



Minutes of the Tonbridge Grammar School PTA Meeting 16th July 2019

In attendance

Zoë Anderson (ZA), Lynn Gadsby (LG), Stephanie Reynolds (SR), Anne Maree Egerton (AME), Jo Stephens (JS), Suzy Hughes (SH), Roisin Connell (RC), Julie Cross (JC), Oxana Higgs (OH), Helen Court (HC) & Jane Bishop (JB)

Apologies

Michael Colao (MC), Nikki Ransley (NR), Abi West (AW) & Mark Hiller (MH)

Agenda Items	Action
<p>Welcome, Introductions & Apologies</p> <ul style="list-style-type: none"> • LG welcomed everyone, particularly Helen Court whose daughter starts in September in year 7, and a list of attendees was taken. • Apologies received as detailed above. • LG thanked RC & AME for their help on the PTA as they are both stepping down. <p>Outstanding Issues from previous minutes</p> <ul style="list-style-type: none"> • Breakdown of science equipment has been received and money has been paid to school. • A note about the new location of the second hand uniform shop has been put on the PTA Facebook page and the parent bulletin. • JB to ensure that the location of 2nd hand uniform shop is included in year 7 treasure hunt. • New tea urn has been purchased. • Note has been put on the PTA website to advise parents that they need to stay to supervise their children at the year 7 Picnic. • Year 7 induction evening uniform sales went very well, raised over £1,800. Potentially need a different layout next year as area was very crowded. • Refreshments at the open morning for potential year 7 students only raised £44, not really worth doing. • LG spoke to Pizza Van man for the Winter Fair; he wanted to charge £7-£8 per pizza and was only willing to give the PTA the regular stall fee. It was therefore decided to rebook the Hog Roast supplier from last year who will pay £300 to the PTA. • Ball planning with Judd is at the very early stages, waiting for meeting with Hannah Blackmore (Judd PTA chair). 	



Treasurer's update

- Current bank balance is £19,304 with an additional £5,636 in the PayPal account, giving a total of £24,941
- After retaining £6,000 working capital and £8,000 of PTA commitments, the PTA currently has £10,941 of uncommitted funds available for spending.
- The induction evening raised £1,814 from second hand uniform (£200 more than previous year) and £160 from refreshments.
- Year 11 celebration breakfast cost £38.
- Year 13 Strawberries & Fizz made £15 profit.
- The PTA have donated £17,347 to the school throughout the school year.
- AME is waiting for invoices on the student house project and bag racks.
- PTA have raised £21k this school year.

School Update

- JB showed a sign for the new 2nd hand uniform room which was produced using the laser cutter. The PTA agreed for a second sign to be produced.
- School thanked the PTA for the mascots and the flags, they made a big impact on sports day. House spirit was enhanced and there was a mascot race. They will be used again for the big reveal on the last day of term.
- Staff from the STEAM departments are engaged in helping with the Winter Fair, they are starting to formulate ideas.
- The school thanked the PTA for the science equipment which has arrived and will be installed over the summer.

Card Payment Machine

- LG has researched card payment machines and has found two options, iZettle and SumUp.
- Most need an app on a smart phone.
- It could be used to take payments at the bar for various events, at the second hand uniform shop and at the Winter Fair.
- LG to liaise with other PTA chairs to see what they use.

Events Procedures

- LG to write procedures for each event over the summer, to aid future planning.
- AME to produce procedures for finance.

JB to arrange production of second sign for PTA room

LG to investigate what card payment options are available and cost effective

LG to write procedures

AME to write finance procedures



Events Overview

Year 11 Celebration Breakfast

- Successful event but had too many volunteers – only need 4.
- Not knowing the number of attendees in advance caused planning issues, as a result we had lots of left-over fruit. In future the event could be put on the PTA website for the students to indicate attendance.
- Favours we well received.
- Lots of school uniform was given in for second hand sale.

Strawberries & Fizz

- Event was well received, giving adults and students under 18 different colour tickets for drinks worked well.
- There were again planning issues as a result of not knowing numbers of attendees, especially in relation to knowing how much alcohol to purchase.
- It was suggested that in future years, this event is marketed with the Ball tickets to ensure better responses.
- Checking attendees on a list created a queue at some points. It was suggested that “Qflow” could be activated on the PTA website for future events, this produces a ticket which can then be scanned at the event.
- For future years we could have a red carpet where all students have photos, this could encourage photo sales.

Year 7 Induction Evening

- Second hand uniform sales and refreshment sales were very successful.

Upcoming Events

School Production Refreshments

- PTA are providing refreshments for the event; cold drinks, chocolates & biscuits.
- SR and Liz Denby are serving refreshments on Thursday, LG & NR on Friday.
- LG to source drinks from Bookers.
- Volunteers needed at approx. 6pm, LG to confirm.

Picnic in the Park

- Increasing numbers of people are attending.
- PTA to use one of the flags to mark where we are.

Year 7 Disco

- Volunteers are needed.
- Also need face painters, HC to ask another new year 7 parent and LG to ask NR.
- Glow bar will be in the main hall with the disco.

LG to check how to active “Qflow” on the website

LG to purchase drinks from Bookers

LG to confirm timings

LG to collect flag from school

HC to ask year 7 parent re face painting

LG to ask NR re face painting



<p>Winter fair update</p> <ul style="list-style-type: none"> • At least 20 tickets for each Roller Disco session have been sold. • LG has referred the Roller Disco to another PTA; if they book them we will receive a higher %age of the profits. • 31 external stalls have been booked so far, target is 50. • The Old Fire Station in Tonbridge are providing the bar. • Hog Roast is booked. • Castle Cars to sponsor raffle tickets again. • LG suggested following options for tree decorations: <ol style="list-style-type: none"> 1.Christmas pudding made from old uniform 2.Christmas tree made from old uniform 3.Crocheted snowflake These will be offered for sale in advance of the Winter Fair, and one will be selected at random to win a slot on the Roller Rink. • SR to research potential estate agents to advertise the event with property boards. • LG to ask art department to make a cut out Polar Bear to be used to stage photos. May also use a cut out of a fireplace surround with stockings. • LG asked everyone to keep any polystyrene they have for her to make snowflakes. • Mark Hiller to provide artificial snow. • LG to source a roast chestnut seller. <p>AOB</p> <ul style="list-style-type: none"> • LG to purchase 5 tablecloths. • LG asked if the school will be commemorating the 75th anniversary of VE day, JB to confirm and advise if any assistance is needed from the PTA. 	<p>SR to research estate agents</p> <p>LG to ask art dept to make Polar Bear cut-out</p> <p>LG to source roast chestnut seller</p> <p>LG to purchase 5 tablecloths</p> <p>JB to advise on school 75th VE day commemoration</p>
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The next meeting and AGM will be held on Tuesday 10th September at 7.30pm in The Arnold Room.