



**PARENTS AND TEACHERS ASSOCIATION
BOARD MEETING**

Date of Meeting	Wednesday, 1 st February 2017
Commenced	2:00 pm
Concluded	3:00 pm
Venue	The offices of Falk & Partners Drottninggatan 54 252 21 Helsingborg
Chairperson	Ruth Kerry
Secretary	Jean-Pierre Alouan

MINUTES OF MEETING

Item	Items															
1.	Opening Remarks and Welcome The Treasurer opened the meeting.															
2.	Approval of the Agenda The Agenda was reviewed by prior circulation and approved.															
3.	<p>Notation of who is present at the Meeting</p> <table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">PRESENT</td> <td style="width: 33%;">Jonas Jarekull Delia Aulizio</td> <td style="width: 33%;">Cyrena Rattray Jean-Pierre Alouan</td> </tr> <tr> <td>APOLOGIES</td> <td>Ruth Kerry Sophie Backe Francine Verlotta</td> <td>Carla Johansson Sally-Anne Drury</td> </tr> <tr> <td>PROXIES (copies tabled)</td> <td style="text-align: center;">Member giving Proxy</td> <td style="text-align: center;">Proxy given to</td> </tr> <tr> <td colspan="3">QUORUM: Declared</td> </tr> <tr> <td>VISITORS</td> <td>Mr Brendon Sidebottom</td> <td></td> </tr> </table>	PRESENT	Jonas Jarekull Delia Aulizio	Cyrena Rattray Jean-Pierre Alouan	APOLOGIES	Ruth Kerry Sophie Backe Francine Verlotta	Carla Johansson Sally-Anne Drury	PROXIES (copies tabled)	Member giving Proxy	Proxy given to	QUORUM: Declared			VISITORS	Mr Brendon Sidebottom	
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4.	Subcommittee Reports This item is covered in both "Spring Fair" and "Budget", below															
5.	Minutes for Consideration The Minutes of the Meeting of 16 October 2016 were reviewed by prior circulation and approved.															
6.	Matters Arising from Previous Minutes Nil.															
7.	Matters For Discussion Nil.															

8.	<p>ISH PTA Website Relaunch</p> <p>Mr Brendon Sidebottom presented his work so far on the new ISH PTA website. The development site was viewed and commented on. All present expressed their satisfaction and enthusiasm with Brendon's work.</p> <p>A date to go live was suggested: end February 2017.</p> <p>Five new, non-personal email addresses were proposed to facilitate interchange of Officers:</p> <ul style="list-style-type: none"> ▪ Chairperson ▪ Treasurer ▪ Secretary ▪ Afterschool event ▪ Webadministrator <p>Several additional pages were discussed for addition to the new website, but the importance of avoiding clutter and over complication was emphasised, the pages were:</p> <ul style="list-style-type: none"> ▪ Join the PTA ▪ Contribute (financial contribution and volunteering) ▪ Shop at the PTA (online shopping) ▪ Where Did the Money Go? (basic financial reporting the application of funds raised), this is to feature: <ul style="list-style-type: none"> - Spending - Testimonials - Projects - Photos of events funded. <p>Brendon seeks the following contributions from the PTA:</p> <ul style="list-style-type: none"> ▪ The Secretary is to assist Brendon with Content for the new pages ▪ Sophia Backe is to provide details for Afterschool activities. ▪ The Treasurer is to investigate ways to accept online Contributions (donations): <ul style="list-style-type: none"> - via GIRO/SWISH/PayPal - report on his recommendation, however, GIRO was generally agreed to be the preferred option - the Treasurer shall enquire with the PTA's bank about establishing a facility and coordinate with Brendon. ▪ All PTA Officers (including Floating Officers) to send Brendon their photos and brief bio for the About Us page. <p>A hyperlink to HICS would alleviate the need to provide a "welcome information pack" for new families; however, the website is to feature a general Information page.</p> <p>The Donation and Shop pages are to provide an auto data capture and populate a feed into a Database.</p>
9.	<p>AGM 2017</p> <p>This item was deferred until next meeting.</p>
10.	<p>Budget</p> <p>The quote for the recommended equipment was tabled and reviewed. It was unanimously agreed that the new sound system was an essential requirement and that it could be used both in the Gym and in the Dining Hall. The price was discussed and approved. The budget to raise funds to acquire the new sound system was approved with emphasis on stepping up fund raising to fund the purchase asap.</p> <p>The Treasurer noted that enrolments for 2017 significantly up on last year. The question of how to fund the PTA's annual financial contribution per student was raised. It was agreed that Fund Raising would become a major focus for the PTA for the remainder of the year.</p> <p>Fund Raising ideas tabled included:</p> <ul style="list-style-type: none"> ▪ A spring picnic to welcome parents and families ▪ St Patrick's day celebrations in March ▪ Divali Festival, which was very successful in previous years ▪ Games nights, where parents have their games and children can enjoy their own ▪ Class Dinners, to be held either at external venues or in the school's dining hall ▪ Movie Nights with popcorn and pillows in the Gym ▪ class dinners for parents (in the dining hall possibly with live entertainment) ▪ cocktail functions at sponsoring venues ▪ summer BBQs and Aussie Sausage Sizzles ▪ the sale of ISH-branded accessories such as water bottles and gym bags (new logo competition agreed) ▪ a drive for more Donations ▪ emphasis on the Spring Fair as the major fund raising event.
11.	<p>New Sound System</p> <p>This matter was discussed in the previous item.</p>

12.	<p>Spring Fair</p> <p>The Mission Statement was tabled and agreed, "raise funds, fun for the kids, bringing parents together".</p> <p>A general discussion was led by the PTA Social/Events Coordinator, Cyrena Rattray; it was agreed that Cyrena leads the Spring Fair 2017 with executive support from Francine Verlotta as 2IC.</p> <p>Items discussed were the hits and flops of the Spring Fair 2016 and the recent Winter Fair, including food and external stalls. The need to focus on profit maximisation lead to an emphasis to be placed on Silent Auction, Bake Sale, and Raffles as these are zero cost items where 100% of the revenue would be allocated to profit.</p> <p>Items such as the Jumping Castle are a high-cost item, however, it was agreed that it is a draw-card that would benefit the Spring Fair in general and stimulate revenues and profits indirectly.</p> <p>Delia Aulisio has started a shopping list for items that will be required. Cyrena Rattray has started an online google-drive set of live documents (Planners and Schedules) for members and volunteers to review and add to. A list of jobs/stations was started, including a Garbage Patrol, Flea Market, Game Leader, Music, etc.</p> <p>Promoting Spring Fair 2017 was discussed and it was agreed to post a notice in the main body of the Newsletter as well as in each class page to maximise visibility. Other methods were discussed including a take home flyer that the children would make in class to attach to refrigerators and stimulate chatter to parents.</p> <p>Also discussed was the need to engage the class teachers and parents via the class parent coordinators. It was agreed that getting the teachers committed was the key to a successful outcome.</p> <p>It was also agreed that teacher engagement and commitment as the key to a successful volunteer, especially senior student volunteer body. It was agreed that representatives of the PTA would meet with Carla Johansson to discuss the theme of Spring Fair 2017 and to outline the need for teacher commitment.</p> <p>A strategy for class engagement was tabled and discussed, this involves a similar approach to the Winter Fair, where classes would be directly generating funds for their own activities rather than it falling primarily on the shoulders of the PTA to raise all the funds and disburse to each class. This places the onus on each class and the class teachers and the parents of each class.</p> <p>A dedicated PTA stall was unanimously agreed. The stall would function to promote the PTA, attract new Officers and volunteers, and raise funds via Donations and the sale of ISH-branded accessories. The need for attractive signage was discussed and agreed: large banner with sail-banners was tentatively agreed to pending costing and approval by the Treasurer. Printed PR material for distribution was called for with the Secretary to prepare drafts for discussion; these would include a take-home brochure for parents; to feature basic financial facts, projects funded by the PTA, events organised by the PTA, photos, etc to stimulate parent interest and involvement.</p> <p>Payment systems were discussed, including ISH-CASH, prepaid vouchers, SWISH, etc. The Treasurer will investigate with the PTA's bank the feasibility of establishing a PTA SWISH account. The problem of accounting and allocating of revenues was brought up.</p> <p>Team Leaders were discussed vis-à-vis the envisaged structure. Several names were put forward as suggestions to be approached to lead teams. One of the key teams requiring a seasoned leader is Adult Volunteers and it was suggested that Susan Finnegan could be approached as she has many years' experience and has the connections to lead to a successful outcome.</p> <p>The date of the Spring Fair was moved forward to 13th May after discussion of competing events.</p> <p>A schedule of weekly meetings was agreed to and a kick-off event is to be discussed after teachers are engaged.</p> <p>It was agreed to announce the new ISH Logo Competition and Slogan Competition and to start sourcing accessories: water bottles, gym bags, pencil cases, money purses, etc. Discussion to continue next meeting.</p>
13.	<p>Next Meeting</p> <p>The next meeting is to be held on: Thursday, 9th day of March 2017 at 4:00pm at the ISH Staff Room (TBC).</p>
14.	<p>Meeting Closure</p> <p>The meeting was declared closed at 4:30 pm.</p>

Signed as a true and correct record

Ruth Kerry
(ISH PTA Chair)

1st / February / 2017
Date