



Minutes of the Tonbridge Grammar School PTA Meeting 4th December 2019

In attendance

Zoë Anderson (ZA), Lynn Gadsby (LG), Anne Maree Egerton (AME), Yong Zou (YZ), Hannah Hukins (HH), Jo Stephens (JS), Kirsty Finch (KF), Juliet Bulman (JB), Laura Acosta (LA), Nikki Ransley (NR), Julie Cross (JC), Mark Hiller (MH), Oxana Higgs (OH), Helen Court (HC), Lakshmi Sonthi (LS) & Abi West (AW),

Apologies

Stephanie Reynolds (SR) & Jeyavelan Vedhaiyan (JV)

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> <ul style="list-style-type: none"> • LG has the wifi booster for the uniform shop, looking at getting it working • Majority of invoices have been received from the school. • ZA to bring floats to Winter Fair. • ZA & KF to bring counting machines to the Winter Fair. • The venison which has been donated was done so by private chef who has offered to cook a meal for four at a person's home. This will be held for raffle/auction around valentine's day. • Volunteers are still need for the Winer Fair. • LA to follow up with school regarding a potential shed behind the PTA uniform shop. • Gazebo purchased from Mrs Ryde was delivered 3 weeks ago and has already gone missing. Mrs Ryde is investigating. <p>School Update</p> <ul style="list-style-type: none"> • Outside areas are being assessed for potential future development – school may ask for contributions from the PTA in due course. • JC told all that there has been an amazing achievement by three teams in the county netball competition. The U14 & U16 won and the U19 were runners-up. JC asked for the school to promote this and all other sporting achievements. 	<p>LA to follow up with school re possible shed</p> <p>Mrs Ryde to try to find gazebo</p> <p>LA to ensure this achievement is included in Parent Bulletin</p>



Treasurer's update

- Current bank balance is £18,280 with an additional £2,398 in the Stripe account, giving a total of £20,678.
- The PTA currently has £9,779 of uncommitted funds available for spending.
- The treasurer is waiting for various invoices from the school, AME/YZ to chase
- LG will sign into Stripe to check authorisation process for YZ to log on.
- Financial thermometer will remain unchanged until after the Winter Fair.
- LA to check if £3,663 committed for school interhouse projects is still needed. If not, this will be put back into uncommitted funds.

LG to check Stripe sign on process

LA to check if remaining funds for house projects still needed

Winter Fair & Raffle Update

- LG met with people providing Indian food at the Christmas Fair. LG gave them a Bookers card, they will be in the same space as last year, and they will donate profit to the PTA. Last year profit was £575
- All 120 TGS snowflakes have been sold giving £180 which exceeds the cost of the Christmas tree.
- Brochures for the Elf hunt have been printed. Children will look around the school for the elves and write their names on the brochure. This will encourage families to visit all elements of the Winter Fair. The winner will be selected at random and will Panto tickets.
- LG to provide parking permits for staff and volunteers. All encourage to park in overflow car park to leave main car park for stall holders.
- Most activities are indoor so we should not be affected too much by any adverse weather.
- The outdoor train ride is being set up on Saturday.
- LG will be at school from 9am on Saturday and 8.30am on Sunday.
- LG will laminate any signage needed on Friday.
- Raffle sales to date are down on previous year. 6th form have purchased very few tickets; staff will push sales in assemblies held during rest of the week.
- Post box must be emptied on Sunday prior to the raffle being drawn to ensure all tickets are included.
- LG mentioned that some raffle tickets have been used to decorate a geography room. LA will check this.
- LG to collect any unused raffle tickets from school on Friday.
- LG will allocate jobs to volunteers as they arrive on Sunday.

LG to email parking permits

LG to laminate signage

LG/YZ to check post box on Sunday

LA to check use of raffle tickets as decorations



<ul style="list-style-type: none"> • YZ & ZA to arrive by 10am on Sunday, room 6 allocated. • Stalls need to collect their floats from room 6 and return takings there at the end of the day. • ZA/YZ to collect takings during the Fair and provide a receipt for monies collected. • Stallholders need to count their takings at the end of the day and put in correct money bags. • YZ & ZA to check forms and money given in by each stallholder. • Online booking for roller skating cuts off on 6th December so that LG can give a skate size breakdown to the provider. • NR to take tickets on the day. • LG will calculate the amount due to the provider. This is 30% of the takings and will be paid after the event. • LG & SR will be floating during the Winter Fair, Alistair & Mark will be on the gate. • OH to check for Hook a Bag poles in the PTA room. <p>Horncastle – Uniform Provider</p> <ul style="list-style-type: none"> • A group of year 7 mums have raised an issue regarding quality of new uniform purchased from Horncastles. • Many concerns raised were skirts shrinking and jumpers bobbling. LA to check with parents and liaise with Horncastles. <p>AOB</p> <ul style="list-style-type: none"> • LG will be on local radio Friday night to promote the Winter Fair. • LG has been approached by the 'PTA Magazine' to do an interview after the Winter Fair in preparation for a Winter Fair review article next year. • Quiz night – school have advised that exams begin on 5th May. LG to check with Mrs Lamplough if we can have the quiz night on Friday 1st May. • LG met with new Judd PTA chair (Farah Brooks-Johnson) to discuss potential future joint activities. A possible joint outdoor cinema for the summer was mentioned. Farah previously worked at Summerhill School therefore she has preferential rates for hiring it as a ball venue – to be discussed at a future meeting. • The draw was made for the Ice skating at Calverley Park, winner was Olivia Owen. 	<p>LG to provide skate sizes to provider</p> <p>OH to check for Hook a Bag poles</p> <p>LA to check with Yr7 parents re uniform quality and liaise with Horncastles</p> <p>LG to check Quiz Night date with school</p>
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The next meeting will be held on Wednesday 8th January at 7.30pm in The Arnold Room.