



# ROCHESTER MATHEMATICAL SCHOOL ASSOCIATION

## Minutes of Meeting

**Date: Monday 2 March 2026**

**Location: Room E1 / Time: 19:00**

### 1. Attendance and Apologies for absence

Present		
Laura Fletcher (LF)	Jane Marsh (JM)	Elliot Hodges (EH)
Andy Snow (AS)	Adam Richardson (AR)	Lisa Renwick (LR)
Suze Cooper (SC)	Asia Killick (AK)	Jo Harding (JH)
Lauren Thompson (LT)		

Sixth Form Representatives		
Ian Jose (IJ)	Sadie Shuttlewood (SS)	Trinity Udoh (TU)
Jess Foakes (JF)	Toby Chantler (TC)	Izzie Kilfoye (IK)

Apologies		
Janine Johnson (JJ)	Bridget Ogwezi (BO)	Claire Leach (CL)
Gordon Millar (GM)		

### 2. Minutes and Actions

The minutes of the previous meeting were accepted as a true and accurate record.

#### RMSA Video

- Paused due to new Social Media Policy requirements.
- Approach to be reviewed.

#### House Donation Hampers (Proposed Christmas Event)

Concept:

- Students donate items in house colours.
- Hampers judged by RMSA.

Winning house receives house points.

Mechanics still required:

- Timing within school calendar.
- Communication plan.

### **Bake Off** (Potential Foundation Day activity)

Concept:

- Food & Nutrition students participate in baking competition.
- Cakes to be judged by RMSA.
- Cakes sold on Foundation Day.

Planning required with department.

### **Sponsorship**

- Ongoing effort to secure local business sponsorship.
- Sponsorship recognition proportional to contribution.
- Recognition will be subject to school approval on a case-by-case basis.

### **Marketing & Fundraising**

Continue promotion of:

- School Lottery.
- Give as You Live.

Actions:

- Increase visibility at events.
- Analyse past ticket sales.
- Encourage re-engagement.

### **Walkie Talkies**

- RMSA to purchase 2 new walkie talkies.
- Sixth Form to manage 4 existing units.

**Reflective Jackets** - Sixth Form to hand over jackets to LT.

### **Social Media Policy**

- Policy approved.
- Sent to Cheryl Pullies for website publication.

### **Old Williamsonian's Communication**

- Agreement to mutually support promotion of events.

### **Event Photo Statement**

- Public notice to accompany events regarding photo visibility and social media policy.

## **3. Chair's Report – Laura Fletcher**

### **Treasurer Position**

- Cathy Younger has stepped down as Treasurer.
- RMSA thanks Cathy for her contribution.

Interim support:

- Andy Snow to assist with account checks.
- Recruitment for new Treasurer ongoing.

**Chair updates as per minutes:**

Quiz Night and donations / Social Media Policy / Financial process improvements / Event ideas / Lost property update and procedure implementation.

## **4. Financial Position**

(As 23 February 2026)

- Bank Balance: £29,626.01
- Funding Commitments: £7,813.50
- Remaining Available Balance: £21,812.51
- Cash Floats: Event cash tin: £100.00 / Lost property safe: £10.00

### **Term 3 Financial Summary:**

- Income: £1,032.89  
Includes: Lottery / Uniform sales / Events / Quiz Bookings
- Expenditure: £9.54 Event refreshments.
- Operational Reserve: £2,000 retained.

### **Financial Process Improvements**

Recommendation: Use SumUp system to record all transactions.

Benefits:

- Centralised income recording
- Clear audit trail
- Reduced risk of error
- Improved reporting
- Easier reconciliation

### **Accounts Update – Jo Harding**

- 2024/2025 financial statement compiled.
- Sent to LF and LT with supporting documents.

Items transferred: Cheque books, notes and comments

Administrative update required: Asset access list / Trustees / Signatories Key holders

## **5. Funding Requests**

### **FR.1. Duke of Edinburgh – Bronze Award**

Request: 5 litter pickers for volunteering projects.

Applicant: Sue Hyder

**Cost: £34.95**

**Decision: Approved**

**FR.2. Stage Lighting Upgrade**

Proposal: Upgrade stage lighting system to professional LED equipment.

Includes:

- Ten Quinox Fusion Beam fixtures
- DMX cabling
- PowerCON cabling
- Microphones
- DI boxes

**Total estimate: £5,975**

**Decision: Approved in principle. Subject to three itemised quotes.**

**FR.3. Sustainability Group**

Purpose: Support Eco Schools accreditation fee.

**Cost: £170 + VAT**

**Decision: Approved**

**FR.4. Student Welfare**

Request: Purchase of five pairs of school shoes for pupil support.

**Cost: £250**

**Decision: Approved**

**6. Quiz Night and Upcoming Events**

Bookings currently lower than expected.

Sixth Form to promote event within student body.

Preparations underway:		
Décor	IT	Cash floats
Volunteer allocation	Quiz pack printing	Stock take
Bookers purchasing	Raffle prizes	Signage and flyers

Raffle donations still welcome.

Alcohol donation received for Foundation Day (~£1000 value).

Suggestion raised: Target new parents for support, sponsorship and donations.

Action: Request list of new parent contacts.

**Upcoming School Events**

- 26 March – Drama Performance
- 27 March – Drama Performance
- 29 April – Spring Concert
- 4 June – Year 6 New Entrants Evening

## Foundation Day

Proposed ideas discussed:

### Colour Run

- Positive feedback received.
- Potential event for Year 11 leavers.

### Food options

- BBQ and tearoom already planned.
- Possible food truck vendor.

### Student food option

- Pre-paid wristbands suggested.
- Aim to discourage leaving site for fast food.

Vendor idea:

“Tasty Wheels” pizza van.

Possible arrangement: Pre-orders only / RMSA receives 20% of sales / No drinks sold.

## 7. Lost Property Update

### Changes implemented:

- Uniform online platform has now closed.
- Requests now handled via email system.
- Payments via SumUp link.

Collection process: Reception used as collection and dropped off point.

Work in progress: Backlog being cleared. Procedures being developed.

Goal: Open five days per week.

Support required: Additional lunchtime volunteers.

Sixth Form involvement proposed: Assist with reuniting lost property with students.

### Future proposal:

Termly Second-Hand Uniform Sale

Possible inclusion of: Trousers / Shirts / Coats / Bags

## 8. Sixth Form Update – Ian Jose

RMSA Prefects Appointed		
Sadie Shuttlewood	Toby Chantler	Jess Foakes
Issie Kilfoye	Trinity Udoh	

Badges to be produced by school.

**Responsibilities include:**

- Lost property support
- Promoting RMSA events
- Promoting lottery and fundraising

## **9. Update – Adam Richardson**

**Funding requests:**

- Some submissions incomplete.
- Teachers to be reminded of correct format.

**Planning:**

- School calendar to be reviewed with departments.
- Identify dates for RMSA events.

**Follow-ups:**

- Prefect badges
- House hamper event
- Bake Off
- Year 11 book return date

## **10. Old Williamsonian Update**

Apologies from Gordon Millar.

Agreement: RMSA and Old Williamsonian's to support mutual promotion.

Junior Hockey flyer to be shared via RMSA channels.

## **11. Any Other Business**

**Financial Oversight**

Andy Snow to assist with monthly financial checks.

System improvement suggested: Simplified accounting system / Greater use of SumUp.

**Future Event Ideas**

Possible student events: Inflatable assault course / Colour run / Crazy golf hire / Fireworks

Recommendation: Check public liability and insurance as to which activities can be hosted at the school.

## **Next Meeting**

Monday 27 April 2026 / 7:00pm – Room E1

## **ACTIONS below**

	<b>Action</b>	<b>Owner</b>
T1.1	Review RMSA Video approach following Social Media Policy	LF / AS / SC
T3.2	Plan mechanics for House Hamper competition	EH / Mr Bailey
T3.3	Discuss Bake Off logistics with Food & Nutrition dept	AR / Mrs Dobson
T3.4	Continue sponsorship outreach	LF / LT
T3.5	Promote School Lottery & Give As You Live	LF / LT
T3.6	Purchase 2 walkie talkies	LF
T3.7	Transfer reflective jackets	IJ → LT
T3.8	Publish Social Media Policy on website	School
T4.1	Encourage student participation in Quiz Night	IJ
T4.2	Obtain list of new parents for sponsorship outreach	EH
T4.3	Develop lost property procedures	SC & volunteers
T4.4	Involve sixth form in lost property returns	IJ / SC
T4.5	Provide 3 quotes for stage lighting project	AR
T4.6	Update asset access list and signatories	Committee
T4.7	Produce RMSA prefect badges	AR
T4.8	Confirm Year 11 book return date	AR
T4.9	Contact pizza vendor regarding Foundation Day	IJ
T4.10	Assist with monthly financial checks	AS