



ROCHESTER MATH SCHOOL ASSOCIATION (RMSA)

MINUTES OF MEETING

Monday 12th January 2026

Present: Laura Fletcher (LF), Jane Marsh (JM), Cathy Younger (CY), Janine Johnson (JJ), Bridget Ogwezi (BO), Lauren Thompson (LT), Andy Snow (AS), Lisa Renwick (LR), Joanna Killick (JK), Yetundo Reuben (YR), Gordon Millar (Old Williamsons Rep) (GM), Samuel Adesoga (SA), Pradyot Mishra (PM), Ahmed Onasanya (AH), Ade Bakare (AB), Dahood Awolesi (DA), Madison Donoghue (6th form) (MD), Ian Jose (6th form) (IJ), Joel Chaco (6th form) (JC)

1. **Apologies for absence:** Mr Hodges (EH), Adam Richardson (AR), Rachel Donohue (RD), Suze Cooper (SC).

Acknowledgement: The Committee acknowledged that Rachel Donohue is stepping away from volunteering this year and expressed thanks for her time and contribution.

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 were reviewed and updated. Outstanding actions are recorded in the ongoing actions list below.

RMSA Video: BO confirmed she has handed over organising of the RMSA promotional video to LF. LF will progress this in conjunction with AS and SC. Photos/video footage to be collated and RMSA video produced.

Donation Hampers / House Initiative: LR explained that students are asked to bring in small, inexpensive donations for raffle prizes in the colour of their respective house. RMSA will judge the best hamper, with the winning house receiving house points. AR will work closely with the committee to ensure that this will be included in parent communications with **sufficient notice**.

Bake Off (potential Foundation Day activity): The group discussed planning a bake-off in conjunction with the school, potentially linked to Foundation Day. Food and Nutrition students could compete, with cakes judged (by RMSA) and sold on the day. Further logistics and planning to be discussed (AR, LF, JM, CY).

T2.1 Veo Cam: Confirmed removed from liabilities.

Old Williamsons Representative: Gordon Millar (GM) was welcomed as the Old Williamsons representative.

Christmas Fayre: LF advised that the Christmas Fayre raised significantly more than previous years, supported by a large sponsor. Discussion included the value of seeking sponsors for future events. JM confirmed that the Christmas Fayre date has been diarised with the school for Saturday 21st November.

The Committee discussed utilising the parent community database to request sponsorship support. Sponsorship opportunities could include event cost coverage (e.g., Quiz Night catering/stock). LF proposed creating a sponsorship/media package highlighting sponsor benefits (flyers, business cards, banners and logo visibility).

3. Chair Report – Laura Fletcher

LF started by wishing everyone a happy, healthy, and successful 2026.

The Christmas Fayre was a huge success. We managed to raise more than in the previous three years, and nearly double what we made in 2024 — a real testament to everyone’s help and support. LF is now in the process of securing a larger sponsorship for this year and exploring different activities that can be booked in advance to maximize footfall.

We were also delighted to build a valued relationship with a local children’s home, who greatly appreciated being able to bring the children to see Father Christmas locally and free of charge. Building these relationships within the community further supports our own charitable aims. The children thoroughly enjoyed the tea.

The aim for 2026 is to build strong partnerships between the PTA and local organisations and charities, strengthening the school’s connection with the wider community. The importance of utilising the channel through the parents – keeping them up to date on the benefits of RMSA events. “Save the date” to be sent out at least 6 weeks before the event.

These relationships support fundraising through donations, sponsorships, and shared event resources.

In turn, the school gains additional support and opportunities, as well as increased community visibility and engagement.

4. Treasurer’s Report – Cathy Younger

Account Balance to 3rd January 2026	£28,602.66
Less Liabilities	£2,294.00
Available Balance	<u>£26,308.66</u>
Float held in Cash Tin	£100.00
Float held in Lost Property Safe	£10.00

Term 2 Income	£3,764.17
Term 2 Expenses	£2,656.13

INCOME		
24.10.25	SumUp, Card Payments – Inflatable Session 24.10.25	22.03
27.10.25	RMSA, Cash Payments – Inflatable Session 24.10.25	326.90
30.10.25	N J Tucker, Christmas Fayre Stall Holder	15.00
30.10.25	J & SA Mortley, Christmas Fayre Stall Holder	15.00
04.11.25	Clients Deposit – Your School Lottery, October	258.40
05.11.25	J B McShane, Christmas Fayre Stall Holder	15.00
07.11.25	E Woodger, Christmas Fayre Stall Holder	25.00
07.11.25	G Madden, Christmas Fayre Stall Holder	15.00
11.11.25	L Russell, Christmas Fayre Stall Holder	30.00
12.11.25	B Christian, Christmas Fayre Stall Holder	15.00
13.11.25	RMSA, Cash Payments – Secondhand Uniform / Revision Book Sales	17.00
13.11.25	T Reid, Christmas Fayre Stall Holder	10.00
14.11.25	Antics Studio, Christmas Fayre Stall Holder	10.00
14.11.25	M Sargent, Christmas Fayre Stall Holder	15.00
17.11.25	SumUp, Card Payments – Christmas Fayre 15.11.25	186.50
17.11.25	Wheelie Good Food, Christmas Fayre Food Van	60.00
17.11.25	RMSA Cash Takings/Floats	1374.14
18.11.25	Clients Deposit – Your School Lottery – Donation	46.80
18.11.25	Train 2 Protect – Donation	500.00
19.11.25	H2O Swim – Donation (Inflatable Session 15.11.25)	220.00
20.11.25	Elemental Concept, Uniformd – October	94.45
02.12.25	Clients Deposit, Your School Lottery – November	303.20
19.12.25	Elemental Concept, Uniformd – November	151.50
30.12.25	Your School Lottery – Donation	38.25
Total Income		£3,764.17

EXPENSES		
06.11.25	Donation Remittance: Purple House Vests	100.00
13.11.25	RMSA – Christmas Fayre Floats	450.00
17.11.25	Booker – Stock	28.80
17.11.25	Morrisons – Stock, Soft Drink Cans	39.58
17.11.25	Morrisons – Christmas Fayre: Milk & Cream	8.20
19.11.25	Booker – Stock	500.00
08.12.25	SJWMS, Donation Remittance – Microphone Stands & accessories, 25 x Mini Midi Keyboards	898.69
08.12.25	SJWMS, Donation Remittance – Beekeeping Expansion	459.59
02.01.26	Parentkind – Membership Fee	171.00
Total Expenses		£2,656.13

GROSS TAKINGS – Term 2

Christmas Fayre	£ 1,939.59
H ₂ O Inflatable Session	£ 220.00
2 nd Hand Uniform	£ 245.95
Revision Book Sales	£ 112.00
Your School Lottery	£ 646.65

FUNDING REQUESTS

Fulfilled Funding Requests:

- Beekeeping Expansion (Sustainability Group)
- Microphone Stands, Holders and Clips (Music Dept)
- 25 x Mini Midi Keyboards (Music Dept)

Withdrawn Funding Requests:

- Commercial Dishwasher (Chemistry Dept)

LIABILITIES

DATE REQUESTED	DEPARTMENT	ITEM REQUESTED	AGREED COST
03.11.25	Food Technology	Ice Cream Maker	170.00
03.11.25	Mathematics	UKMC Gold Personalised Pencils	175.00
03.11.25	Drama	Drum Screen	569.00
03.11.25	Mr. Barley	Dental/Medical School Interview Preparation Guides	290.00
03.11.25	DofE	5 x 4-man Tents	1,090.00
Total Liabilities			£2,294.00

Cathy Younger / RMSA Treasurer / 3rd January 2026

CY reiterated that “Your School Lottery” and “Give as You Live” should be promoted through all marketing channels (email to parents, Facebook and Instagram).

LF to review marketing correspondence from Give as You Live. LF and LT to compile a summary of fundraising channels and any matched funding options.

CY advised that Giving Machine has ceased services and **Give as You Live** is now in place.

Members discussed the value of receiving feedback on approved funding requests to support future sponsorship and awareness of RMSA contributions.

Request for funds

The RMSA welcomes requests for funding for resources which enhance the educational experience of pupils beyond the normal curriculum funding.

Please note that the RMSA usually meets during the 2nd week (Monday evening) of each term, and requests for funding must be submitted by the morning of the previous Monday, such that they can be circulated with the meeting paperwork in accordance with the RMSA constitution. All requests received after this will be held over to the following term’s meeting.

F.R 1. Solar Education Kit

What is it you are applying for?	Solar Education Kit 2
How much does it cost?	£271.50
How does it enhance the educational experience for the pupils above what the school offers in the curriculum?	We can make solar powered fans in the sustainability group that can be used in the summer to cool down classrooms.
Will this benefit pupils outside of the classroom, or beyond the scope of the subject curriculum - and if so, how?	Yes. Circuits with solar panels are not taught on the curriculum.
Your Name	Amy Wallace
Which subject or activity	Sustainability group
Date	12/11/25
RMSA response	Approved

F.R.2. Library Books

What is it you are applying for?	Funding for library books
How much does it cost?	£1000.00
How does it enhance the educational experience for the pupils above what the school offers in the curriculum?	We have just had a £500k conversion of the old library into a new Science lab and the conversion of the old Science quad into a brand-new library. It looks spectacular. We would now like to update our books, so we have the very best and most up to date books to go with the new facilities. We will be setting up a funding page for parent contributions and asking for book donations. We have asked the 1701 Society for funding too.
Will this benefit pupils outside of the classroom, or beyond the scope of the subject curriculum - and if so, how?	This will support all students who read in the library but also support purchases for the book club. Numbers for this are small but expected to grow with the new facilities. These books will be fiction and not part of the taught curriculum.
Your Name	E Hodges
Which subject or activity	Library
Date	17/12/25
RMSA response	Approved

F.R.3. Dishwasher for the Chemistry prep room x2

What is it you are applying for?	2 x Dishwashers for the Chemistry prep room
How much does it cost?	£1118.00
How does it enhance the educational experience for the pupils above what the school offers in the curriculum?	<p>This solution directly addresses the critical bottleneck in equipment turnaround. Our current single dishwasher has a minimum cycle time of 1 hour 30 minutes. The two proposed units each feature a rapid 1-hour cycle. Operating two units simultaneously will:</p> <p>Significantly reduce equipment processing time, allowing technicians to handle a greater volume of glassware.</p> <p>Improve laboratory efficiency by reducing technician waiting time and freeing them to prepare materials for experiments more quickly.</p> <p>Ensure timely availability of necessary clean glassware, directly supporting the smooth and uninterrupted flow of all chemistry practical lessons and research.</p>
Will this benefit pupils outside of the classroom, or beyond the scope of the subject curriculum - and if so, how?	<p>Yes, this funding will directly help develop extracurricular provision for students by providing more opportunities for hands-on, student-led activities outside of regular class time. The ability to clean equipment quickly and efficiently removes a major logistical barrier that often limits after-school clubs and science projects.</p> <p>The benefits of this funding will extend far beyond the chemistry curriculum and the classroom itself. The skills and habits developed through a rich, practical-based science education are highly transferable and crucial for success in a wide range of subjects, careers, and life situations.</p> <p>In a practical science setting, students learn to design experiments, identify variables, troubleshoot when something goes wrong, and analyse data to draw conclusions. These are not just scientific skills; they are the core components of real-world problem-solving.</p>

Your Name	Kira Lawrenson
Which subject or activity	Chemistry
Date	Original was granted 05/09/25 Revised 16/12/25
RMSA response	Approved with - caveat <i>*the cost of fitting and plumbing is covered within this request and provision that installation can be completed.</i>

F.R.4. Sensory Garden Fencing

What is it you are applying for?	Fencing for sensory garden
How much does it cost?	£2,880.00
How does it enhance the educational experience for the pupils above what the school offers in the curriculum?	The sustainability group wishes to build a sensory garden behind the staff mark room. Students and teachers will get to enjoy the area. To protect it from people walking over it we need some fencing, so the money would be used to pay for the labour and materials.
Will this benefit pupils outside of the classroom, or beyond the scope of the subject curriculum - and if so, how?	Yes, students will be involved in digging and planting the sensory garden. Yes, it can be used as a well-being area.
Your Name	Amy Wallace
Which subject or activity	Sustainability group
Date	04/12/25
RMSA response	Approved – cost includes specialised labour and materials

F.R.5 Warhammer Club Equipment

What is it you are applying for?	Equipment for the Warhammer Club.
How much does it cost?	£203.44
How does it enhance the educational experience for the pupils above what the school offers in the curriculum?	Students will be able to practice and play full games of Warhammer 40,000 together. It will give us the opportunity to organise and host tournaments for students who attend the club. At the moment, our club has over 30 members with approximately 12 regular attendees. The plan is to

	expand our provision should this tournament generate interest.
Will this benefit pupils outside of the classroom, or beyond the scope of the subject curriculum - and if so, how?	Yes, it will increase the scope of activities offered by the club. Currently the club is more of a social space for students to talk about Warhammer and paint miniatures. By being able to offer game boards, dice, tape measures and other equipment we can build game boards and offer a range of play-based activities. Warhammer is a strategic hobby and offers students a community outside of the curriculum to socialise in. The game itself offers students a creative outlet, particularly if they find the more traditional arts challenging, as well as a way to exercise strategic thinking and planning skills.
Your Name	Adham Devenny
Which subject or activity	Warhammer Club
Date	19/12/25
RMSA response	Approved – at a higher budget spend of £250.00 as the purchase cannot be made through Amazon. Equipment to be sourced from a supplier with acceptable documentation for RMSA finance to process payment.

Lost Property

CY advised that a parent had collected and washed a large amount of lost property from the pavilion near the sports field. CY thanked the parent for their intention, however explained that washing items can make identification more difficult, particularly where name tags/labels are affected.

The age of some items was noted as being over 6 years old with discontinued uniform items included. Items have now been logged.

5. Update from Sixth Form – Ian Jose

IJ advised that the walkie talkies have not been located, despite searches by Sixth Form and pastoral staff. Apologies were made. CY suggested checking reflective jacket pockets. IJ confirmed that the jackets had not been checked and will make sure they are.

IJ advised that a dedicated RMSA prefect structure and procedure is being set up so prefects understand what is expected and can be relied on for RMSA support, when the need arises.

The Committee agreed that RMSA prefects could wear an RMSA pin badge that would be sourced by the RMSA. The top nine prefects should be chosen by the end of March. IJ advised they have a selection process planned for the RMSA Prefects and the RMSA committee is invited to be a part of the selection process. The new selection of RMSA prefects will have representation at the Term 4 meeting, along with Ian, Madison and Joel in attendance for a handover if possible.

4. Update from Adam Richardson

Apologies recorded. No update provided in Adam's absence.

6. Update from Old Willies – Gordon Millar

LF welcomed GM as the new representative from Old Williamsonians. GM extended Charlie Smith's (Chair of OWHC) appreciation to RMSA.

GM advised that hockey and cricket continue to grow and are well supported. With hockey All-Stars along with young starters feeding into the adult teams and cricket growing now having a 2nd team competing in Kent County week.

GM asked whether Old Willies could receive further exposure via RMSA communications. LF to investigate the school noticeboard location/visibility and keep Old Willies information updated.

GM confirmed Old Willies will promote "Give as You Live" initiatives and raffle activity.

7. Any Other Business

Social media / Policies Update: JM noted a member of staff raised a comment regarding policies not being up to date. A revised RMSA social media Policy has been drafted to clarify the use of images on social media. It was noted that the school's indemnity does not extend to RMSA.

Mr. Morris has reviewed the updated social media Policy and is satisfied with the changes.

The policy will be circulated for feedback, with a requested response deadline.

Event booking forms: it was suggested a brief statement could be included regarding the use of photos.

Upcoming events were only briefly discussed due to time constraints. Volunteers were secured for 12th and 28th. Quiz Night planning is underway, and relevant communications will be issued.

Date of next meeting

Monday 2nd March 2026, 7pm – Room E1

Ongoing Actions

Ref	Agenda Item	Action	Owner
T3.1	RMSA Video	Collate photos/video footage and progress RMSA promotional video	LF / AS / SC
T3.2	Hampers / House Donations	Include in parent communications, prepare in advance	LR / LF / AR
T3.3	Bake Off / Foundation Day	Explore feasibility, logistics and timing with school	AR / LF / JM / CY
T3.4	Sponsorship	Draft sponsorship/media package for businesses and parents	LF / LT
T3.5	Marketing	Promote Your School Lottery + Give as You Live via all channels	All (Lead: LF/LT)
T3.6	Walkie Talkies	Sixth Form to re-check reflective jackets/pockets and update	IJ / Sixth Form
T3.7	RMSA Prefects	Confirm prefect structure, selection timeline, and RMSA pin badge	IJ / Sixth Form / RMSA
T3.8	Social media policy	Circulate updated policy for final comments and confirm deadline	LT / LF

T3.11	Old Willies comms	Explore noticeboard visibility	LF / GM
T3.12	Photo statement	Draft short event photo notice for booking forms	LF / LT / Trustees