



Minutes of the Tonbridge Grammar School PTA Meeting 17th October 2018

In attendance

Lynn Gadsby (LG), Zoë Anderson (ZA), Stephanie Reynolds (SR), Suzy Hughes (SH), Anne Maree Egerton (AME), Abby West (AW), Michael Colao (MC), Chris Fitt (CF), Nikki Ransley (NR) & Mark Hiller (MH)

Apologies

Violetta Nash, Naomi Day (teacher), Sahar Zaidi-Shirazee, Satya Konathala, Roisin Connell, Julie Cross, Nats Callan, Pippa Blackstone

Agenda Items	Action
<p>Welcome, Introductions & Apologies</p> <ul style="list-style-type: none"> • All present introduced themselves, LG welcomed everyone • List of attendees taken • Mark Hiller introduced himself. He can provide lights, pyrotechnics, timed fog fountains etc for events such as the winter fair. He is keen to involve the girls in creating the effects. He can also provide a fully programmable music mixing desk. • Apologies received as detailed above 	
<p>Review of minutes from prior meeting and action items</p> <ul style="list-style-type: none"> • Pitchford Fund account closure – in process • LG has discussed school funding requests and Dragons Den with Mr Fitt, details provided later in meeting • Accounts filing in process • Adding LG as a bank account signatory – in process • Notice board has been put up in the pasta bar area, close to where we sell second hand uniform on open evening • Expenditure list for new PTA storage area to be complete once area is finished – probably after Christmas • LG confirmed that tree owls have all been sold via the PTA website • Winter Fair hog roast supplier will also provide burgers • At Winter Fair chef will provide vegetarian soup and beer bread • Reusable signs – LG presented various options, all agreed on three cheaper boards with the TGS PTA logo at the top • LG commented that Yr 7 disco was very successful, all who were present agreed. DJ was great, tuck shop sold out, total profit of just under £1k 	<p>AME to confirm when complete</p> <p>AME to confirm when complete</p> <p>LG to put info onto the board LG to provide once area is complete</p> <p>LG to purchase signs</p>



- Contributions day – LG has approx. 10 boxes to use for contributions on the day
- School has approved an Easter raffle; an own clothes day has been put in the school diary. LG suggested a Spring Fair (on a smaller scale than the Winter Fair) as there is no other large PTA event in the spring/summer term, this was well received.
- Quiz night was mentioned for Spring term, popular with staff. To be discussed after Winter Fair, NR agreed to help

Treasurer's update

- AME indicated that there is £21,183 in the bank
- Yr 7 disco profit was just under £1K
- Paypal account balance is £2,069
- Mrs Joyce has requested a donation to the Pitchford Fund of £950 in respect of the 2017/18 academic year
- Current PTA financial commitment is £12,946 which includes retention of £6,000 working capital
- PTA reserves available to spend are £10,306
- Second hand uniform is providing a constant stream of revenue, system is working well online

Outstanding Issues

Dragons Den

- Relunched this academic year
- Various ideas received, some impractical, some sensible
- Examples of more sensible ideas:
 - House branding (house flags or mascots) to encourage house spirit
 - Designs for school bag storage
 - Gardening area, possibly starting with large containers
- Now asking for ideas around the areas mentioned above, which will then be reviewed and bids asked for

Charity Stall Applications

- A form was circulated to pitch for a free stall at the Christmas Fair, four were received
- Ideas were:
 - Malawi project
 - Desperate Journeys, organised by Caroline Galli to encourage empathy with the plight of refugees
 - Demelza Children's Hospice
 - Eco Club, selling arts & crafts from recycled materials
- It was agreed that we could accommodate all four stalls

LG to discuss date with school

Mr Fitt to discuss Pitchford Fund funding request for 2018/19 academic year with Mrs Joyce



- LG suggested that we make an annual donation to a local charity, CF mentioned Demelza who supported a yr 9 student who died last year.
- AME said that it is within the PTA constitution to make a donation
- To be discussed further after the Christmas Fair

School Update

- CF reported that the school are encouraging the recording of ticket sales by house for the raffle
- School to help with publicising the PTA and raising our profile:
 - PTA info has been put at the top of the parent bulletin
- New PTA Facebook page will be linked to the school bulletin and the school twitter feed
- School are asking for help funding the following items:
 - Laser cutter (used by every student in yrs 7, 8 & 9): either £1k one off cost to make it operational, or £2k per year for three years to enter into a new leasing agreement providing a new machine and maintenance.
 - Hall stage lighting: school hall can now accommodate all school productions and concerts therefore an updated lighting rig is required, MH to discuss requirements with music and drama departments
 - Science department lab upgrade and expansion: PTA have committed all Christmas Fair profits to the science dept
- It was agreed to fund £2k for the first year of the laser cutter lease, further funding to be reviewed next year

MH to check requirements with drama & music then discuss costings with CF

Winter fair

- To be promoted heavily after half term
- Some stalls have been allocated to volunteers. Roisin is on Hook a Bag, MC agreed to help on bottle tombola, SH agreed to help with tea & coffee, ZA agreed to help on chocolate tombola. AME's husband is on the front gate with LG's husband.
- We need more volunteers to run tasks.
- Bake off to be judged by GBBO contestant Anthony
- Need to encourage baking of individual cakes for sale as well as entries for the Bake Off
- Raffle tickets are currently being printed. They will be sent out with a cover letter from the 'Ministry of Magic'



- Photo to be taken of the hampers once they are completed, then posted on Facebook etc prior to the fair to encourage attendance
- CF offered to take photos during the fair of the stalls and activities to be posted on social media

Tree Owl Draw

- CF drew the winner, Naomi Day (teacher) to win the Owl experience at the Christmas Fair

AOB

Open Evening

- LG, SR & AME to attend school Open evening on Thursday to promote the PTA. They will sell tea & coffee in the iBarn, and there will be a mannequin displaying school uniform to promote the second-hand uniform shop

Donations Day

- Volunteers to register to help on the website

Christmas Fair advertising boards

- We currently have 69 boards from Ward & Partners to advertise the Christmas Fair. They will give the PTA £5 per board. Last year we had 24 boards.

Hot Air Balloon Ride Auction

- A reminder to be included in the school weekly bulletin

The next meeting will be held on Tuesday 20th November at 7.30pm in The Arnold Room.