



# Minutes of the Tonbridge Grammar School PTA Meeting 8<sup>th</sup> January 2020

**In attendance**

Zoë Anderson (ZA), Lynn Gadsby (LG), Julie Cross (JC), Ying Zou (YZ), Satya Konathala (SK), Jayanthi Konathala (JK), Mark Hiller (MH), Helen Court (HC), Jeyavelan Vedhaiyan (JV), Juliet Bulman (JB) & Kirsty Finch (KF)

**Apologies**

Stephanie Reynolds (SR), Anne Maree Egerton (AME), Jo Stephens (JS), Nikki Ransley (NR), Oxana Higgs (OH), Abi West (AW), & Mrs Joyce

Agenda Items	Action
<p><b>Welcome, Introductions &amp; Apologies</b></p> <ul style="list-style-type: none"> <li>• LG welcomed everyone and a list of attendees was taken.</li> <li>• Apologies received as detailed above.</li> </ul> <p><b>Outstanding Issues from previous minutes</b></p> <ul style="list-style-type: none"> <li>• Confirmed that the area behind PTA uniform shop floods; estates are doing a full site survey and will report back on a suggested area for PTA storage.</li> <li>• Mrs Ryde has located the gazebo the PTA purchased from her; it is in the PTA shed.</li> <li>• A new sports bulletin is being put together and will be circulated once every “long term”</li> <li>• Some snowflakes purchased at the Winter Fair have not been collected. LG will collect them from the office and recycle them if not claimed.</li> </ul> <p><b>School Update</b></p> <ul style="list-style-type: none"> <li>• School have prepared a plaque for the bag racks and laser cutter to say ‘Donated by the PTA’.</li> </ul> <p><b>Treasurer’s update</b></p> <ul style="list-style-type: none"> <li>• Current bank balance is £25,197 with an additional £2,472 in the Stripe account, giving a total of £27,669.</li> <li>• The PTA currently has £16,771 of uncommitted funds available for spending.</li> <li>• There are some additional expenses and income for the Winter Fair, therefore the final profit will change slightly.</li> <li>• Will be interesting to see how PTA funds have been spent over the last 5 years – LG &amp; YZ to put info together</li> </ul>	<p>LG to review with school</p> <p>LG &amp; YZ to put historic info together</p>



**Winter Fair & Raffle Review**

- Overall the Winter Fair went well, ran smoothly and was well received.
- Money counting went well for YZ helped by ZA.
- Very little soup was sold, not worth doing again in future years.
- The Indian food was amazing, very popular and sold out very quickly.
- Only 10 cakes were entered into the bake-off, it has been suggested that being judged by a professional may have put some people off. In future it was suggested a more simplistic approach may encourage more entrants.
- There were no problems with external stalls.
- LG received some comments about lack of disabled access; the PTA are restricted by the facilities and access at the school.
- Roller skating was popular and generated approx. £500 profit for the PTA. The time slot bookings also helped to smooth out the people flow throughout the Fair.
- The footfall was approx. the same as last year.
- LG to ask parents who ran PTA stalls to complete a feedback sheet to provide info for future years.
- Raffle sales were approx. £500 down on last year. This was mainly due to reduced sales prior to the Fair. JC produced a class by class analysis comparing the two years to get an idea of which teachers most encourage sales, LG to speak to teachers to ask what they do. It was suggested that PTA could incentivise teachers in some way, possibly with a gift of some kind.

LG to ask parents who ran stalls to complete feedback

LG to ask teachers how they encourage sales

**Events 2020**

**Quiz Night**

- Date set 1<sup>st</sup> May.
- VE day theme; bunting, music from the era, sing-along and a round of themed questions.
- LG to ask Mr Tohill to be quiz master
- Raffle hampers to be based around WW2 iconic people e.g Winston Churchill & Vera Lynn.

LG to ask Mr Tohill to be quiz master

**Strawberries & Fizz**

- Date set 30<sup>th</sup> June.
- Non-profit event for PTA.
- Little opportunity to make any money as very little interest in formal photos with a photographer. LG to ask West Kent College if there are photography students who could do informal candid photos.

LG to speak to W.Kent College re photogrpaher

**Celebration breakfast**

- Date set 24<sup>th</sup> June.
- Non-profit event for PTA.
- Only need to cover costs of fruit.

**Year 7 Induction**

- Date set 2<sup>nd</sup> July.
- PTA sells second-hand uniform and tea & coffee.

**Other fund-raising options**

- Summer open air cinema shared with Judd, held at their sports fields.
- Foundation Day – PTA could get involved but hard to get volunteers to help as it's a very busy time of year.
- Easter Mugs – could sell personalised Easter Mugs via the website, would be appealing to younger students and siblings. LG would personalise plain white mugs once ordered, which would then be collected via reception.

**AOB**

- LG would like to step back from running every event going forward, so we need more volunteers to run specific events.
- Second-hand uniform sales have been very slow in December & January. There are now 4 ladies on a rota running the shop, and they are preparing for the rush on summer dresses.
- The PTA discount code was offered to the ladies who made the wonderful Indian food at the Winter Fair.

**The next meeting will be held on Tuesday 4<sup>th</sup> February at 7.30pm in The Arnold Room.**