



Minutes of the Tonbridge Grammar School PTA Meeting

4th February 2020

In attendance

Zoë Anderson (ZA), Lynn Gadsby (LG), Stephanie Reynolds (SR), Ying Zou (YZ), Oxana Higgs (OH), Terry d’Avrincourt (Td’A), Jeya Vedhaiyan (JV), Kirsty Finch (KF), Mark Hiller (MH), & Helen Court (HC)

Apologies

Julie Cross (JC), Abi West (AW), Nikki Ransley (NR), Juliet Bulman (JB), Anne Maree Egerton (AME) & Chris Fitt (CF)

| Agenda Items | Action |
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| <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"> • The only matters arising from the previous meetings relate to school queries which LG will follow up with Mr Fitt. <p>School Update</p> <ul style="list-style-type: none"> • Mr Fitt sent his apologies and said he will meet with LG to address outstanding issues. He will view the school site with LG to try to find an area to site PTA storage. • Further bag racks have been put up, school will invoice PTA. • It was agreed that the school should re-present details of further bag racks before the PTA agree to fund them. <p>Treasurer’s update</p> <ul style="list-style-type: none"> • Current bank balance is £25,375 with an additional £1,657 in the Stripe account, giving a total of £27,032. • The PTA currently has £16,771 of uncommitted funds available for spending. • There have been some additional expenses for the Winter Fair, therefore the final profit has reduced to £9,612. LG to review this with YZ. • Remaining student house project commitment of £3,663 to be removed from overall commitments. <p>Election of new treasurer</p> <ul style="list-style-type: none"> • Ying Zou has resigned as treasurer. • Following the resignation of Ying Zou (and previously Anne Maree Egerton) as treasurer, a resolution was passed to appoint Terry d’Avrincourt (full name Carmelita Theresa | <p>LG to review Winer Wonderland profits</p> <p>YZ to hand over financial documents to Td’A</p> |



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| <p>d'Avrincourt) as treasurer with effect from today, 4th February 2020, and for her to be a signatory on the PTA bank account.</p> <ul style="list-style-type: none"> • A resolution was passed authorising Lynn Gadsby and Zoë Anderson to be authorised signatories for the PTA's bank account. | <p>Td'A, LG & Za to be added to bank account</p> |
| <p>Quiz Night</p> <ul style="list-style-type: none"> • 4 teams have already signed up for the Quiz night; total capacity is approximately 19 teams. • Food was provided by Moby Dick at the previous Quiz Night but they are not available. An alternative source has been found which charges less (£4.50 per person) for sausage and chips. LG to cook ratatouille & rice as a vegetarian/vegan option. • Tickets are £12.50 per person. • Desserts will be bought in by each team which will then be raffled on the night. • SR to order glasses (150). • LG has sourced an old army uniform for Mr Tothill (quizmaster) to wear – cost was £20 from ebay. • Mr Tothill is writing the WW2 round. • Michael Colao is writing the rest of the quiz. • LG arranging the printing of the raffle tickets. As sales will be less at Easter as opposed to at Christmas it was suggested and agreed that 5,500 tickets are printed. • LG to put a request in the Parent Bulletin & PTA newsletter for a sponsor for the raffle tickets. • Raffle contributions day is 18th March, LG asked people to volunteer on the PTA website. • Hampers will be assembled on contributions day, there will be 7 named after WW2 heroes. One will be a prize for the winning quiz team, and another will be put together for the class which sells the most raffle tickets. • LG has purchased union jack flags; MH also has one the PTA can borrow for the event. • MH to provide searchlights for the event. • LG to source red, white & blue bunting; estates will have to put it up on the day. • NR to carry out risk assessment. • There will be a prize for the best decorated table. • On the day of the quiz volunteers can arrive any time from 2pm to help set up the hall. | <p>LG to provide vegetarian/vegan food</p> <p>SR to hire glasses</p> <p>LG to arrange raffle ticket printing</p> <p>LG to arrange sponsor request in Parent Bulletin</p> <p>LG to source bunting</p> <p>NR to carry out risk assessment</p> |



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| <p>Events 2020</p> <p>Strawberries & Fizz</p> <ul style="list-style-type: none"> • Date set 30th June. • Little opportunity to make any money as very little interest in formal photos with a photographer. LG has suggested a 'red carpet' to school where candid photos will be taken; all photos will then be available to the 6th form. In return the PTA suggest charging £2 per person for the event. Waiting for school to approve this. <p>Celebration breakfast</p> <ul style="list-style-type: none"> • Date set 24th June. • Non-profit event for PTA. • Only need to cover costs of fruit. • LG asked for a volunteer to lead the event. <p>Winter Fair 2020</p> <ul style="list-style-type: none"> • LG has a provisional idea of an Alice in Wonderland/Mad Hatter theme. <p>AOB</p> <ul style="list-style-type: none"> • LG to provide a list of people eligible for the PTA discount at the second-hand uniform shop to the team who run it. • There is a second-hand fireplace in the uniform shop that was used at the Winter Fair. It is available for anyone to buy for £10. • LG is putting together the PTA newsletter; this will include a summary of the Winter Fair, future events & second-hand uniform shop. It was mentioned that this would be good to send to new year 7 parents. • The Young Enterprise team at the Winter Fair were unhappy with their stall position, even though it was given free of charge and is always in the Arnold Room. Consequently, they moved around the fair trying to sell their goods which was unacceptable and will not be allowed in future. • The PTA cannot access wifi in the second-hand uniform shop. The school therefore need to address a wired solution. Volunteers will provide their mobile numbers to reception in the meantime so that they are contactable. • LG mentioned that the school are having a Valentines Day raffle and queried if they have a licence. • LG asked if anyone has seen the PTA Christmas tree that was in the ibarn which has gone missing. | <p>LG to provide list of people for discount</p> <p>LG to put together PTA newsletter</p> <p>Estates to look at wired internet access in PTA uniform shop</p> |
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The next meeting will be held on Wednesday 4th March at 7.30pm in The Arnold Room