



# Minutes of the Tonbridge Grammar School PTA Meeting 23<sup>rd</sup> 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)

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>• This took place on 4<sup>th</sup> April and there were a mixture of ideas and some very professional presentations.</li> <li>• There were 3 main groups of ideas:               <ol style="list-style-type: none"> <li>1. Bag racks</li> <li>2. House mascots</li> <li>3. House flags/banners</li> </ol> </li> <li>• There was a large variation in the scope and price of the ideas presented.</li> <li>• It was decided to provide funding for the following:               <ol style="list-style-type: none"> <li>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.</li> <li>2. One mascot per house, up to a maximum of £150 per house. Total cost £900.</li> <li>3. One banner/flag per house, up to a maximum of £150 per house. Total cost £900.</li> </ol> </li> <li>• £6,000 committed by the PTA in 2017 for this project, committee agreed an additional £2,000 to fund the additional bag racks.</li> <li>• Total cost to the PTA is £8,000.</li> <li>• Mr Fitt to ensure flags ordered are uniform in size and shape, and to look at bases/weights. LG to provide PTA logo to Mr Fitt to also order two flags for the PTA.</li> </ul>	<p>CF to arrange with students/staff to order products</p>



<ul style="list-style-type: none"> <li>• Mr Fitt to liaise with Jeremy &amp; Debbie regarding ordering of flags, mascots &amp; bag racks. PTA will then reimburse the school.</li> <li>• AME to liaise with Maria Walsh (TGF finance officer) to reimburse school</li> </ul> <p><b>Other</b></p> <ul style="list-style-type: none"> <li>• LG offered to make bunting in house colours if it would be useful. Mr Fitt to advise as to length of bunting required.</li> <li>• CF to chase on progress of new PTA room. When will it be ready?</li> <li>• Rocket fund <ul style="list-style-type: none"> <li>- LG has checked T&amp;C's and there is no cost to the PTA. We set a minimum target and as long as it is achieved then the PTA receive all funds.</li> <li>- If we don't achieve the minimum amount, then no monies change hand.</li> <li>- Mr Fitt to advise on an appropriate school project to promote on the Rocket fund website</li> </ul> </li> </ul> <p><b>Treasurer's update</b></p> <ul style="list-style-type: none"> <li>• Current bank balance is £18,625 with an additional £4,437 in the PayPal account, giving a total of £23,062</li> <li>• After retaining £6,000 working capital and £8,000 of PTA commitments, the PTA currently has £9,063 of uncommitted funds available for spending.</li> <li>• £140 has been received for raffle tickets sales, not yet banked.</li> </ul> <p><b>School Update</b></p> <ul style="list-style-type: none"> <li>• Work was carried out over the Easter holiday on the science lab renovation. Further work will commence when year 11 go on study leave.</li> <li>• The school is looking at the potential development of two additional science labs.</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 7pm – 144 tickets sold.</li> </ul> <p><b>Food</b></p> <ul style="list-style-type: none"> <li>• Supper will be sausage &amp; chips at a cost of £4.75 per head, LG to confirm numbers to provider on Wednesday.</li> <li>• 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.</li> </ul> <p><b>Drinks</b></p> <ul style="list-style-type: none"> <li>• Cash bar, not BYO.</li> </ul>	<p>AME to liaise with Maria Walsh to reimburse school</p> <p>CF to advise on bunting length to LG</p> <p>CF to check on progress of new PTA room</p> <p>CF to check on an appropriate project</p>
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<ul style="list-style-type: none"> <li>• Ideas for potential future fund-raising projects were discussed: Music evening Magic night Comedy night Fashion night Colour run/It's a Knockout</li> </ul> <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Second-hand uniform. <ul style="list-style-type: none"> <li>- 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.</li> <li>- Want to encourage online purchases.</li> <li>- Will still be able to use cash on the day but want to minimise this.</li> <li>- Urgently need donations of summer dresses and senior skirts.</li> </ul> </li> <li>• 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.</li> </ul>	<p>LG to respond to MH &amp; liaise with DN</p> <p>CF to ask staff to remind girls to donate uniform (especially year 11)</p> <p>CF to ask staff for suggestions on Winter Fair</p>
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**The next meeting will be held on Tuesday 21<sup>st</sup> May at 7.30pm in The Arnold Room.**