



**PARENTS AND TEACHERS ASSOCIATION
BOARD MEETING**

Date of Meeting	Wednesday, 28 th September 2016
Commenced	9:15 am
Concluded	10:20 pm
Venue	Linnea Cafe
Chairperson	Ruth Kerry
Secretary	Jean-Pierre Alouan

MINUTES OF MEETING

Item	Items															
1.	<p>Opening Remarks and Welcome</p> <p>The newly appointed Chair opened the meeting.</p> <p>The meeting was reminded that the purpose of the PTA is for the benefit and support of the children who are students at ISH.</p>															
2.	<p>Approval of the Agenda</p> <p>There was no Agenda prepared for this informal meeting.</p>															
3.	<p>Notation of who is present at the Meeting</p> <table border="1" data-bbox="183 1265 1372 1355"> <tr> <td>PRESENT</td> <td>Ruth Kerry Delia Aulisio Francine Verlotta</td> <td>Cyrena Rathray Jonas Jarekull Jean-Pierre Alouan</td> </tr> </table> <table border="1" data-bbox="183 1388 1372 1478"> <tr> <td>APOLOGIES</td> <td>Sophie Backe Sweta Shetti Wiveka Krantz</td> <td>Carla Johansson Sally-Anne Drury Jurgen Mannheimer</td> </tr> </table> <table border="1" data-bbox="183 1512 1372 1579"> <tr> <td>PROXIES (copies tabled)</td> <td>Member giving Proxy</td> <td>Proxy given to</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p>QUORUM: Declared</p> <table border="1" data-bbox="183 1657 1372 1713"> <tr> <td>VISITORS</td> <td></td> <td></td> </tr> </table>	PRESENT	Ruth Kerry Delia Aulisio Francine Verlotta	Cyrena Rathray Jonas Jarekull Jean-Pierre Alouan	APOLOGIES	Sophie Backe Sweta Shetti Wiveka Krantz	Carla Johansson Sally-Anne Drury Jurgen Mannheimer	PROXIES (copies tabled)	Member giving Proxy	Proxy given to				VISITORS		
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4.	<p>Reports</p> <p>Nil.</p>															
5.	<p>Minutes for Consideration</p> <p>Nil.</p>															
6.	<p>Matters Arising from Previous Minutes</p> <p>Nil.</p>															
7.	<p>Matters For Discussion</p> <p>Nil.</p>															

8. **Other Business**

a. PTA Structure

The structure of the PTA was confirmed.

Fixed, Executive positions:

- Chair Ruth Kerry
- Treasurer Jonas Jarekull
- Secretary Jean-Pierre Alouan

Floating, Non-Executive positions:

- Chair, Events Cyrena Rattray
- Chair, Afterschool Activities Sophia Backe
- Chair, Class Parents Delia Aulisio
- Chair, Social & Fundraising *Vacant*

The position of Non-Executive Chair is more of a planning, coordinating, and overseeing role rather than requiring full-emersion.

At the recent Meet the Class Teacher evening, a not-insubstantial list of PTA volunteers was collected by each class. It is from among these volunteers that the required support is to be sourced in forming sub-committees on *ad-hoc* bases.

It was agreed that Cyrena Rattray's role as Non-Executive Chair, Events would be limited only to K and PYP events, or whole-of-school events.

b. PTA Legal Status

The organisational status of the PTA was discussed, including whether or not the PTA (Parent Teacher Association) should become a PTO (Parent Teacher Organisation). It was suggested that a change of name may result in a change of perception and lower perceived barriers. A short extract from the internet about the differences between PTA and PTO was tabled for consideration. The Secretary to investigate further and seek professional advice on related matters such as taxation exemptions.

Grants and the distribution of funds between PYP and MYP was discussed. It was suggested that funds raised by PYP should be retained by PYP and not be channelled to MYP and especially to DP2 to assist funding items such as Studenten. For this reason, it was suggested to split the PTA for one part to cover PYP and the other to cover MYP & DP2. The splitting up of the PTA into two separate bodies was determined to be undesirable; rather, to allocate a committee to cater for PYP and a committee to cater to MYP and DP2 and working with the programs' respective principals but reporting to a centralised PTA Board was agreed as a more feasible avenue.

Receipts for costs incurred were discussed. It was agreed that all receipts be given to the Secretary for discussion with the Treasurer and subsequent processing.

c. PTA Budget and Fund Raising at Parent Events

The PTA Budget was briefly discussed together with variable and fixed costs and how the fixed costs were being covered. The Secretary to make enquiries with the Treasurer and prepare a brief memorandum for discussion.

With the fact in mind that the PTA exists to support students and assist funding student activities and needs, the subject of Events for Parents was discussed. Events such as Cheese & Wine nights, Julboard, and Parent/Family welcome events were agreed to be an integral part of the PTA, to foster community and encourage parent involvement in PTA. This discussion was further expanded and it was agreed that such events could be used as fund raisers and to attract donations.

In the absence of a dedicated, fixed Board position of Social Chair, it was agreed that the Non-Executive Chairs appoint Class Parent Representative to act in a coordinated sub-committee capacity with an appointed team of leaders to organise future events for Parents, including to the extent possible making these fund raising events, under the oversight of the PTA Board. As a first step, a calendar of events for fund raising was called for by the Meeting – the Chair, in consultation with Non-Executive Chairs, shall compile a table of such events. Further, a Budget for Fund Raising was called for as a benchmark for activity: Treasurer to put forward a suggested budget.

d. Winter Fair

The ISH Winter Fair was discussed in the context of fund raising. The Non-Executive Chair, Events (Cyrena Rattray) advised that the Winter Fair will be announced this Friday with 3rd December 2016 as the date of the Fair.

Class Parent Representatives will be called upon to better manage communications with parents and to promote the PTA while promoting and organising the Winter Fair. By way of improved communications, the PTA shall give Class Parent Representatives the impetus to kick-off fund-raising events such as bake-offs and Halloween, etc.

It was confirmed that each year will participate with arts-and-crafts and that funds raised by each class will be retained by the respective class to assist funding that class's requirements. With the exception of Food & Drinks, funds raised at the Winter Fair will vest with the classes directly.

It was agreed that Julie Little is being bombarded with envelopes and is having trouble handling the various amounts of money given to her to pass on. The problem of collecting, handling, and storing of funds was discussed; it was agreed that the PTA would provide sealable plastic envelopes (akin to pencil cases), labelled with the Class and Teacher Name, within which collected funds are to be held and then placed into the school safe under supervision by the PTA. This proposed new channel for handling of cash is to be discussed with Carla Johansson by the Secretary.

Delia Aulisio will initiate discussions with Class Parent Representatives on the Winter Fair. JPA volunteered his availability to man the PTA food & refreshments in the absence of other parents being able to do this. Cyrena Rattray shall continue to try for one week more to raise parent interest and support for Halloween Dance or Trick-or-Treat Car Trunk event for end October/early November; if no support forthcoming, the event will be cancelled.

e. PTA Fund Raising

It was agreed that the PTA needs to raise more money for its budget. The Treasurer, together with identifying the PTA's fixed & variable costs, to table items for which raised funds are distributed. A table at the Winter Fair will be taken by the PTA to promote the PTA and to raise money for specific projects such as the graphic calculators.

f. PTA Meetings – Planning & Procedures

The Chair advised that the school was calling for a PTA Board Meeting in week 41. Wednesday, 12th October was suggested and shall be confirmed later. The Chair will pre-book Board and Committee Meetings in blocks of two, ie; the next two meetings will be booked in advance with dates fixed for better planning. In advance of these Meetings, the Chair will call for Committee reports including Treasurer's and Secretary's Reports to be included in the Notice of Meeting and to form part of the Agenda for each Meeting. The Secretary is to draft a pro-forma Report Template to help streamline this purpose.

g. Grant for Graphic Calculators

Funding for the proposed Graphic Calculators was discussed. The Treasurer is to prepare a report on funds available and how many calculators this will fund. Cyrena Rattray suggested there were ISH parents involved in importing such equipment and that she would make enquiry with two parents as well as conduct some research on the availability and pricing over the internet. The model number of the calculators is required.

h. After School Care Activities

The Chair reported that Sophia Backe, Non-Executive Chair, Afterschool Activities, is preparing now for after school activities to commence January 2017. All current after school activities are fully subscribed. The issue of Public Liability and Professional Indemnity Insurance were raised; the Secretary to seek advice from ISH (waiver forms to be signed by parents vs. school appointing parents and thereby capturing them under its insurance cover).

i. PTA Website & Social Media

Brendon Sidebottom has been appointed to upgrade and manage the PTA's website and Facebook page. The Secretary is to correspond with Brendon on this. Access to management of the website will only be available to the Chair and to Brendon; however the Facebook page will remain open.

j. PTA Public Relations & Promotion

The printing of a double-sided A5 leaflet was discussed; it is to contain information on what is the PTA, and, a "we need your help" message in seeking volunteer assistance. Many mothers do not read or get to read email or open notices from school; a hand-delivered brochure is seen as an effective way to reach out to them for support and for donations. A printer is being sought from among the ranks of parents to print the form. The Secretary is to complete a draft brochure to be sent out with the Notices of next PTA Board Meeting.

9. **Next Meeting**

The next meeting is to be held on: Wednesday, 12th day of October 2016 at 4:30pm at the ISH Staff Room.
The PTA will endeavour to arrange senior school students for childminding and drawing activities.

10. **Meeting Closure**

The meeting was declared closed at 10:20 Am.

Signed as a true and correct record

Ruth Kerry
(ISH PTA Chair)

28th / September / 2016
Date

ACTION LIST

PTA BOARD FOLLOW UP ON MINUTED ITEMS

Date of Meeting: Wednesday, 28th September 2016.

Priority	Minute Ref.	Action By	Required By	Description of Action Required
1	8.b.	JPA	Next Meeting	Secretary to review legal and taxation implications of PTA vs PTO structure.
2	8.c.	JPA	Next Meeting	Secretary to consult Treasurer and compile schedule of Fixed & Variable Costs.
3	8.c.	RK	Next Meeting	Chair to consult with non-executive Chairs and, with their assistance, compile calendar of events for fund raising.
4	8.c.	JJ	Next Meeting	The Treasurer to put forward a suggested budget for each identified fund raising event opportunity.
5	8.d.	CR	30/09/2016	Chair, Events to announce date of Winter Fair as 3 rd December.
6	8.d.	JPA	Next Meeting	Secretary to discuss with PYP Principal & School Administration the proposed new channel for handling of cash.
7	8.d.	DA	Next Meeting	Chair, Class Parents to start communicating with class parents on the upcoming Winter Fair and seek volunteers to run class fund raising events.
8	8.d.	CR	7/10/2016	Chair, Events to advise on whether or not there is sufficient parent interest in conducting an Halloween Dance and/or Car Trunk event.
9	8.e.	JJ	Next Meeting	The Treasurer to identify and table a list of purposes for which funds are required.
10	8.f.	JPA	Next Meeting	The Secretary to draft a pro-forma Report templates for use in reporting to the Chair information on activities for which the Chair is to report to Meetings.
11	8.g.	CR	Next Meeting	Chair, Events to report on attempts to source graphic calculators from alternative and lower cost sources, including two ISH parents.
12	8.h.	JPA	Next Meeting	The Secretary to enquire and report on the school's insurance cover and any supplementary cover that may be required re: external parties conducting after school care activities and participants in spring and winter fairs.
13	8.i.	JPA	Next Meeting	The Secretary to coordinate with Brendon Sidebottom on enhancements to PTA Website and possibly its Facebook Page, with emails to redirected to as instructed by the Chair.
14	8.j.	JPA	5/10/2016	The Secretary to draft a PR Brochure on the functions and importance of the PTA – to be sent with Notice to next PTA Board Meeting and invitations to all parents to attend and join.
15	8.j.	CR	5/10/2016	Chair, Events to make enquiries about low cost printing of A5 size brochures.