



Minutes of the Tonbridge Grammar School PTA Meeting

15th January 2019

In attendance

Zoë Anderson (ZA), Stephanie Reynolds (SR), Anne Maree Egerton (AME), Oxana Higgs (OH), Michael Colao (MC), Nikki Ransley (NR), Mark Hiller (MH), Roisin Connell (RC), Suzy Hughes (SH), Laura Acosta (LA)

Apologies

Lynn Gadsby (LG), Julie Cross & Abigail West (AW)

Agenda Items	Action
<p>Welcome, Introductions & Apologies</p> <ul style="list-style-type: none"> • SR welcomed everyone, and a list of attendees was taken. • Apologies received as detailed above. <p>Outstanding Issues from previous minutes</p> <p>Dragons Den</p> <ul style="list-style-type: none"> • A date for the Dragons Den is still outstanding, this needs to be finalised ASAP. Mrs Acosta to chase school for a date. <p>Other</p> <ul style="list-style-type: none"> • LG to provide wording for plaque for the laser cutter. <p>Treasurer's update</p> <ul style="list-style-type: none"> • Winter Fair profit now sits at £10,668.68. • Awaiting expenses from TGS re soup and income from Ward & Partners re advertising boards. These are not expected to have a significant impact on the profit. • Prior year accounts for the year ended 31 August 2018 have been reviewed by the independent examiner and have been signed off. Many thanks to Pengfei Xiao (a current parent) for carrying out this review. The Annual Return for this period has been filed with the Charity Commission, bringing the charity filing requirements up to date. • PTA website renewal is due at a cost of £300. This provides great functionality especially for the second-hand uniform. It was therefore agreed to proceed with the renewal. It was suggested that a note is put in the parent bulletin to ask if anyone would like to advertise on the website (for a fee). This would help to recoup the annual website cost. • After retaining £6,000 working capital, the PTA currently has £6,933 of uncommitted funds. Mrs Acosta will approach staff to ask for proposals to utilise the available funds. 	<p>LG to liaise with LA re date</p> <p>LG to advise on wording for the plaque</p> <p>LA to ask for proposals for PTA funds</p>



School Update

Overview

- The conversion of Tigger Towers to a food outlet is work in progress. PTA asked for an indication on the completion date, the sooner the better.
- Estates team have recruited a new deputy manager.
- TGS are looking at commercial uses for the AstroTurf area once the year settlement period has passed.
- Was there any recognition for the £5,000 the PTA donated for the long jump pit?
- School looking at developing a mindfulness space, this is possibly something the PTA could contribute to in the future. The aim is for the space to be multipurpose, to be available for areas such as events, drama etc.

LA to ask for estimated completion date

2019 Events

Quiz Night & Raffle

- Quiz Night suggested date of Saturday 27th April needs to be confirmed by school ASAP.
- NR & MC to lead the quiz night – LG to liaise with them.
- Tickets to be sold through the PTA website, adults only, no children/students.
- NR to check capacity of iBarn and Mitchener Hall.
- Raffle to be tied into the quiz night, school need to agree a date for a contribution's day.
- Ticket cost of £10 including food.
- Food options are Fish & Chips or Indian food provided by school families (who cooked for the Winter Fair). If possible, Indian food would be preferred.
- PTA to purchase wine and beer for the bar, it was decided that the Gin company wasn't appropriate for this event.
- Theming the quiz was discussed, but it was decided that this wasn't necessary as it may put some people off coming.
- A silent auction for deserts was agreed, where the highest bids get first choice.

LA to check date for quiz night

NR to check capacity

LA to check date for contributions day

SR/LG to approach families to check if they are willing to provide Indian food

Payment to Science Department

- AME will organise logistics of making the payment to the Science department with Maria Walsh (School Finance Officer).
- Funds to be used to assist in the refurbishment of SC10 & SC11.
- Mr McDaid to provide a breakdown of what the funds will be used for within the Science department.

AME to arrange payment

Mr McDaid to provide analysis of funds spent



<p>New member recruitment</p> <ul style="list-style-type: none">• Mark Hiller joined PTA committee.• It was agreed that the best approach was to continue to advertise the PTA meetings and events on the parent bulletin and PTA website.• Encourage attendance to PTA meetings when we have PTA events such as the quiz night. <p>AOB</p> <p>Future Event suggestions</p> <ul style="list-style-type: none">• Film night for the children.• Ball in 2020. It was suggested that a note could be put on the parent bulletin to ask if any parents have experience in organising events and would like to get involved in organising a ball.• Foundation Day – what are the plans for this year? If a stage is put up, could it be used for an evening event involving parents? It was noted that the PTA do not get involved in Foundation Day.	<p>SA to check plans for Foundation Day</p>
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The next meeting will be held on Tuesday 26th February at 7.30pm in The Arnold Room.