



Minutes of the Tonbridge Grammar School PTA Meeting 4th March 2020

In attendance

Zoë Anderson (ZA), Lynn Gadsby (LG), Oxana Higgs (OH), Terry d'Avrincourt (Td'A), Julie Cross (JC), Abby West (AW), Nikki Ransley (NR), Jeya Vedhaiyan (JV), Chris Fitt (CF), Juliet Bulman (JB), Michael Colao (MC), Jo Stephens (JS) & Patrick Phillips (PP)

Apologies

Stephanie Reynolds (SR), Ying Zou (YZ), Kirsty Finch (KF), Mark Hiller (MH), & Helen Court (HC)

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"> • YZ has completed handover of all financial information to Td'A. • SR has arranged the glasses for the quiz night. • ZA to collect raffle tickets from printers. • We have a corporate sponsor for the raffle tickets, Embark financial services. The company name is also on the quiz night posters. • LG to see if Anno Kent would be willing to donate any gin for the quiz night. • NT has completed the risk assessment for the quiz night. • LG has sourced bunting for the quiz night, not yet purchased. <p>School Update (Mr Fitt)</p> <ul style="list-style-type: none"> • School have received a quote to install wifi in the PTA uniform shop, Estates have offered to complete it cheaper. • Uniform quality – Mrs Joyce has written to Horncastles who advised that they are reaching the end of supplier contract and will be reviewing in due course. • School have asked for volunteers for a staff representative for the PTA due to NR going on maternity leave. • PTA shop plaque to be replaced, also plaques to be put on bag stores and laser cutter to say 'Donated by the PTA'. • School checking with Data Protection Officer regarding photos for Strawberries and Fizz event. 	<p>ZA to collect raffle tickets</p> <p>LG to contact Anno Kent re gin</p> <p>LG to purchase bunting</p>



<ul style="list-style-type: none"> • Storage – temporary solution is possibly for the PTA to use the black cupboards in the school archive. The ex-photocopy cupboard, where the mascots are kept, is another option. • School looking at ways to incentivise raffle ticket sales. It was noted that year 13 leave school the week before the quiz night and that 6th form tickets should be given to Debbie Nash. • LG asked for the Winter Fair date to be confirmed by the school to assist with planning. 	<p>LG to give 6th form raffle tickets to Debbie Nash</p>
<p>Treasurer's update</p> <ul style="list-style-type: none"> • YZ officially handed over to Td'A. • Little activity since last meeting. • Donation to the school of £1,150 has been made for wish list items, invoices needed from the school. • 2019 accounts are currently being reviewed with the aim of signing off by end of March followed by submission to the Charities Commission. 	<p>School to confirm Winter Fair date</p> <p>School to provide wish list invoices</p>
<p>Quiz Night</p> <ul style="list-style-type: none"> • 75 tickets sold so far. • Worries about the Covid-19 virus could have an impact on ticket sales, LG will monitor and follow government advice regarding large scale gatherings. • LG has ordered an extra large keg of beer; last year we had a large keg and ran out. • LG has sourced but not yet purchased bunting required for decoration. Waiting until nearer the event to order. • MC preparing quiz questions, will be ready weekend 7/8 March. He will send them to LG when complete. • Spitfire engine is not available for the event as it's being refurbished to go into a plane. • LG has union jack flags for decoration, and Mt Tothill (quizmaster) will wear a WW2 uniform. • Mr Hayward has agreed to play the piano during the interval, will be sing-along songs appropriate to the era. 	<p>LG to monitor advice on Covid-19</p> <p>MC to send LG quiz questions</p>
<p>PTA uniform shop wifi</p> <ul style="list-style-type: none"> • As per school update, Estates are willing to install internet access into the uniform shop which will be cheaper than using an external company, but no timeframe was given. • All present agreed that this needs to go ahead, and that the PTA share the associated cost with the school 50/50. • LG to chase Estates for an additional key for the Uniform shop. 	<p>LG to chase Estates for additional uniform shop key</p>



Fundraising 2020

- There are currently no PTA fund raising events planned after the quiz night. The following suggestions were made for fund raising events:
 - Bespoke Easter mugs. Cost is less than £1, could sell for £5.
 - House mugs for new year 7 intake. LG to check with Mrs Court.
 - Penny Wars. Each class fills lemonade bottle with copper coins, and if someone puts a silver coin into another classes bottle, they get to take 5 copper coins from them. Would have to be for a set amount of time, and logistics/security need to be thought about.
 - Open air movie night with Judd at their sports ground. ZA to check with Judd PTA chair (FBJ).
 - A Ball would generate substantial profit but is too labour intensive.
 - Comedy night was suggested, run by an external company and the PTA gets a share of the profits.
 - Race night was suggested.
 - Year 9 disco was suggested, possible inviting Judd year 9 boys too. NR to ask year 9 girls if they would attend.
 - Tribute band night was suggested, Td'A to check it out.

LG to check with Mrs Court re House mugs for year 7 intake

ZA to check with FBJ re joint outdoor movie night

NR to check on viability of Yr 9 disco

Td'A to check out tribute band.

Mark Hiller

- MH had passed his comments to ZA to be relayed in his absence.
- MH had commented about a perceived lack of interest in STEM and particularly engineering as career paths for the students.
- He has emailed Mrs Joyce offering his time and expertise together with a bespoke car to participate in Greenpower F24, and electric car racing project, but has yet to hear back from her.
- CF acknowledged MH's comments, and assured everyone that the school was pursuing various STEM projects/activities. They want to ensure that any project the school undertakes benefits as many students as possible, is cost effective and does not distract from other studies (in respect of time commitments).
- The F24 project has been passed to the science team who are looking into the costings.
- The school are also looking into the F1 project and speaking to other school who have undertaken the project.
- CF will liaise with MH to update him on progress.

CF to update MH

**AOB**

- Volunteers are needed for contributions day, please register on the website.
- LG is looking for old crockery, empty jam jars (with lids) and decorative glass bottles for the Winter Fair. LG asked for a note to be put in the parent bulletin requesting these items.
- Suggestions were received for raffle hamper names:
 - Churchill
 - Montgomery
 - Guy Gibson
 - John 'Cat's Eyes' Cunningham
 - Leonard Cheshire
 - Ginger Lacey

The next meeting will be held on Tuesday 21st April at 7.30pm in The Arnold Room