

Minutes of the Tonbridge Grammar School PTA Meeting 19th March 2019

In attendance

Zoë Anderson (ZA), Lynn Gadsby (LG), Anne Maree Egerton (AME), Satya Konathala (SK), Julie Cross (JC), Chris Fitt (CF), Lakshmi Sonthi (LS), Oxana Higgs (OH), Nikki Ransley (NR), Roisin Connell (RC) & Abigail West (AW)

Apologies

Stephanie Reynolds (SR) & Mark Hiller (MH)

Agenda Items	Action
 Welcome, Introductions & Apologies LG welcomed everyone, and a list of attendees was taken. Apologies received as detailed above. 	
Outstanding Issues from previous minutes Dragons Den • Mr Fitt provided a date for the Dragons Den of 4 th April 2pm. Quiz Night • Wine has been purchased for the quiz night and for Strawberries & Fizz. • LG to reiterate to attendees that there is a cash bar, it is	LG to ensure this is clearly communicated to all attending the
 NOT a BYO event. Other LG provided wording for plaque for the laser cutter to Mr Seedhouse. AME has transferred the profit from the Winter Fair to TGS. Strawberries & Fizz photographer – LG has booked photographer for the event, they are happy that there may be reduced demand. A small number of photos have already been sold on the PTA website. 	quiz night
 Treasurer's update Current bank balance is £17,162 with an additional £2,763 in the PayPal account. After retaining £6,000 working capital, the PTA currently has £7,928 of uncommitted funds. £574 has been received for raffle tickets sales, not yet banked. 	



School Update

- Furniture & Fume Cupboard for the Science lab have been purchased form Tonbridge School with the proceeds raised from the Winter Fair. The gas pipe needed will be fitted over the Easter holidays.
- The school is looking at the potential development of two additional science labs.
- Work was carried out over half term on the new PTA room, changing rooms have been fitted. CF to check when it will be ready for occupation.
- Old PTA room to be converted into a food outlet.

Quiz Night & Raffle

• Quiz Night date Friday 26th April – 78 tickets sold so far and 10 bottles of wine.

Food

- Fish & Chips would cost £6.50 per head (too expensive), and a food van would struggle to feed everyone in the time given. We could collect Fish & Chips from a local restaurant, but it would not be any cheaper.
- 'Cook' in Tonbridge will give a community discount of 30% for Chilli con Carne, but do not sell rice.
- LG approached Jeremy to ask if school caterers could provide Chilli con Carne, and at what cost. They are unable to provide rice due to food poisoning concerns, and any hot food would have to be monitored & served by kitchen staff. The total cost would be £7.50 per head (too expensive).
- Roisin mentioned a man from Bidborough who has provided good quality curry at Judd for large numbers. She will get in touch with him to see if he is willing & able to do it for us and if so at what cost.
- Satya also mentioned that he knows a chef who may be able to provide curry, he will contact him and ask for a cost estimate.
- Overall target costing for any food is £5 per head.

Drinks

Cash bar, not BYO.

Castle Cars

Will give PTA 10% of revenue from any cars booked to or from TGS for the quiz night.

Other

- Reminder of timings and cash bar to be sent out by LG.
- Mr Tothill to be guizmaster.
- LG to liaise with NR re quiz running time and questions.
- Each guiz team to provide one pudding for auction.

CF to check when new PTA room will be ready for use

RC to contact curry supplier in Bidborough

SK to contact chef and ask for curry costing

LG to reiterate cash bar, not BYO

LG to arrange for reminder to be sent



- RC & AW can help with afternoon set up.
- Volunteers requested to help on the night to man the bar and distribute the food.
- NR to confirm if tables need to be put away at the end of the night.

Prizes

- A hamper has been assembled from 'contribution's day' items as the prize for the quiz winners.
- Losing team will receive a packet of toilet rolls.

Crowd Funding

- Rocket Fund is a crowd funding website which the PTA could use to raise money - https://rocket.fund/
- The process involves the PTA posting details of a specific project, then businesses can go onto the website to make a contribution.
- The website is a recommended supplier of Parent Kind and does not incur any cost to the PTA.
- The website often has incentives such as an additional £250 funding provided for the first 40 schools to reach their target.
- It was suggested that we post a project to raise funds for the Science department, focusing on attracting more girls into STEM.
- LG to provide website details to CF so that he can put together details needed to post a project.
- LG to check what happens if the target set is not reached.

AOB

- LG sold Harry Potter merchandise from Winter Fair to a primary school in Crowborough for £50. This covers costs involved in making the props.
- LG has put together a PTA newsletter with details of funds raised, future events etc. Hopefully this will be sent out by TGS on a mid-week bulletin.
- LG requested a date to be set for the year 7 disco in September. Disco is usually in the 2nd/3rd week of term on a Friday, and it was agreed to invite Judd year 7 boys as usual.
- MH sent an email detailing progress of lights set-up on school stage. It was agreed that his suggestion of a 'Disco business' was a school project, not a PTA project. CF therefore agreed to look into it.

NR to check

CF to look at details need for website

LG to check website T&C

CF to ask for email to be sent

CF to confirm date

CF to look into 'Disco business'

The next meeting will be held on Tuesday 23rd April at 7.30pm in The Arnold Room.