



## Minutes of the Tonbridge Grammar School PTA Meeting 26<sup>th</sup> February 2019

### In attendance

Zoë Anderson (ZA), Lynn Gadsby (LG), Stephanie Reynolds (SR), Anne Maree Egerton (AME), Oxana Higgs (OH), Michael Colao (MC), Nikki Ransley (NR) & Adrian Pitts (AP)

### Apologies

Julie Cross (JC), Mark Hiller (MH), Roisin Connell (RC), Suzy Hughes (SH) & Abigail West (AW)

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>• A date for the Dragons Den is still outstanding, this needs to be finalised ASAP. Mr Pitts to chase school for a date.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• LG to provide wording for plaque for the laser cutter to Mr Seedhouse</li> <li>• It was noted that there isn't usually PTA involvement in Foundation Day</li> </ul> <p><b>Treasurer's update</b></p> <ul style="list-style-type: none"> <li>• Winter Fair profit is now £10,638.68, reduced by £30 due to reduced amount being received from Wards in respect of advertising boards.</li> <li>• Winter Fair profit to be paid to school, AM to liaise with Maria in school office regarding payment.</li> <li>• Winter Fair profits are being used to purchase high-quality second-hand equipment from Tonbridge School for approx. £12k – breakdown of purchases to be provided by school.</li> <li>• Current bank balance is £28,221 with an additional £1,604 in the PayPal account.</li> <li>• After retaining £6,000 working capital, the PTA currently has £7,186 of uncommitted funds.</li> <li>• Fund raising target of £5k for Quiz night and Easter Raffle, proceeds to go towards the Science department.</li> </ul>	<p>LG to liaise with AP re date</p> <p>LG to advise on wording for the plaque</p> <p>AME to make payment of Winter Fair profits to TGS</p>



<p><b>School Update</b></p> <p><b>Overview</b></p> <ul style="list-style-type: none"> <li>• AP to reinvigorate school house system, with a new set of house leaders helping to build community spirit within each house.</li> <li>• Nothing else to report.</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 – 7 tickets sold so far.</li> <li>• Ticket cost £12 per person.</li> </ul> <p><b>Food</b></p> <ul style="list-style-type: none"> <li>• Fish &amp; Chips would cost £6.50 per head (expensive), and they would struggle to feed everyone in the time given.</li> <li>• ‘Cook’ in Tonbridge will give a community discount for Chilli con Carne at £3.50 per head.</li> <li>• LG has approached Jeremy to ask if school caterers could provide Chilli con Carne, and at what cost. Depending on costs this is the preferred option due to convenience and ease of serving.</li> </ul> <p><b>Drinks</b></p> <ul style="list-style-type: none"> <li>• LG &amp; SR to purchase wine from France – 60 bottles divided between red, white &amp; Prosecco.</li> <li>• Beer (1 keg) will be purchased from Tonbridge Brewery.</li> <li>• LG to purchase soft drinks.</li> <li>• McDonalds to provide ice.</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> <li>• LG to check booking process</li> </ul> <p><b>Prizes</b></p> <ul style="list-style-type: none"> <li>• A hamper has been assembled from ‘contribution’s day’ items as the prize for the quiz winners.</li> <li>• Losing team will receive a packet of toilet rolls.</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• Mr Walters to provide quiz and be quizmaster.</li> <li>• Each quiz team to provide one pudding for auction.</li> <li>• NR to assemble teacher team for hall set up.</li> <li>• Clear-up : everyone available on the night.</li> <li>• Bar to be operated by SR with help from AME.</li> <li>• Scores to be prepared on the night by LG on a screen.</li> <li>• Food distribution : NR to lead with help from AME.</li> <li>• Raffle tickets to be sold on the night by MC. He will also organise the raffle draw.</li> <li>• Wine glasses to be hired from Waitrose (100 glasses).</li> <li>• Wine can be pre-ordered (by the bottle).</li> </ul>	<p>LG to chase Jeremy for costs</p> <p>LG &amp; SR to purchase drinks</p> <p>LG to check booking process</p> <p>NR to check</p> <p>NR to ensure staff available who can use projection system</p> <p>SR to organise</p>
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<ul style="list-style-type: none"><li>• Raffle tickets will be distributed to students on Tuesday 5<sup>th</sup> March (not 6<sup>th</sup> form).</li><li>• LG to ask JC if she will record raffle ticket sales for each learning community – prize is a chocolate hamper.</li><li>• NR has completed risk assessment.</li></ul> <p><b>Upcoming Events</b></p> <p>Strawberries &amp; Fizz – 2<sup>nd</sup> July 5pm-7pm</p> <ul style="list-style-type: none"><li>• LG &amp; SR to purchase Prosecco on trip to France.</li><li>• Similar format to last year was suggested.</li><li>• It was questioned whether there as a demand for a photographer due to decreased take up last year. LG to ask photographer is they have a minimum number of photos to make it worthwhile.</li><li>• There was discussion about ways to minimise excess drinking and enforce the one free drink per person. Having teachers present would help, but onus really on parents not PTA volunteers.</li><li>• LG to ask if harpist is available – may be a clash with a potential Cantores event.</li></ul> <p>Year 11 Celebration Breakfast – 26<sup>th</sup> June</p> <p>Picnic in the Park – incoming Year 7</p> <ul style="list-style-type: none"><li>• Two dates to be set, one at the start of the summer holiday and one at the end.</li><li>• Very popular events for new Year 7 families.</li></ul> <p>Year 7 Induction evening – 4<sup>th</sup> July</p> <ul style="list-style-type: none"><li>• PTA to sell second hand uniform.</li></ul> <p>Year 7 Disco</p> <ul style="list-style-type: none"><li>• Date to be confirmed for middle of September.</li></ul> <p>LG considering some sort of summer musical event including the school choirs, maybe a picnic – further details to come later.</p> <p><b>Tigger Towers (TT) update</b></p> <ul style="list-style-type: none"><li>• The new PTA room was painted over February half term and will soon be ready to move into.</li><li>• Existing TT needs to be thoroughly cleared out prior to move. Inventory to be taken of remaining items moved into new room.</li><li>• New space is much bigger, with 2 changing cubicles for girls to try on 2<sup>nd</sup> hand uniform.</li><li>• Room to be equipped with desk, pc, new shelving and possibly a washing machine.</li><li>• LG to check with Mr Hayward re top shelf storage in music room, can PTA use it?</li></ul>	<p>LG to ask JC to keep record of raffle ticket sales</p> <p>LG to speak to photographer re numbers</p> <p>LG to speak to harpist</p> <p>LG to speak to Mr Hayward re storage</p>
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**AOB**

- LG suggested putting together a summer newsletter containing details of upcoming PTA events and details of how funds raised have been spent.
- AME mentioned her intention to step down as treasurer at the end of this academic year.

**The next meeting will be held on Tuesday 19<sup>th</sup> March at 7.30pm in The Arnold Room.**