



## Minutes of the Tonbridge Grammar School PTA Meeting 21<sup>st</sup> May 2019

### In attendance

Zoë Anderson (ZA), Lynn Gadsby (LG), Stephanie Reynolds (SR), Anne Maree Egerton (AME), Adrian Pitts (AP), Suzy Hughes (SH), Julie Cross (JC) & Nikki Ransley (NR)

### Apologies

Oxana Higgs (OH), Roisin Connell (RC), & Michael Colao (MC)

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> <ul style="list-style-type: none"> <li>• LG offered to make bunting in house colours if it would be useful. Mr Fitt to advise as to length of bunting required.</li> </ul> <p><b>Treasurer's update</b></p> <ul style="list-style-type: none"> <li>• Current bank balance is £21,850 with an additional £2,754 in the PayPal account, giving a total of £24,604</li> <li>• After retaining £6,000 working capital, £8,000 of PTA commitments, £3,723 committed to the science department and £200 for a washing machine, the PTA currently has £6,681 of uncommitted funds available for spending.</li> <li>• The quiz night raised £2,027 and the raffle raised £1,696. The 2017 quiz night raised approx. £1,200.</li> </ul> <p><b>School Update</b></p> <ul style="list-style-type: none"> <li>• House mascots &amp; flags are in the process of being ordered and are within budget. It is being ensured that all flags are uniform in size and shape.</li> <li>• School sports day will be an opportunity to launch the flags and the mascots.</li> <li>• PTA logo has been sent to Debbie Nash for the PTA flags (there will be two).</li> <li>• Jeremy is following up on the bag racks, he is looking at using an alternative source for the external bag racks which could be significantly cheaper.</li> </ul>	<p>CF to advise on bunting length to LG</p> <p>LG to follow up with Jeremy</p>



**School Production**

- LG has been speaking to Mr Clay about the school play. It is a smaller scale play this year to help fund a larger scale musical next year.
- The rights to a musical could cost in the region of £1,000.
- The musical for next year could potentially be High School Musical, the PTA are looking to be involved in some way.
- LG is assisting Mr Clay with a few aspects of the play this year to help minimise costs:  
 LG has prepared posters for the play.  
 LG is sourcing roman helmets for costumes.  
 PTA to arrange any printing needed.
- AP mentioned that Mr Clay is to have a planning meeting with the senior management team, when the help to be provided by the PTA will be reviewed.
- PTA could help with refreshments.

**TT Update**

- TT has been cleared out.
- Shed was also cleared out of all old PTA items.
- A donation has been received to fund the new washing machine for TT2. LG to order.
- LG has sourced shelving for the second-hand uniform for TT2 from Ikea, to be delivered on 24<sup>th</sup> May. Total cost is £395.
- The plan is to kit out and move into TT2 over half term. LG to confirm date help needed.
- There are few items for the new space that we still need to buy, such as an ironing board and mirror.
- LG to approach Wilko to see if they are willing to donate any of the additional items needed.
- Estates to provide a phone and computer.
- Jeremy to arrange signposts to the new PTA room.
- We are currently storing donations left over from the Easter raffle donations day.
- When clearing out TT, LG found historic PTA records dating back to 1934. LG read out a sample of the old minutes, popular events from the 1930's/1940's were whist drives, jumble sales & bring and buy sales. The PTA funded the school swimming pool which cost over £6,518 pounds. The PTA meeting was once postponed due to the death of the King, and once due to the outbreak of WW2.

LG to order washing machine

LG to confirm date needed for move of TT over half term

LG to approach Wilko re donation of items for TT2

Jeremy to signpost new PTA room



**Future Projects**

**Year 11 Celebration Breakfast – 26<sup>th</sup> June**

- LG met with Mrs Aisling to confirm what help the school required.
- Celebration will be located outside the drama room; Mr Clay will provide music.
- At breaktime Year 11 will go into the drama room for an assembly with Mrs Joyce.
- PTA will provide fresh fruit and flavoured water, they are hoping for donations of fruit.
- Historically attendance has been approx. 70% of year 11 students.
- Estates will set up the gazebo, PTA need approx. 4 volunteers.

**Strawberries & Fizz – 2<sup>nd</sup> July**

- RC is sourcing strawberries for the event.
- LG has obtained the alcohol licence.
- PTA have requested a greater number of teachers this year to monitor the students.

**Year 7 Induction Evening – 4<sup>th</sup> July**

- LG has sent the PTA information to Mrs Court to be included in the new starters' induction pack.
- PTA will provide tea & coffee and will sell second-hand uniform. We will use the PTA flags and blackboards to ensure people are aware of where to find the PTA.
- Volunteers are need for the event.

**Year 7 Glow Disco – Friday 20<sup>th</sup> September**

- LG has ordered 100 glowing bangles with "TGS 2019" on them.
- MH is helping with lighting.
- Drinks and snacks to be provided in the "Glow Bar" which will be in the hall, painted with glow in the dark paint.
- Plan to use glowing face paints, hoping to ask some sixth formers to paint faces. Need permission to apply face paint from parents when they buy the tickets online.
- LG has sent info about the disco to Judd PTA for distribution to Judd new year 7 parents.

**Winter fair**

- LG has started to receive emails from external stall holders asking for the Winter Fair date to be confirmed.
- LG explained that it is extremely important for the school to advise which department and teachers the PTA is to work with for the Winter Fair, so that planning can progress.
- Date of 8<sup>th</sup> December has been confirmed.
- LG suggested potential themes of "TGS on Ice" or "Winter Wonderland".

PTA to source and provide fresh fruit

AP to check with senior mgmt. re department for Winter Fair



<ul style="list-style-type: none"><li>• LG investigated having an Ice Rink, but it would have to inside and there is no suitable place for it on the ground floor.</li><li>• LG has found a Roller Disco which could go into the gym hall. The company would provide staff, roller boots, &amp; DJ. There would be four sessions, each for 1 hour. The revenue split would be 30% to the PTA and 70% to the company, potential charge per hour per person could be between £5 and £7.</li><li>• ZA to check cost of Roller Disco held at Sevenoaks Leisure Centre.</li><li>• MH to be approached re lighting and indoor effects where needed.</li></ul> <p><b>AOB</b></p> <ul style="list-style-type: none"><li>• School would like to encourage parents to vote for TGS in the library book appeal. The school could receive u£5k worth of books.</li><li>• NR mentioned that the school are recycling crisp packets, they receive £2 for every kilo sent.</li></ul> <p>Quiz Review</p> <ul style="list-style-type: none"><li>• It was a great success, would be good to repeat at roughly the same time next year and incorporate a raffle.</li><li>• More volunteers are needed to run the event in future. We had 7 people, and we need at least 10.</li><li>• The food was successful, would use supplier again.</li><li>• On the bar, we needed more beer and the gin was popular.</li><li>• Dessert plates were needed.</li><li>• A thank you gift of a £25 Amazon voucher to be sent to Mr Tothill for being quiz master.</li><li>• Need to ensure future hampers are covered by security cameras to avoid temptation of theft.</li></ul>	<p>ZA to check cost of Sevenoaks Roller Disco</p> <p>LG to arrange Amazon voucher for Mr Tothill</p>
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**The next meeting will be held on Tuesday 18<sup>th</sup> June at 7.30pm in The Arnold Room.**