



# Minutes of the Tonbridge Grammar School PTA Meeting 18<sup>th</sup> June 2019

**In attendance**

Zoë Anderson (ZA), Lynn Gadsby (LG), Stephanie Reynolds (SR), Anne Maree Egerton (AME), Suzy Hughes (SH), Roisin Connell (RC), Nikki Ransley (NR), Julie Cross (JC), Mark Hiller (MH) & Mrs Ghali (Mrs G)

**Apologies**

Oxana Higgs (OH), Michael Colao (MC), Pippa Blackstone (PB) & Abi West (AW)

| Agenda Items  | Action |
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| <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 enquired about bunting, Mrs G reported that it was not needed.</li> <li>• Jeremy following up on the bag racks, not yet ordered as struggling to find supplier for indoor racks.</li> <li>• PTA room has been relocated and new room is now fully functional.</li> <li>• Year 11 celebration breakfast – LG has written to M&amp;S to ask for fruit donations. LG to provide flavoured water, favours are ready, and we have the necessary volunteers.</li> <li>• Winter Fair – school has confirmed that it would like funding for STEAM.</li> <li>• Mr Tothill was given £25 Amazon voucher as a thank you for being quiz master, he was very appreciative.</li> </ul> <p><b>Treasurer’s update</b></p> <ul style="list-style-type: none"> <li>• Current bank balance is £21,269 with an additional £3,419 in the PayPal account, giving a total of £24,688</li> <li>• After retaining £6,000 working capital, £8,260 of PTA commitments and £3,748 committed to the science department, the PTA currently has £6,680 of uncommitted funds available for spending.</li> <li>• The quiz night raised £2,052 and the raffle raised £1,696.</li> <li>• Costs for the new PTA room/second hand uniform shop were £572.</li> </ul> |        |



**School Update**

- Science equipment, including beakers and test tubes, have been ordered. AME asked for a breakdown of what has been purchased, Mrs G to follow up.

Mrs G to follow up with breakdown of science equipment ordered

**PTA 2<sup>nd</sup> hand uniform room update**

- New PTA 2<sup>nd</sup> hand uniform room is now fully operational, including a washing machine and a dedicated changing room.
- PTA still needs a computer and telephone (school to supply), and a clothes airer.
- Wilko donated a £20 voucher, which was used to purchase a kettle.
- LG to prepare a note advising all pupils and parents of the new location.
- Mrs G will ensure the new location is included in the year 7 induction treasure hunt.
- A sign is needed to show students the new location, Mrs G suggested that this is something the DT department could make
- A few items have gone missing during the move to the new PTA room, totalling approx. £200 in value. This is namely a tea urn (costing approx. £50), a Christmas tree and fairy lights. It was agreed that the tea urn needed to be replaced ASAP as it is essential for various events over the next month.
- It was suggested that nearer the time of the Winter Fair, donations of fairy lights are requested.

LG to prepare note about new location

Mrs G to ensure new location is included in the year 7 treasure hunt

Mrs G to ask DT department about a sign for the new location

LG to purchase new tea urn

**New Committee Members**

- PTA needs an injection of new committee members and helpers, especially as some members are in their last year (or penultimate year) at the school.
- It was suggested that we have a more relaxed meeting/coffee afternoon or evening to encourage new members.
- The year 7 disco is a good opportunity to meet new parents and encourage them to join the PTA.
- The year 7 picnic is another opportunity, but it was mentioned that sometimes parents do not stay with their children, just drop them off. LG to put a note on the website stating that the PTA will not be responsible for the children at the picnic, parents need to ensure that there is an adult responsible for every child.

LG to put note on website regarding parents staying at new joiners picnic



**Future Projects**

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

- LG suggested that next year proper invitations are issued to get a better idea of numbers attending. It has proved very difficult to get responses for this year as to who is attending, thereby making it difficult to know how many to cater for, and possibly resulting in excessive wastage.
- PTA has the necessary number of volunteers, and LG is sourcing fruit.

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

- LG said that numbers are significantly down on last year. This year we have so far:  
149 pupils & parents  
14 +1's  
20 photos  
In 2018 we had:  
202 pupils & parents  
55 +1's  
70 photos
- LG asked how many students are attending the ball, Mrs G to check.
- It was suggested that in future years, this event is marketed with the Ball tickets to ensure better responses.

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

- PTA will provide tea & coffee and will sell second-hand uniform.
- LG to check with Mrs Court where the PTA will be located

**Year 7 Disco**

- Glow in the dark bracelets will be available to purchase at £1 each (cost was 30p each) – see photo at end.

**Winter fair**

- School has requested a STEAM theme for the Winter Fair. All related departments need to be involved if they want to receive PTA funding from the Fair proceeds.
- LG has 11 external stalls already booked.
- Theme is “Winter Wonderland”.
- Roller Rink booked for the sports hall. LG & Jeremy to arrange a site visit with the supplier to check if the floor needs to be covered. We will have four 1 hour sessions with a maximum of 150 people per session. Cost will probably be £7 per person, including skates. PTA to receive 30% of proceeds.
- No food market this year.
- Was proposed that the hot food for sale should be curry (very popular) and possibly pizza instead of the Hog Roast. LG to speak to pizza van provider to check costings.

Mrs G to check attendees for the Ball.

LG to check location with Mrs Court

LG to check costings with Pizza Van



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| <ul style="list-style-type: none"> <li>• Mulled Gin providers have been asked to return.</li> <li>• In 2018 we had the Potions Lab, this year it will be “Santa’s Christmas Workshop”, a 20 minute (approx.) interactive experience for children of all ages.</li> <li>• Each STEAM department will be asked to contribute an idea.</li> <li>• Teachers can dress as elves.</li> <li>• Will provide some kind of goody bag at the end.</li> <li>• Selfie booth suggested with props, could call it the “Elfie” booth.</li> <li>• MH to provide snow, twinkly lights etc.</li> <li>• Possibly incorporate the idea of the Polar Express.</li> <li>• Advertising boards – SR to look into alternative providers to Ward’s.</li> </ul> <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• LG received a letter from the House of Commons with information on a Children’s art competition. Info passed to Mrs G.</li> <li>• LG &amp; JC have spoken to Judd PTA Chairperson, Hannah Blackmore, about a joint Ball next year. They are meeting with her to discuss.</li> <li>• LG asked for Winter Fair sponsorship ideas from local businesses. The following suggestions were made:<br/>       Baldwins Travel<br/>       Allenby Coach Hire<br/>       Neptune furniture<br/>       Burnhill Kitchens<br/>       Jewsons<br/>       Balfour Beatty<br/>       Nizels<br/>       Notcutts Garden Centre<br/>       Homesense<br/>       Bookers</li> <li>• MH said that help may be needed to put up a marque for Foundation Day, LG to speak to Jeremy to ask if Estates can assist.</li> </ul> | <p>LG &amp; JC to meet Judd PTA Chairperson</p> <p>LG to ask Estates if they can assist</p> |
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**The next meeting will be held on Tuesday 16<sup>th</sup> July at 7.30pm in The Arnold Room.**



**Year 7 disco bracelets**

