	£5,710.92
PAYMENTS OUT		
07.06.24	Sainsburys - Milk – New Entrants Evening	£1.45
11.06.24	SJWMS – Funding Request, Economics Dept – Economics Today, Vol 30 x 21	£359.00
11.06.24	SJWMS – Funding Request, SENCO – Sensory Equipment	£78.97
11.06.24	SJWMS – Funding Request, Geography Dept – Schemes of Work DVD's	£25.72
11.06.24	SJWMS – Funding Request, PE Dept – Cricket Balls 20 x Youth, 30 x Senior	£583.00
20.06.24	Morrisons – Milk (Junior Prize Giving, Yrs 8 & 9)	£1.45
24.06.24	Angela Hannaford – Reimbursement for Gravesham Council TEN (Foundation Day)	£21.00
26.06.24	Bookers – Stock	£328.64
01.07.24	Morrisons – Milk (Family Inflatable Session)	£1.20
04.07.24	RMSA – Float (Foundation Day)	£1,125.00
08.07.24	Angela Hannaford – Reimbursement for Bookers Shop (Foundation Day 06.07.24)	£35.62
08.07.24	Joanne Harding – Reimbursement for Bookers Shop (Foundation Day 06.07.24)	£96.98
08.07.24	Angela Hannaford – Reimbursement for Asda Shop (Foundation Day 06.07.24)	£106.24
08.07.24	Bookers – Stock (Foundation Day)	£211.40
10.07.24	Bookers – Stock (Foundation Day)	£500.00
18.07.24	Morrisons – Milk (Yr 12 Next Steps 17.07.24)	£1.45
	Total Expenses	£3,477.12

REQUESTS FOR FUNDING

Fulfilled Funding Requests: Economics Today Vol. 30 (Economics Dept.)
Sensory Equipment (SENCO)
Schemes of Work DVD's (Geography Dept.)
Cricket Balls (PE Dept.).

Withdrawn Funding Requests: None.

LIABILITIES			
DATE REQUESTED	DEPARTMENT	ITEM REQUESTED	AGREED COST

22.04.24	SEND	1 x External ActivAll Boards for the DaVinci Playground + Stand	£4,895.00
		Total Liabilities	£4,895.00

Cathy Younger
RMSA Treasurer
2nd September 2024

3. Request for funds

- Licence for the school musical at a total cost of £1000 G.Morris (Music) – it is the chance for students across the school to participate in something creative, whether this be performing on stage, assisting with the lights, sound or stage managing. These are useful skills that they wouldn't normally learn in any classes. – **approved**
- Camping stoves for DofE Bronze and Silver awards at a cost of £69 per stove S.Harrison (D of E) – for as many stoves as we are willing to fund. 5 would give spares for when some of the stoves hired from MOAC invariably do not work, 30 would mean that we don't need to hire stoves from MOAC and can move closer to self-sufficiency for Bronze and Silver expeditions. – question asked if there would be 30 teams? Adam and 6th formers suggested that 30 would probably be overkill as the stoves can be shared between 4 so number could be reduced. Jeff asked if they could be purchased cheaper as it seems quite expensive for a camping stove but they need to be purchased from Access Kit so the cost is accurate – **approved to fund 15 at a cost of £1, 035**
- We previously 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 have been put through before the financial department order deadline of 24th May 2024. Therefore, in this instance we agreed to waive our 3 month order deadline and agreed to this being ordered in the next academic year. If it is still required, we aren't sure if the original cost will still be accurate. Our best option is to agree an amount and then check with Anjetta if it is still required. An email will be needed still to confirm final cost if so – **approved up to £5,500**

Angela noted that PE department has sent through 2 requests but as they came through about 5pm today they will now be reviewed at next term's meeting in November.

Funding requests should go through Adam Richardson (RMSA staff link) who can then forward them on to the rmsa@sjwms.org.uk email all together and on the Monday prior to the meeting. This allows time for them to be circulated with the meeting paperwork.

4. Feedback on previous events

Foundation Day – it was one of the windiest that we have known. BBQ went out a few times and Angela even had to rush to Asda to get quick light bags of charcoal to try and keep it alight, but despite all the hurdles faced, we got through it. Angela asked if in future, the school is considering that it might be called off that this be mentioned to the RMSA on the Friday as we could streamline our purchasing and have a plan B in place rather than having to work it all out on the morning of the event.

TEN licence was applied for as after some questions were raised regarding the OW licence for the pavilion, it appears we are not able to use it outside of the pavilion area. After checking with local council, Angela was able to apply for TEN at cost of £21. We will need to assess event by event if we require one, e.g. for quiz night in March.

5. Forthcoming Events

Angela will check the school calendar and get a new list of events sent out.

Thurs 12th Sept – Y12 next steps evening

Mon 14th Oct – Y11 next steps evening

Oct 17th – Y6 open evening – we will need more volunteers for this one as it does get busy. 6th formers will be required to collect drinks and deliver to teachers. Adam will organise getting drinks orders prior to the evening – Charlie Alderman (previous staff link) did it with a google form last time which worked well. Adam will look into this.

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

6. Christmas Fayre

Booked for Friday 16th November – 11-3pm, but we will need 6th formers and volunteers to help set up on Friday from 3.45pm and on Saturday to run stalls, refreshments, and 6th formers to help direct parking, help unload for stall holders and pack away. It doesn't have to be same 6th formers who help on Friday and on Saturday, plus doesn't have to be just prefects.

We always get great feedback about how helpful the 6th formers are from the stall holders and it is a big selling point for us.

Barney will look into getting some piano players for during the event.

We know after last year that we need to get emails, etc sent out sooner. We need to look at raffle prizes, donations for tea room, etc.

Table prices – we will keep same as last year so £15 per table, with £10 for additional tables. Angela will email previous year's stall holders and organise leaflets as per normal.

Alcohol licence would need to be applied for but it isn't worth it for the Christmas Fayre as it was only ever for mulled wine and we didn't really sell much of it.

Leaflet drop will be the previous Friday before so meet at school 10AM on Friday 8th November. Banners need to go on school gates the week of fayre as they say 'this Saturday'.

Last year we had the catering van – Layberry's – but we charged a set fee of £30. He did very well so we need to negotiate a percentage of profits – 20% as per the ice cream lady on Foundation Day seems reasonable.

Angela will email them.

We need a new sheet for the roll a 10p game – originally created by Doug Robson so Adam will get in contact with him to see if he still has template and can print us a new one.

7. Lost Property Update

Racks cleared at end of last term and so bags were brought to LP office. An email is sent for named items to students, and unnamed items are held for 6 months before being recycled – if complete rubbish, thrown away but if usable either sold for second-hand uniform via Uniform'd app, coats are sent to charity shop.

Currently open Mon, Weds and Fri lunchtimes. Ideal would be to have enough volunteers that we could open it every day. Susan would like to volunteer so will chat to Cathy at end and arrange a time to come in to sort that out.

Eliot emphasised how lucky the school and parents are that the LP is run and the second-hand uniform as most secondary schools don't or just ends up in a cupboard somewhere. He will send an email to parents about LP.

Cathy mentioned she had received a few emails from a Y12 student because his £170 coat had not been found which were bordering on rude. Eliot said the LP volunteers did not have to deal with emails like that and to forward them to himself, or Crispin. In this case, forward to Eliot and he will deal with it.

8. Update from Sixth Form

Harrison asked if we need 6th formers to set up at all events. We don't, just the major ones – Christmas Fayre, Quiz Night and Foundation Day mainly. We do need them to support with collecting and delivering drinks at the Y6 open evening. We will make sure Harrison gets emailed when we need more support from the 6th formers.

9. Update from Adam Richardson

Adam introduced himself and stated that anything he needs to know, we just need to tell him. Angela will cc. Adam on emails about the funding requests being held over until next meeting, and also on the one to Anjetta regarding the Activall board (see funding requests above). Angela will also email re. any actions that need to be on Adam's list.

10. Update from OW

Jeff apologised for not being able to attend meetings recently but is now back. We welcomed him back and said how glad we were that he is, as it was always helpful to have his insights, particularly on funding requests from PE.

Jeff gave a rundown on the cricket, rugby and hockey teams – leagues are going well and rugby club has continuing traction from Y13s just left. Hockey section – 7 mens teams, 3 ladies teams that play on Saturday. Junior training on Sunday for 5yrs – 15yrs. Predominantly made up of former pupils of school . It is a local club so if anyone fancies joining, they would be more than welcome. There is also the social side with the club house.

11. Any Other Business

Cathy mentioned that we had discussed getting an additional sum up machine – this would be useful, particularly on Foundation Day as we have 2, 1 used for bar & BBQ, 1 used in tea room. This meant drinks and sweets stall was cash only – lots of the boys don't have cash but do have card. This way we could have one there too. After discussion, we decided to get 2 additional machines so each main area could have 1 – bar, BBQ, tea room and sweets/drinks stall.

Janine mentioned trolley and if we could get another one – the one we have is unwieldy and falling apart. All happy to replace if something suitable can be found – Cathy will look into this and see what is available.

****Date of the next RMSA meeting ~ Monday 4th November 2024 @ 7pm, SJWMS****

Actions

Ref.	Date	Agenda Item	Activity	Owner
T6.6	<i>On-going</i>	Give as you Live	Staff link to promote with staff & will send information from RMSA across to staff and 6 th form reps.	Adam Richardson
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, Give as you Live	All
T1.1	09.09.24	Forthcoming events	Updated list of events to be created and shared to officers. Emails to be sent out requesting volunteers	Angela
T1.2	09.09.24	Forthcoming events	Updated list for drinks orders for teachers for Y6 open evening – google form?	Adam
T1.3	09.09.24	Christmas Fayre	Start organising communications to parents via school Email catering van to negotiate cost & email previous stall holders Promote via social media Arrange for piano players New template sheet for roll a 10p game	Angela Angela All Barney Adam
T1.4	09.09.24	Lost Property	Eliot will send email to parents about Lost Property, emphasising importance of naming items as well as how lucky school is too	Eliot
T1.5	09.09.24	AOB	Cathy will look into purchasing 2x Sum up machines plus a new trolley option	Cathy