



Minutes of the Tonbridge Grammar School PTA Meeting 17th October 2018

In attendance

Lynn Gadsby (LG), Zoë Anderson (ZA), Stephanie Reynolds (SR), Anne Maree Egerton (AME), Abby West (AW), Nikki Ransley (NR), Julie Cross (JC), Roisin Connell (RC), Naomi Day (ND), Oxana Higgs (OH) & Caroline Ghali (CG)

Apologies

Suzy Hughes (SH), Michael Colao (MC) & Mark Hiller

Agenda Items	Action
<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</p> <p>Dragons Den</p> <ul style="list-style-type: none"> • Mr Fitt has advised that they have narrowed down the ideas suggested and are trying to confirm a date. 	<p>LG to liaise with Mr Fitt re date</p>
<p>School Update</p> <ul style="list-style-type: none"> • CG reported that school had obtained quotes for new stage lighting. LG advised that Mark Hiller is willing to loan some equipment and asked CG to liaise with him to see what he can offer. • CG said thank you to the PTA for funding the laser cutter and presented all those PTA members present with a keyring produced by the machine. It is currently being used by all year 9 & 10 students. • PTA requested a plaque to be put by the Laser Cutter to say that it has been donated by the PTA. • The raffle hampers were complimented, and security was mentioned in respect of the alcohol on display. School is not only open to students, but also to external third parties at the weekend. Security cameras have been pointed at the hampers, and the PTA agreed that they were happy to leave them where they are as there has never been an issue in the past. 	<p>TGS staff to speak to Mark Hiller</p> <p>LG to advise on wording for the plaque</p>
<p>Treasurer's update</p> <ul style="list-style-type: none"> • AME indicated that the current bank cash balance is £21,736.62. 	



- There has been no fundraising since the last meeting therefore no real change in the financials.
- AME asked for approval to close the Business Money Manager account (as this account is no longer used), this was unanimously agreed.
- AME advised that a school parent, Pengfei Xiao (an ACCA qualified accountant) has agreed to act as the independent examiner for the PTA accounts for the year ended 31 August 2018 free of charge, this saves over £100.

AME to close Business Money Manager Account

Winter fair : Sunday 9th December

Overview

- LG outlined the layout for the Winter Fair, harpist & hampers to be in the foyer.
- 9am start time for set-up on the day of the Fair.
- Sports Hall will contain the inflatable assault course, owl display (1.30pm), school house stalls and games, Hook a Bag, Chocolate tombola and Gift stall.
- Courtyard outside the Hands building will contain the Bungee trampolines, Gin Shack & FreakShake.
- iBarn will house outside stall providers together with tea & coffee.
- Food Hall will be in the canteen, Bake Off will be judged at 11.30am by celebrity judge. Food includes Indian food, Hogroast & 12 other food stalls.
- Mitchener Hall will contain outside stalls including a Snow Globe on the stage.
- The Arnold Room will contain charity stalls.
- Science Block will contain the 'Potions Room'. This will include various activities to achieve your wand licence (cost £5).
- Science Dept to provide costings for potions activities to PTA.
- LG to source supplies from Bookers : hot chocolate, cream & marshmallows, mince pies, soft drinks, water, festive teas & milk.
- Cakes – PTA have some boxes that can be used to take cakes home, also cellophane wrap for bigger cakes.
- Tea & Coffee to be in the canteen and in the iBarn, therefore two hot water urns needed, LG to ask school to borrow one.
- LG to ask if milk could be stored at school (40ish pints).
- LG to provide parking permits to PTA helpers for the day of the Fair.
- Key PTA volunteers to wear black trousers, white shirt and a Harry Potter tie.

NR to give costings to LG

LG to go to Bookers

LG to ask school to borrow a hot water urn and if we can store milk
LG to distribute parking permits



<p>Marauders Map</p> <ul style="list-style-type: none"> The Marauders Map will show where to get five stamps at various places throughout the Fair, which spells out the word 'Magic'. If you get all five stamps you will get a small prize. <p>Owls</p> <ul style="list-style-type: none"> Those who have purchased a ticket will get an owl interaction where they can hold an owl and have a picture taken. <p>Finance</p> <ul style="list-style-type: none"> AME will arrange floats for PTA stalls (not student stalls – CG will ask the office for this). Potions Room £5, two separate floats for tea & coffee needed, cakes at various prices. LG to prepare price signs for each PTA stall. <p>Programme</p> <ul style="list-style-type: none"> LG has produced a programme for the day listing all stalls and containing a detailed map of the Fair – 500 needed. LG to send final draft to ZA for printing. <p>First Aider</p> <ul style="list-style-type: none"> Scouts have provided first aider in previous years but cannot help this year. LG to ask if any parent can help. <p>Raffle</p> <ul style="list-style-type: none"> Sales so far are £1,092. Mrs Joyce has briefed teachers to remind them to distribute tickets to every form. Students need to be told that they must take the tickets home, not leave them lying around the classroom. LG to ask for mid week bulletin in week before fair to remind parents about the raffle and the Fair. LG to send final draft to ZA for printing. <p>Wards advertising boards</p> <ul style="list-style-type: none"> We provided 65 addresses to Wards for advertising boards, but they only agreed to place boards in the local Tonbridge area which gives us just over 20 boards (£5 per board). Next year use a different Estate Agent to cover a wider area. <p>Flyers</p> <ul style="list-style-type: none"> SR to distribute flyers to the local area advertising the Winter Fair. <p>Christmas Trees</p> <ul style="list-style-type: none"> Two real Christmas trees will be delivered on 3rd December. One 8ft tree for the foyer, and one in Mitchener Hall. Artificial Christmas tree will be put in the iBarn for students to decorate. 	<p>ZA to print 200</p> <p>AME to order, prepare & distribute floats to stalls</p> <p>ZA to print programmes</p> <p>LG to ask for volunteer request to be put on this week's parent bulletin</p> <p>LG to ask for mid week bulletin week before the Fair</p> <p>SR to distribute flyers</p>
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The next meeting will be held on Wednesday 12th December at 7.30pm in The Arnold Room.