



# Minutes of the Tonbridge Grammar School PTA Meeting 19<sup>th</sup> 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
<p><b>Welcome, Introductions &amp; Apologies</b></p> <ul style="list-style-type: none"> <li>• LG welcomed everyone, and a list of attendees was taken.</li> <li>• Apologies received as detailed above.</li> </ul> <p><b>Outstanding Issues from previous minutes</b></p> <p><b>Dragons Den</b></p> <ul style="list-style-type: none"> <li>• Mr Fitt provided a date for the Dragons Den of 4<sup>th</sup> April 2pm.</li> </ul> <p><b>Quiz Night</b></p> <ul style="list-style-type: none"> <li>• Wine has been purchased for the quiz night and for Strawberries &amp; Fizz.</li> <li>• LG to reiterate to attendees that there is a cash bar, it is NOT a BYO event.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• LG provided wording for plaque for the laser cutter to Mr Seedhouse.</li> <li>• AME has transferred the profit from the Winter Fair to TGS.</li> <li>• Strawberries &amp; 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.</li> </ul> <p><b>Treasurer's update</b></p> <ul style="list-style-type: none"> <li>• Current bank balance is £17,162 with an additional £2,763 in the PayPal account.</li> <li>• After retaining £6,000 working capital, the PTA currently has £7,928 of uncommitted funds.</li> <li>• £574 has been received for raffle tickets sales, not yet banked.</li> </ul>	<p>LG to ensure this is clearly communicated to all attending the quiz night</p>



<p><b>School Update</b></p> <ul style="list-style-type: none"> <li>• Furniture &amp; Fume Cupboard for the Science lab have been purchased from Tonbridge School with the proceeds raised from the Winter Fair. The gas pipe needed will be fitted over the Easter holidays.</li> <li>• The school is looking at the potential development of two additional science labs.</li> <li>• 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.</li> <li>• Old PTA room to be converted into a food outlet.</li> </ul> <p><b>Quiz Night &amp; Raffle</b></p> <ul style="list-style-type: none"> <li>• Quiz Night date Friday 26<sup>th</sup> April – 78 tickets sold so far and 10 bottles of wine.</li> <li>•</li> </ul> <p><b>Food</b></p> <ul style="list-style-type: none"> <li>• Fish &amp; 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 &amp; Chips from a local restaurant, but it would not be any cheaper.</li> <li>• ‘Cook’ in Tonbridge will give a community discount of 30% for Chilli con Carne, but do not sell rice.</li> <li>• 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 &amp; served by kitchen staff. The total cost would be £7.50 per head (too expensive).</li> <li>• 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 &amp; able to do it for us and if so at what cost.</li> <li>• 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.</li> <li>• Overall target costing for any food is £5 per head.</li> </ul> <p><b>Drinks</b></p> <ul style="list-style-type: none"> <li>• Cash bar, not BYO.</li> </ul> <p><b>Castle Cars</b></p> <ul style="list-style-type: none"> <li>• Will give PTA 10% of revenue from any cars booked to or from TGS for the quiz night.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Reminder of timings and cash bar to be sent out by LG.</li> <li>• Mr Tohill to be quizmaster.</li> <li>• LG to liaise with NR re quiz running time and questions.</li> <li>• Each quiz team to provide one pudding for auction.</li> </ul>	<p>CF to check when new PTA room will be ready for use</p> <p>RC to contact curry supplier in Bidborough</p> <p>SK to contact chef and ask for curry costing</p> <p>LG to reiterate cash bar, not BYO</p> <p>LG to arrange for reminder to be sent</p>
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