



## Minutes of the Tonbridge Grammar School PTA 17<sup>th</sup> April 2023

**In attendance:**

Zubeen Naushad (ZN) – Co-chair  
 Chris Sharp (CS) – Co-chair  
 Terry d’Avrincourt (TA) – Departing Treasurer  
 Mrs Crean (RC) – Headteacher  
 Pippa Blackstone (PB) – Director of Development and Alumni Relations  
 Juliet Bulman (JB)  
 Harrinet Delaney (HD)  
 Jon Storey (JS)  
 Jo Stephens (JoS)

**Apologies:**

Sumitra Varma (SV) – Secretary  
 Ramana Gundi (RG) – Treasurer  
 Ellie Earnshaw (EE)  
 Janine Pearton (JP)  
 Helen Williams (HW)

Agenda Items	Action
<p><b>Welcome and apologies</b>            ZN welcomed everyone and apologies were noted. SV unable to attend due to an emergency.</p>	
<p><b>Actions from last meeting</b>            1. Subcommittee for quiz night – ZN/ JS</p>	1. Done
<p><b>Updates from chairs and subcommittee</b>            1. <b><u>Easter Celebration Day: CS</u></b>            A successful day overall. Choc tombola did very well. Cake sale did well too. Having the house captains helping and judging went well. CS suggested maintaining the same format for next year with some changes. All chocolate related items sold well.  <u>Lessons Learnt:</u></p> <ul style="list-style-type: none"> <li>• Overcrowding in Mitchener Hall, particularly for tombola. Mrs Crean suggested moving some stalls outdoors if weather permits.</li> <li>• <b>JS:</b> Students disappointed at being unable to buy own cakes. To be looked at and agreement reached for future event.</li> </ul>	<ul style="list-style-type: none"> <li>• CS to review event and make necessary changes for future event.</li> </ul>



- Unsold cakes – time too short: To be discussed prior to event next year.
- **CS:** Could do with less cash float.
- **TA: Only 10% of sales by card.** This will be an issue in the future. Refer to Update from Treasurer.
- 2. **Quiz Night 2023: JS**
  - Date confirmed: June 16, Friday
  - Quiz master and venue confirmed
  - Bar service confirmed with Alcohol and non-alcoholic drinks and snacks for purchase. Glasses provided by school. Washing up can be done on the following school day.
  - Tickets sold in 2020 included food. Caterer confirmed. Food to be served hot during break. Mrs Crean has suggested use of food tech room, tbc. Will need volunteers for meal service. Attendees will be asked if they would like to buy a bottle of wine and their preference. £10/bottle.
  - **TA:** Tickets will not be refunded and re-sold at this point as parents might not want to purchase again. If anyone wishes, they can get a refund but request all ticket holders unable to attend to donate to the school. **JS** has agreed ticket price to increase by £2.50 to cover costs. Ticket to be sold at £15.00
  - **JS:** Not much information passed down from previous quiz nights, so this QN will be considered one to be learnt from.
  - Summer Raffle to be drawn on Quiz Night. Mrs Crean in agreement.
  - Awaiting comms from EE (who has had to pull out from subcommittee due to personal reasons)
  - Mitchener Hall capacity to be confirmed by Jeremy Kenyon before deciding on maximum tickets. 12 tables? with max 8/table
  - Sixth formers to be asked to volunteer as runners. They could form a table if they wish. Volunteers to be given meal and drink.
- 3. **Year 11 Breakfast and Hoodies:**
  - Not organized by PTA this year.
- 4. **Year 13 Strawberries and Fizz**
  - Date : July 4, 4:30 to 6 pm
  - Parents invited. Letter to sent to ascertain numbers. Bar for parents an option?
  - **JB:** Under 18's not to be served alcohol. Use of separate glasses from alcoholic drinks. **JS:** will purchase drinks along with QN drinks.

**Year 7 Induction:** on 6<sup>th</sup> July 5-8 pm. PTA to be involved.

- June 23 Academy day, not suitable
- PB to action use of tech room and glasses.
- Zn liaising with caterer.
- ZN to sell tickets online. Will also organize raffle tickets and hampers.
- JS to organize this event without receiving feedback/assistance from previous organizers.
- PB to liaise with Estates.
- PB to liaise with Head of Sixth Form
  
- Subcommittee to be formed with advice from JB to ZN.
  
- ZN and Uniform PTA to liaise with school.



<p><b>Update from treasurer</b></p> <ul style="list-style-type: none"> <li>• RG to take over Treasurer duties including monthly Treasurer report. TA continuing handover meetings with RG.</li> <li>• Monthly Treasurer will be sent out.</li> <li>• Further considerations around purchasing more card readers for PTA events however note for Easter event card sales amounted to approx. 10% of overall takings.</li> <li>• HSBC Tonbridge to close cash services in July. Nearest branch could be Maidstone or TW? Tbc. TA suggests changing bank but needs to be managed carefully around DD/standing order amounts to account and items such as Stripe, SumUp.</li> </ul>	<ul style="list-style-type: none"> <li>• TA and RG to discuss</li> </ul>
<p><b>School's wishlist</b></p> <ul style="list-style-type: none"> <li>• <b>Increasing Sport in School:</b> Coaches being recruited for PE dept. for the summer term for Cricket and Tennis. At £25/hr for 3 hours. Cost for 2 terms £925.</li> <li>• PE Dept would like to continue to extend additional sport into the whole academic year starting in 2023/24. 40 week costing: £6000. PTA in agreement to fund as this is a beneficial addition.</li> <li>• Will need to purchase equipment for Cricket and Tennis as school has limited supplies. PTA to fund – CS/TA/RG to confirm</li> <li>• Mrs Crean has suggested that any large donation made by PTA must be impactful and has asked for time and patience so the right decision can be made.</li> </ul>	<ul style="list-style-type: none"> <li>• PB, Mrs Crean and PE dept to discuss</li> <li>• PTA to contribute</li> <li>• ZN to ask for donations from other organizations and parents</li> </ul>
<p><b>Future events planning</b></p> <ul style="list-style-type: none"> <li>• Christmas Market 2023/24: Saturday, November 18 or 25.</li> </ul>	<ul style="list-style-type: none"> <li>• ZN to find out dates of event at neighbouring schools.</li> </ul>
<p><b>Next meeting:</b></p> <ul style="list-style-type: none"> <li>• Wednesday, May 17, remote</li> <li>• Thursday, June 15, remote</li> <li>• Tuesday, July 18, in person</li> </ul>	
<p><b>AOB</b> None</p>	



**\*Future planned events (for academic year):**

<b>Event</b>	<b>Date</b>	<b>Notes</b>
Quiz night	Friday 16 <sup>th</sup> June	Parents and teachers – Jon Storey and Ellie Earnshaw to volunteer for subcommittee
Strawberries and fizz	Tuesday, 4 <sup>th</sup> July	
Meet and Greet Y7	Thursday, 6 <sup>th</sup> July	