



Minutes of the Tonbridge Grammar School PTA AGM Meeting 10th September 2019

In attendance

Lynn Gadsby (LG), Stephanie Reynolds (SR), Anne Maree Egerton (AME), Julie Cross (JC), Oxana Higgs (OH), Helen Court (HC), Nikki Ransley (NR), Patrick Phillips (PP), Mark Hillier (MH), Laura Acosta (LA), John Vedhariyan (JV), Kirsty Finch (KF), Juliet Bulman (JB)

Apologies

Jo Stephens (JS), Abi West (AB), Josette Coulson (JC), Susie Hughes (SH)

Agenda Items

Chair Address and AGM Voting

- LG welcomed everyone
- Apologies received as detailed above
- LG noted that charity law requires us to vote in a new committee – voting as follows:
 - Chair – LG, this was seconded by SR and JC
 - Vice Chair – SR – this was seconded by LG and JC
 - Temporary Treasurer – AM – this was seconded by LG and OH. Thanks to AME for continuing to support the PTA.

Outstanding Issues from last minutes

- **Signs** - Signage for PTA shop has now been made using the laser cutter and due to be fixed in place shortly. LA to chase the school to ensure this happens.
- **Card Payment Machine** - LG to investigate the possibility of the PTA being able to take credit card payments in the PTA shop as well as other PTA events such as the induction evening and events where the PTA sell refreshments.
- **Events Procedures** – LG has completed events procedures for all PTA events. These can be now be used to enable the smooth running of any event in the future. The procedure for running the raffle is to be completed. These guides can be sent out as needed and updated as necessary.
- AME will complete procedures relating to all matters financial and also compile a record of passwords for the new treasurer



School Update

- LA reported that the Science Department is now up and running fantastically. LA thanked the PTA for all the support and donations to enable the refurbishment. AM requested that the school “thank” the PTA publicly and LA will organize for this to happen.
- LA reported that the new food outlet (housed in former PTA shop) is open and very popular. The school would like to have more benches in the seating area. LA asked the PTA to consider funding new benches.
- LA reported that the bag stores were being utilized well. The school would like to increase the number bag stores available. LA asked that the PTA consider funding new bag stores.
- LA informed the PTA that the big focus for the school this year is recycling. Different bins will be available around school for food waste, general waste and cardboard and plastic. In the canteen students will be encouraged to use crockery and the polystyrene plates and containers are only to be used for food to be consumed in outside spaces.
- LA explained that TGS is looking at students becoming environmental agents for change developing their impact on their local and wider environment.
- The **Attenborough Society** is about to be launched in school, this group will look at climate change, focus on plastic waste, community gardening projects and the crisp packet challenge.
- LA reported that the house system has been revitalized with the aid of mascots provided by the PTA
- LA gave the PTA the TGS wish list for 2019 – this included details of a laser engraver, heat press ipads, maths whiteboards, disks and cubes, embroidery machine and visualisers. The PTA will discuss the list and feedback to the school.

Financial Update

- AM provided the PTA with comprehensive Treasurers report and the financial statements for year ended 31st August 2019. The accounts will be reviewed by external accountant shortly.
- The main TGS PTA bank account balance as of 31 August 2019 is £24,917.51
- Current commitments comprise:
 - Student House Projects (bag racks) - £6,000
 - Additional bag racks - £2,000
 - Funding for school production - £500
 - Retain for working capital - £6,000



After commitments there are PTA funds totaling £10,417.15 available for spending.

AM noted the incredible hard work of two parent volunteers, Jo Stephens and Sally Carson in the smooth running of the uniform sales which has raised £6,434.82 this year. Thanks to Jo and Sally.

Year 7 Disco

- LG reported that the DJ is booked, refreshments have been purchased, including ice pops to keep the students cool whilst dancing! Lighting kindly provided and organized by MH. There will be a Glow Bar where face painting will take place, £1 a go. There will be glow merchandise on sale. NR and Mrs S Ryde will attend as teacher support. Two floats will be made available.
- Judd School have now advertised the Glow Disco for their students to attend and tickets can be purchased via PTA website. TGS PTA noted that although details of disco provided to Judd in Spring 2019, they have only released details to their students 10 days prior to event. PTA may look at sending invite to alternative local boys' school in future.

Winter Fair 2019

- The theme this year is **Winter Wonderland**. Event advertised on PTA website and options to volunteer online are available.
- LG will continue to advertise the event and posters will be placed around school closer to the event.
- Indoor roller-skating rink has been booked, along with the disco/DJ. Tickets are already being purchased online.
- There are 48 stalls booked for the Christmas Market, a total of 50 stalls will be available. The Ibar and Mitchener hall will house the stalls.
- Hog roast is booked. SR to follow up / confirm if Indian food will be available as previously.
- School have STEAM team who will provide a 30-minute experience for each guest (£5 per child and £8 for 2 children) from a selection including laser cutting a personalized bauble and Santa sleigh design. NR will confirm details at next meeting.
- The Old Fire Station will provide a bar with their own apple pie mulled cider.
- Slime Station booked, make your own slime to take away.
- LG currently making Christmas pudding decorations for the tree that can be purchased in the near future, one will be selected at random to win a slot in the roller rink
- 80 white lanterns will be hung in the Hands Building.
- 50 metres of white lights displayed by MH



- Snow and bubble machine – provided by MH
- Winter Wonderland map to be designed with help of TGS parent to guide guests
- SR has spoken to Ward and Partner Estate Agents who are keen to support TGS PTA with supply of advertising boards, £5 per board, total of 30 requested. Await confirmation.
- LG advised that there would be a Winter Wonderland Bake Off – with surprise judge
- LG to ask art department to make cut out polar bear used to stage photographs. LG will provide a fireplace and stockings to “dress” the Hands Building in Winter Wonderland style.
- LG requested donations of polystyrene for making of snowflakes
- LG informed PTA that roast chestnut seller was too expensive to hire for the fair.
- Castle Cars have kindly agreed to sponsor the printing of 7,500 raffle tickets again this year.
- LG to book 1st Aid cover via the Scouts. There will be a charge for this service.

Hamper and Raffle Update

- There will be 9 hampers this year, each named after one of Santa’s reindeer.
- Hampers will be dressed and decorated and sealed securely to avoid temptation
- Donation day is Friday 1st November 2019, own clothes in exchange for donation for the Winter Wonderland Fair.
- Collection will take place at main gate; donations will be transported to the board/meeting room in the Hands Building, which is booked from 8am-1pm and hampers will be made up and then placed in the main entrance on display to encourage ticket sales.
- Any additional donations that can be used for Hook A Bag and chocolate tombola will be stored in room on ground floor of Hands Building. There is no room in the PTA shop for storage.
- Tasks were assigned and volunteers as follows:
 - Café – Susie Hughes, Josette Coulson, Abby West (TBC as not present at meeting)
 - Hook A Bag – Oxana Higgs, Helen Court, Mark Hillier (1000 bags this time!) – 3 bags with £10 note inside.
 - Chocolate Tombola – Kirsty Finch and Juliet Bulman
 - Gift Tombola – Zoe Anderson (TBC as not present at meeting)



- There will be 3 walkie talkies available for use this year to aid smooth running of event.

Future Fundraising Events 2019/2020

- PTA agreed that they would hold **Quiz Night**, last year was great fundraiser, well attended and positive feedback.
- PTA agreed that they would hold an **Easter Hamper raffle** beforehand as previously. LG requested LA to report back to school and request date for donation day. LA agreed to update staff and also to encourage all students to purchase tickets – especially the sixth form.
- NR will contact the Fish & Chip vendor and book for this year (to supply sausage and chips)
- Bottles of wine will be available to order via PTA website, beer and gin will also be on sale on the night.
- Volunteers can sign up via PTA website
- SR, JC and OH volunteered to run the bar
- Pudding auction to take place as previously.
- LG has suggested that we use the Q Flow system for our **Strawberries and Fizz** Event this year. QFlow is part of the PTA events platform and will allow us to send out Q once bookings are made, which can be scanned on the day of the event as guests arrive.
- The **School Production** that the PTA supported went well. LG reported that PTA asked for donations for refreshments and guests were generous. The PTA will support the school productions in the future. LG requested that the PTA “round up” the donations from this production to a total of £500 and donate to Mr Clay for use in the Drama Department. This was agreed. Going forward the Drama Department are looking at doing a musical production and LG is going to look at the possibility of the PTA linking with the Drama Department to have a “big event”, watch this space!

AOB

- LG to produce a PTA Autumn Newsletter
- LG requested that LA chase the school for supply of laptop computer and telephone for the PTA shop.
- LG/SR will purchase wine/fizz for events

Next meeting will be held on Tuesday 8th October 2019 at 7.30 pm in the Arnold Room – All welcome