

Minutes of the Tonbridge Grammar School PTA Meeting 23rd April 2019

In attendance

Zoë Anderson (ZA), Lynn Gadsby (LG), Stephanie Reynolds (SR), Anne Maree Egerton (AME), Satya Konathala (SK), Julie Cross (JC), Chris Fitt (CF), Oxana Higgs (OH), Nikki Ransley (NR), Michael Colao (MC)

Apologies

Mark Hiller (MH), Roisin Connell (RC), Abigail West (AW), Suzy Hughes (SH) & Sahar Zaidi-Shirazee (SZ-S)

 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 	
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Dragons Den	
-	
 This took place on 4th April and there were a mixture of ideas and some very professional presentations. 	
There were 3 main groups of ideas:	
1. Bag racks	
2. House mascots	
3. House flags/banners	
 There was a large variation in the scope and price of the 	
ideas presented.	
 It was decided to provide funding for the following: 	
1. 6 bag racks to be situated inside the school building, one	
for each house (in the house colour) and 4 grey bag	
racks to be situated outside the building. Each bag rack	
is £620 giving a total cost for 10 racks of £6,200.	
 One mascot per house, up to a maximum of £150 per house. Total cost £900. 	
3. One banner/flag per house, up to a maximum of £150	
per house. Total cost £900.	
 £6,000 committed by the PTA in 2017 for this project, 	
committee agreed an additional £2,000 to fund the additional	
bag racks.	
• Total cost to the PTA is £8 000	
Mr Fitt to ensure flags ordered are uniform in size and CF to arrange with the second secon	
shape and to look at bases/weights I G to provide PTA	order
logo to Mr Fitt to also order two flags for the PTA.	



•	Mr Fitt to liaise with Jeremy & Debbie regarding ordering of	AME to liaise with
	flags, mascots & bag racks. PTA will then reimburse the	Maria Walsh to
	school.	reimburse school
•	AME to liaise with Maria Walsh (TGF finance officer) to	
	reimburse school	
Other		CF to advise on
•	LG offered to make bunting in house colours if it would be	bunting length to LG
	useful. Mr Fitt to advise as to length of bunting required.	
•	CF to chase on progress of new PTA room. When will it be	CF to check on
	ready?	progress of new PTA
•	Rocket fund	room
	- LG has checked T&C's and there is no cost to the PTA.	
	We set a minimum target and as long as it is achieved	CF to check on an
	then the PTA receive all funds.	appropriate project
	- If we don't achieve the minimum amount, then no monies	
	change hand.	
	- Mr Fitt to advise on an appropriate school project to	
	promote on the Rocket fund website	
Treas	urer's update	
٠	Current bank balance is £18,625 with an additional £4,437 in	
	the PayPal account, giving a total of £23,062	
•	After retaining £6,000 working capital and £8,000 of PTA	
	commitments, the PTA currently has £9,063 of uncommitted	
	funds available for spending.	
•	£140 has been received for raffle tickets sales, not yet	
	banked.	
Schoo	I Update	
•	Work was carried out over the Easter holiday on the science	
	lab renovation. Further work will commence when year 11	
	go on study leave.	
•	The school is looking at the potential development of two	
	additional science labs.	
Quiz N	light & Raffle	
•	Quiz Night date Friday 26 th April 7pm – 144 tickets sold.	
Food		
•	Supper will be sausage& chips at a cost of £4.75 per head,	
	LG to confirm numbers to provider on Wednesday.	
٠	Food will be provided on site, with each table being called to	
	collect their food when it is ready. LG to cook vegetarian	
	option in the school kitchen.	
Drinks		
•	Cash bar, not BYO.	



• Drinks include 32 pint beer keg, gin & tonic (£3), wine (by the	LG to check with
bottle) and soft drinks (£1).	Jeremy how to use
 Glasses hired from Waitrose, need to be cleaned in school 	school dishwasher
dishwasher prior to return.	
Castle Cars	
Will give PTA 10% of revenue from any cars booked to or	
from TGS for the quiz night.	
On the night	
• 9 volunteers confirmed.	
Raffle will be drawn, as will the Tom Kerridge raffle and the	
pudding raffle.	
• Table will be set up and named prior to people arriving. Any	
pre-ordered wine will be put on the appropriate table,	
together with answer pack.	
 A box will be put in the middle of each table to put mobile phones in to prevent cheating. 	
 No need to put tables away at the end of the evening. Set Up 	
 LG will be at school from 2pm on Friday to set up. 	
 Volunteers can arrive anytime from 2pm onwards to assist in 	LG to check with
set up.	Jeremy about chilling
 LG to check with Jeremey re chilling wine in school fridges 	wine
on Thursday.	
Other	LG to arrange for
Reminder of timings and cash bar to be sent out by LG.	reminder to be sent
 AME to provide float for the bar and the raffle. 	I C to proporo hor
LG to provide price list for bar.	LG to prepare bar price list
Quiz structure	price list
• There will be 8 rounds, including the following:	
Science	
Sport	
Geography	
History	
Music	
Film & TV	
Current affairs	
General knowledge	
Picture round for the interval.	
Future Projects	
• Year 7 Picnic in the Park 24 th July & 2 nd September – LG and	
JC hosting, anyone else that can join with their daughters	
would be appreciated.	
 Year 11 celebration morning 26th June – volunteers needed. 	
• Strawberries & Fizz 2 nd July – volunteers needed.	



•	Ideas for potential future fund-raising projects were	
	discussed:	
	Music evening	
	Magic night	
	Comedy night	
	Fashion night	
	Colour run/It's a Knockout	LG to respond to MH & liaise with DN
AOB		
•	Mark Hiller has asked if there would be any interest in an astronomy event. LG to suggest it may work as an Action activity for the school, will liaise with Debbie Nash Second-hand uniform.	
•	 Currently girls can be invoiced for second-hand uniform if they don't have money to pay for it on the day. This is going to be stopped as it causes too much admin. Want to encourage online purchases. Will still be able to use cash on the day but want to minimise this. Urgently need donations of summer dresses and senior skirts. LG requested the school to consider a subject area to work with for the Winter Fair. Once a subject area is agreed, PTA can work with them to theme and promote the Fair. This proved very successful with the science department in 2018. 	CF to ask staff to remind girls to donate uniform (especially year 11) CF to ask staff for suggestions on Winter Fair

The next meeting will be held on Tuesday 21st May at 7.30pm in The Arnold Room.