



ROCHESTER MATH SCHOOL ASSOCIATION

MINUTES OF MEETING

03 NOVEMBER 2025

Present: Laura Fletcher (LF), Jane Marsh (JM), Cathy Younger (CY), Adam Richardson (RMSA staff link) (AR), Eliot Hodges (Principal) (EH), Lauren Thompson (LT), Andy Snow (AS), Bridget Ogwezi (BO), Irina Zavalko (IZ), Meili Chen (MC), Georgina Kusi (GK), Ian Jose (6th form) (IJ) Joel Chaco (6th form) (JC)

- 1. Apologies for absence:** Janine Johnson, Rachel Donohue, Asia Killick, Lisa Renwick, Suze Cooper
- 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: T1.4 removed – EH and AR advised the plumbing and fixture for the dishwasher has been investigated and is not suitable at the current time. The funding approval has now been removed and if a suitable alternative is found, the funding request will need to be resubmitted.

See list of actions for remaining actions and updates.

- 3. Vice Chair's Report**

As a newly appointed Vice Chair, I'd firstly like to thank the RMSA committee and volunteers for such a warm welcome. I'm looking forward to the year ahead.

It's been a challenging start to the 2025/2026 academic year. The EGM, will have hopefully ensured that we have a solid set of officers to carry the RMSA through the coming year.

We have had a successful Term 1 in relation to fundraising, which is detailed in the Treasurer's report.

In addition to our Facebook page, we now have an Instagram presence, so please follow the page at https://www.instagram.com/rmsa_sjwms, as well as our Facebook page ([https://www.facebook.com/RochesterMathSchool Association](https://www.facebook.com/RochesterMathSchoolAssociation)).

Term 2 will involve the annual Christmas Fayre, for which planning is well underway, and we have lots of lovely stallholders already booked in as well as a catering van providing hot food.

Please share any social media updates regarding the Christmas Fayre and advertise as far and wide as possible. There will be a leaflet drop in the areas around the school on the morning of Friday 7th November and if you are available to help with that it will be much appreciated. Many hands make light work! If you are unable to help on 7th November but would still like to help with distributing leaflets in the run up to the fayre, either close to the school or further afield, please let me know.

Help will also be needed on Friday 14th November from around 4pm, which will involve setting up as much as we can in advance of the following day, and on Saturday 15th November (the day of the fayre) from around 8am to finish setting up, help run our stalls and games and then help to clear away at the end of the fayre. However much or little help you are able to provide will be very much appreciated. We do fully understand that not everyone will be able to provide help for the whole time.

I'd like to send a special thank you to Hayley and Dean Filmer for running an inflatable session in the school pool and for donating to the RMSA.

Here's to a successful Term 2 (and the rest of the academic year!).

Laura Fletcher
26th October 2025

4. Treasurer's Report

TERM 1: 1st September – 25th October 2025

| | |
|--|-------------------|
| Account Balance to 25th October 2025 | £27,494.62 |
| Less Liabilities | <u>£2,474.99</u> |
| Available Balance | <u>£25,019.63</u> |
| | |
| Float held in Cash Tin | £100.00 |
| Float held in Lost Property Safe | £10.00 |
| Term 1 Income | £2,151.51 |
| Term 1 Expenses | £1,430.70 |

| INCOME | | |
|---------------|---|--------|
| 01.09.25 | DC Martin – Insurances | 15.00 |
| 01.09.25 | SumUp – Card Payment: 2 nd Hand Uniform Sales | 24.58 |
| 01.09.25 | Mr Andrews – Insurances | 7.50 |
| 02.09.25 | Clients Deposit – Your School Lottery: August | 319.20 |
| 08.09.25 | SumUp – Yr 7 Rugby Morning: Card Payments | 259.34 |
| 08.09.25 | RMSA – Yr 7 Rubby Morning: Cash Payments | 162.95 |
| 19.09.25 | Elemental Concept – Uniformd: August | 33.86 |
| 06.10.25 | S.R. & P. Moore – Christmas Fayre Stall Holder: Pauline Moore | 15.00 |
| 07.10.25 | G. E. Salmon – Christmas Fayre Stall Holder: Gill Salmon | 15.00 |
| 07.10.25 | Clients Deposit – Your School Lottery: September | 382.00 |
| 07.10.25 | Mrs. O. Sule – Christmas Fayre Stall Holder: Yinka Surakat | 15.00 |
| 08.10.25 | SumUp – Yr 12 Next Steps: Card Payments | 34.59 |
| 08.10.25 | Helen Thornton – Christmas Fayre Stall Holder: Helen Thornton | 15.00 |
| 08.10.25 | K J Lee – Christmas Fayre Stall Holder: K & C Books & Gifts | 25.00 |
| 10.10.25 | T. Reid – Christmas Fayre Stall Holder: Reids Reads | 15.00 |
| 13.10.25 | A. C. Fernando – Christmas Fayre Stall Holder: Amy Fernando | 15.00 |
| 15.10.25 | SumUp – Yr 11 Next Steps: Card Payments | 196.76 |
| 15.10.25 | RMSA – Yr 11 Next Steps: Cash Payments | 57.40 |
| 15.10.25 | RMSA – Yr 12 Next Steps – Cash Payments | 16.00 |

| INCOME | | |
|-----------------------|---|------------------|
| 15.10.25 | M. Hajialexandrou – Christmas Fayre Stall Holder: Lotties Crafts | 15.00 |
| 17.10.25 | SumUp – Yr 6 Open Evening – Card Payments | 172.48 |
| 17.10.25 | RMSA – Yr 6 Open Evening – Cash Payments | 98.20 |
| 20.10.25 | Elemental Concept – Uniformd: September | 171.65 |
| 21.10.25 | L. Osenton – Christmas Fayre Stall Holder – Lisa Osenton | 15.00 |
| 21.10.25 | Antics Studio – Christmas Fayre Stall Holder – Antics Studio | 15.00 |
| 22.10.25 | Jodie Park – Christmas Fayre Stall Holder – Jodie Leslie | 15.00 |
| 24.10.25 | J Chester – Christmas Fayre Stall Holder – Printopia 3D | 25.00 |
| Total Income | | £2,151.51 |
| EXPENSES | | |
| 03.09.25 | SJWMS – Donation Remittance: Installation of Outdoor Clock | 578.00 |
| 06.09.25 | Morrisons – Yr 7 Rugby Morning: Milk & Sausage Rolls | 110.24 |
| 08.10.25 | Morrisons – Yr 12 Next Steps, Milk, Cream, Drinks Cans | 12.75 |
| 14.10.25 | www.Direct-Fundraising – 6 x Charity Collection Buckets | 38.40 |
| 15.10.25 | Timpson – RMSA Cupboard & Lost Property Keys Cut | 13.50 |
| 15.10.25 | Booker – Stock | 79.92 |
| 17.10.25 | Morrisons – Yr 6 Open Evening – Milk | 5.25 |
| 22.10.25 | SJWMS – Donation Remittance: Recycling Bins | 527.85 |
| 22.10.25 | Booker – Stock: Cups | 64.79 |
| Total Expenses | | £1,430.70 |

GROSS TAKINGS – Term 1

| | |
|---|---------|
| Refreshments – Yr 7 Rugby Morning | £422.29 |
| Refreshments – Yr 12 Next Steps | £50.59 |
| Refreshments – Yr 11 Next Steps | £142.16 |
| Refreshments – Yr 6 Open Evening | £270.68 |
| 2 nd Hand Uniform | £230.09 |
| Revision Book Sales (at Yr 11 Next Steps Event) | £112.00 |
| Your School Lottery | £701.20 |

FUNDING REQUESTS

Fulfilled Funding Requests: Installation of Outdoor Clock

Recycling Bins

Withdrawn Funding Requests: None.

LIABILITIES

| DATE REQUESTED | DEPARTMENT | ITEM REQUESTED | AGREED COST |
|--------------------------|------------|--|------------------|
| 04.11.24 | PE | VEO Cam | 1,099.00 |
| 28.04.25 | PE | Purple House Vests (Out of stock when ordered) | 100.00 |
| 08.09.25 | Chemistry | Commercial Dishwasher | 1,275.99 |
| Total Liabilities | | | £2,474.99 |

Cathy Younger
RMSA Treasurer
25th October 2025

- Your School Lottery: All information is posted on the RMSA Facebook page, could you please share to get to as many people as possible to join, note you do not have to be a parent of a pupil to participate
- Give as you Live: All information is posted on the RMSA Facebook page, could you please share to get to as many people as possible to join, note you do not have to be a parent of a pupil to participate
- Requests for Funding: All requests for funding need to be submitted on a funding request form. This is necessary for our audit trail for the accountant at the end of the financial year.

5. Requests for Funds

- 5x 4-man tents, total cost of **£1,090** (£218 per tent). – **approved** on the basis that these must be properly looked after and dried out after every outing.
Connie Willer, Duke of Edinburgh Award Scheme
- 5x Dental school interview preparation guide, total cost of **£100** (£20 per guide) – **approved**
10x Medical school interview preparation guide, total cost of **£190** (£19 per guide) – **approved**
Mark Barley, Aspiring Medical/Dental students
- Ice cream maker, total cost of **£170** – **approved**
Lauren Dobson, Food Tech
- 500 Fast pens personalised gold pencils to reward students for getting a gold certificate in the UK Maths challenge, total cost **£175** – **approved**
Luca Thompson, Mathematics
- Supplies to expand the school's beehive and beekeeping suits, total cost **£556.48** – **approved**
Amy Wallace, Sustainability Group
- Discus and hammer throwing cage, total cost:
Option 1 **£1,595 inc VAT plus approx. £2,000** groundworks – **not approved**
Option 2 **£11,000 inc VAT plus approx. £2,000** groundworks – **not approved**

Simon Downes, PE

Approval not provided on the basis that this would be a very significant chunk of the RMSA's funds but which would not benefit a large enough number of students to justify the cost. Furthermore, EH feels that the cost of the groundworks has not been investigated fully and the proper cost would be much more than the approx. £2,000 which would not be a good use of RMSA funds. EH to speak to Simon Downes to explore other possible options.

- 25x mini midi keyboards, total cost **£1,025** (£32.50 per keyboard) – **approved**.
- Reusable water bottles, quantity not specified, only unit cost which varies according to how many purchased - **not approved**
Amy Wallace, Sustainability Group

Approval not provided. Concerns included hygiene, quality of logos, bottles being lost, students already having their own water bottles. However, members recognised that this is something that the RMSA could consider in the future for themselves to raise money, i.e. the RMSA itself purchasing a number of bottles to sell.

- 3x Microphone stands plus clips and clip adaptors, total cost **£102.79** – **approved**
Ginnie Morris, Music
- Drum screen, total cost **£569** – **approved**
Sophie Grave, Drama

Total funding approved: **£3,421.79**

6. Christmas Fayre

- Preparations are well underway and a good number of stallholders have booked and paid.
- Catering van will be attending and providing 20% cut of their takings.
- Leaflet drop to take place on Friday 7th November, meeting at 10am in the pavilion car park.
- Volunteers needed from 4pm on Friday 14th November to help with set up.
- Volunteers needed from 8am to 4pm (whatever they can give us during this time) on Saturday 15th November to help with final set up, running RMSA stalls/games and clearing away at the end.
- 6th form helpers needed at the above times to help with set up, car park duty, helping stallholders etc. Tasks to be allocated by the RMSA. 6th formers to ensure that the high viz jackets are available for those on car park duty.
- Bookers run on Friday 14th November (CY to organise).
- LF has arranged for Father Christmas to visit as we are all on the nice list!
- Hayley Filmer is kindly providing inflatable sessions and will donate some of her profits to us. This will also help football as hopefully parents will drop off their children and then visit the fayre.
- 6th form to ensure that walkie talkies are available and fully charged.

7. Forthcoming Events

No forthcoming events for Term 2.

8. Lost Property Update

There has been a roundup of lost property by the site team and there is a lot to sort out!

9. Update from Sixth Form

IJ confirmed what we need from the 6th form in relation to the Christmas Fayre.

IJ also advised that he is setting up dedicated RMSA prefects and a procedure for future prefects so that they know what is expected of them as part of the RMSA and we will be able to call on those dedicated prefects whenever we may need help

10. Update from Adam Richardson

The Veo Cam for which we agreed funding was purchased quite some time ago but we have never received an invoice. It seems that the purchase request went via LAT who purchased it. This funding request is now withdrawn and can now be removed from our liabilities

11. Update from Old Williamsons

Still no OW representative. JM suggested approaching Gordon Millar as he was previously on the RMSA and now (we believe) part of the OW's and wondered whether he might be interested in the role. EH agreed to speak to the OWs.

12. Any Other Business

No AOB

Date of the next meeting - Monday 12th January 2026, 7pm in room E1

Actions

| Ref. | Date | Agenda Item | Activity | Owner |
|------|-----------------|--|--|---|
| | <i>On-going</i> | Your School Lottery and Give as You Live | Staff link to continue to promote with staff All to promote where possible Regular email and social media reminders | Adam All Laura, Jane, Lauren, Cathy |
| | <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 |
| | <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. | 6 th form reps |
| T1.1 | 08.09.25 | RMSA Video | Work with Suze Cooper and Andy Snow to finalise RMSA promotional video by end of academic year 2025/2026 | Bridget, Suze, Andy |
| T1.2 | 08.09.25 | Christmas Fayre | Lisa Renwick to liaise with the school over the colour hampers Update 03.11.25 – this has not happened as yet and is a big task for the school to organise. Action carried forward as this can be something we can now consider for Foundation Day and gives the school more time to organise as a house competition event. | Lisa |
| T2.1 | 03.11.25 | Update from AR | Veo Cam to be removed from our liabilities | Cathy |
| T2.2 | 03.11.25 | Update from OWs | Speak to OWs about a representative – perhaps Gordon Millar? | Eliot |