



Tonbridge Grammar School

Local Residents Meeting

Fri 20th July 2018 19:30 – 20:30hrs

Meeting Notes & Action Points

Attendees: Councillor Maria Heslop, Mr Nick Hebditch, Ms. Deborah Wilcock, Mr & Mrs Paulson, Mr Bill Seakins, Mr & Mrs Bragg.

TGS: Mrs Rosemary Joyce, Head Teacher (**HT**), Mr Adrian Pitts, Assistant Head Teacher (**AHT**), Mrs Caroline Ghali, Assistant Head Teacher (**AHT**) and Mr. Jeremy Kenyon, Facilities & Estates Manager (**FEM**).

Apologies: Mrs Kay Topliss, Mr & Mrs Ingrams, Mr Michael Hartley.

Welcome and Introductions.

Travel Action Group Update.

Mr Pitts updated the meeting on the results of the Annual Survey which is available on the website under 'school information'. He highlighted the successful Healthy Journey to School Week in April.

The survey showed a pleasing increase in the numbers of local children walking to school, with good levels of car sharing. Expense and unreliability of local bus and train services may account for the slightly upward trend in those being driven to school this year. In response to a neighbour's question, he reported that there were many bus services scheduled between 3.40 and 4.00pm each day without a designated stopping point. The suggestion by some neighbours to consider a Priory Woods route (potentially including alternative bus pick points) was duly noted. While these proposals could not be initiated by the School, they would be supported in principle. An action plan would be devised in September.

Lettings & Events Update (to include Communications)

The FEM gave an overview of the current regular lettings, (Weekdays: Mon - Yoga, Wed - Tai Chi, Fri – Karate. No netball as season finished. Open University & Little Kickers on Saturdays).

Details of scheduled Summer Lettings were shared:

- Barracudas Activity Camp 26th July – 24th Aug. (08:00 – 18:00hrs)
- National Citizen Service 30th July – 24th Aug (09:00 – 15:00hrs)
- Showtime Drama Workshop 28th Aug -1st Sep.
- Susan Dawtry Educational Course 2nd & 24th Aug mornings

With regard to communication between the School and Residents, the FEM explained that the School Calendar was circulated in September with key dates + weekly recurrent lettings.

Larger ad hoc events and lettings taken during the course of the year are published on the Neighbours Portal. It would become too time consuming to update the portal with every single after-school activity, so the focus has been on those which potentially generate additional traffic.

The FEM conceded that the current process is not perfect, as it relied on just him to remember to post updates. However, a significant amount of email traffic could be avoided if Residents refer to the portal in the first instance.

The FEM and HT have discussed how this could be improved, and proposed to the meeting that a termly update be introduced, (i.e. approx. every six weeks), and any new events or activities can be posted onto the portal for the forthcoming term at this point.

Deborah Wilcock expressed that she felt that Careers Fair was larger than previous years and that there should be a reduction in numbers for the annual chess tournament which the School has hosted for many years. She was also concerned that the Refugee Camp experience was noisy and asked whether this was to be repeated.

The HT responded that the Careers Fair had been for the same Year groups as previously, but that the introduction of specific presentations for parents this year may well have generated greater attendance of parents remaining on site. With regard to the Chess Competition, the FEM responded that after dialogue with the event organisers, it had been better managed than previously, but did agree that it was generating greater numbers due to the attendance of multiple family members. Both of these issues will be given due consideration for any future events.

Caroline Ghali (AHT) gave an explanation as to the purpose of the Refugee Camp experience, and explained that feedback from both staff and students had been overwhelmingly positive. Should this event take place again, further consideration to be done to identify any other suitable locations other than the main car park. Mrs Ghali also extended an invitation to any interested neighbour who may wish to try the immersive experience.

Building Development / Planned Maintenance.

The FEM gave an update to the meeting about planned maintenance work scheduled for the summer break. The School had previously applied for planning permission for some external alterations to the Old School, which was approved in Feb last year. These works would be taking place over the summer, and comprised:

- Replacement of existing windows with aluminium framed double glazed windows, new opening in external walls for new fire doors, new glazed cladding panels to elevations to replace timber cladding and new external fire escape stairs - all in Old School Building. As part of this work, new fire doors and internal glazing and ceilings are also being installed.
- In addition to this, the School had secured funding to upgrade our lighting throughout the site to more energy-efficient LED lighting.
- Long term issue with water ingress – remedial work scheduled in lower car park.

At present, there were no plans for weekend work. Weekday hours were 08:00 – 18:00hrs. The vast majority of work is internal and/or not noisy (windows etc.) but up to 20 contractors per day on-site, plus scaffolding and plant / lifting equipment etc.

Experiences on previous construction projects has highlighted supply chain issues – i.e deliveries are always difficult to manage, despite explicit instructions. The Principal Contractor has worked on the site on two previous projects and understands the sensitivities of managing deliveries. To mitigate this further, there will be a full-time Site Foreman on the site to manage contractors and deliveries. All 1800 lights being delivered to site in one load next Wed (25th), plus the replacement windows are already on-site. (25% already fitted as started in half-term.) In response to a question regarding contact details for the Site Foreman, the FEM agreed to share these.

The site will be busy and there is lots of work taking place, but in the context of a term-time school day, there will be considerably less people on-site and less traffic.

Deborah Wilcock raised hours of work for grounds maintenance as recently had gone past 18:00hrs. In response the FEM confirmed that he had given permission as a “one-off” in order to allow them to catch up on strimming and mowing (this had been restricted over the exam period), but that the usual maintenance day was on a Wednesday during School hours, though this did vary on occasion.

External Site Lighting

Digital timers have been installed, but due to the longer evenings, the external lights were seldom being activated. No further comments from attendees.

A.O.B. (to be notified in advance please)

Mr Nick Hebditch had tabled a question regarding access times for contractors, but this had been picked up under Building Development. Councillor Heslop had requested that School Communications be included as an agenda item, which was picked up under the Lettings & Events item.

There was one further query regarding hours of lighting on the AWP – specifically when the floodlights could be switched on in the mornings. (Confirmed as: 08:30hrs Mon – Fri)

Meeting Closed at 20:30 hrs.

Proposed Date of Next Meeting: **December 2018** – *date to be confirmed and circulated.*