



Minutes of the Tonbridge Grammar School PTA Meeting 10th December 2018

In attendance

Lynn Gadsby (LG), Zoë Anderson (ZA), Stephanie Reynolds (SR), Anne Maree Egerton (AME), Oxana Higgs (OH), Satya Konathala (SK), Michael Colao (MC), Joe Jardine-Viner (JJ-V), Nikki Ransley (NR),

Apologies

Julie Cross (JC), Roisin Connell (RC), Naomi Day (ND), & Suzy Hughes (SH)

Agenda Items	Action
<p>Welcome, Introductions & Apologies</p> <ul style="list-style-type: none"> • LG welcomed everyone, and a list of attendees was taken. • Apologies received as detailed above. 	
<p>Outstanding Issues from previous minutes</p> <p>Dragons Den</p> <ul style="list-style-type: none"> • A date for the Dragons Den is still outstanding. Mr Jardine-Viner to chase school for a date. 	LG to liaise with JJ-V re date
<p>Christmas Fair</p> <ul style="list-style-type: none"> • Thanks given to Mark Hiller for his amazing effects works at the Winter Fair. 	
<p>Other</p> <ul style="list-style-type: none"> • LG to provide wording for plaque for the laser cutter. • LG to go to bank to verify ID 	LG to advise on wording for the plaque LG to visit bank
<p>Treasurer's update</p> <ul style="list-style-type: none"> • The Winter Fair made £2k more than previous year. • Total profit was £10,444.56 • Raffle made the most profit at £3,595 • Refreshments, Chocolate tombola, Hook a Bag, Raffle and external stallholders all made more profit than previous year. 	
<p>Winter fair: overview and feedback</p> <p>Overview</p> <ul style="list-style-type: none"> • Increased footfall compared to prior year. • HP theme and more attractive stalls/activities attracted more people. • Ran out of programmes and maps: next year we need 500 more programmes and 200 more maps (of some kind) • Marauders Maps was very popular, a map for future fairs would be very popular. • Owls very well received, real crowd pleaser. 	



- Pricing all gifts at £2.50 was very popular.
- Could use some PTA brooms etc to aid cleaning up as couldn't find any school cleaning equipment.
- Reiterate to staff that they cannot park onsite for the Winter Fair.
- Chalk boards with directions to rooms/stalls worked very well. Suggested that PTA purchase more for use at future events.
- Stalls and activities being more spread out meant more management needed by the PTA, and difficult to find LG throughout the fair as she had to continuously move around. If we had more volunteers, we could ideally have someone dedicated to 'meet and greet' volunteers to ensure they are directed to the areas where they are most needed.
- Hook a Bag was very popular, could maybe split it into 2 stalls in future to ease queues.
- Overall, it was great to get a school department to work with the PTA. This encouraged staff involvement and produced a more exciting Fair.

LG to purchase more chalk boards

Refreshments

- Many compliments for the delicious Indian food – this sold out very early.
- Too many tables in the canteen restricting movement of people when the area was very busy; could move food related products to another location next year.
- iBarn: needed more cold drinks, different food options requested. It was suggested that next year we could have jacket potatoes with various fillings.

External Stalls

- Parking was an issue for some, we did the best we could with the parking space available.
- It was asked if a survey of external stallholders was necessary, it was decided not.
- iBarn was well received as a location by stallholders.
- Stalls in Mitchener Hall didn't seem to sell as much.
- Most stallholders were very happy, one commented that the fair was too spread out.
- Some commented that the date was too close to Christmas. We cannot make the fair any earlier due to school mock exams.

Potions Lab

- Overall feedback was that the Potions Lab was amazing.
- Some people didn't realise it would take 30 minutes to go through the lab or that it wasn't appropriate for very young children, even though both points were advertised.



Raffle

- Ticket sales were very busy.
- Better signage to display details of the winners would be beneficial.
- A microphone would be useful to announce the raffle winners.
- Having a sponsor (Castle Cars) for the raffle worked very well.
- Over £1k more tickets were sold in advance when compared to last year.
- We need some way of making sure EVERY student takes home their raffle tickets; at least 3 classes didn't get tickets and at least 500 tickets were found in various classrooms around school prior to the Fair.
- Possibly promote the size and contents of the hampers to encourage even more ticket sales.

Contributions

- It was suggested that in future we could allocate each year group a type of item to bring in on contributions day, for example chocolates or toiletries.

2019 Events

Easter Raffle

- The Easter Raffle could be tied in with a spring quiz night, a date of Saturday 27th April was suggested, school to confirm.
- Quiz night tickets can be sold through the PTA website to parents and staff (not children). Price £10 per person (inc food).
- Need school to agree a date for a contribution's day.
- LG has sourced a Fish & Chip van to provide food.
- PTA to purchase wine for the bar, to be sold by the bottle.
- Should be able to accommodate at least 12 tables with 8-10 people per table.
- Gin company who attended the Winter Fair are keen to provide drinks at another event; LG to approach re quiz night
- Castle Cars have offered to give the PTA a cut of their takings if taxi's are pre-booked with them for the Quiz Night.

LG to approach Gin company re drinks for quiz night

The next meeting will be held on Tuesday 15th January at 7.30pm in The Arnold Room.