



**PARENTS AND TEACHERS ASSOCIATION**

**SPRING FAIR COMMITTEE MEETING**

<b>Date of AGM</b>	Thursday, 17 <sup>th</sup> March 2016
<b>Commenced</b>	7:05 pm
<b>Concluded</b>	8:00 pm
<b>Venue</b>	ISH Staff Room
<b>Chairperson</b>	Linda Armtoft
<b>Secretary</b>	Jean-Pierre Alouan

**MINUTES OF MEETING**

Item	Items			
1.	<p><b>Opening Remarks and Welcome</b></p> <p>The meeting commenced with an opening speech by Carla Johansson about PTA board membership but focusing on the forthcoming Spring Fair, the reason for having it, the uses for the money raised, and how it works also noting that it was previously run by the two Social Committee Chairs who would form a committee which would reach out to a network of parents, friends, businesses, and other sponsors.</p> <p>The Chairperson asked each of the attendees to introduce themselves to the Meeting, which was done by all.</p>			
2.	<p><b>Approval of the Agenda</b></p> <p>There was no Agenda prepared for this informal meeting, the purpose of which is to gage the level of interest in Spring Fair with the view to forming a Spring Fair Committee if there is found to be sufficient interest to do so.</p>			
3.	<p><b>Notation of who is present at the Meeting</b></p> <table border="1" data-bbox="183 1384 1374 1599"> <tr> <td>PRESENT</td> <td>Linda Armtoft Delia Aulio Elizabeth Nilsson Åsa Lanner Nicklas Petersen Marie Hessler Sophia Backe Jean-Pierre Alouan</td> <td>Cyrena Rathray Sally-Anne Drury Claire Foster Brigitte Nieuwland Poonam Laddha Sally Christiansen Carla Johansson</td> </tr> </table>	PRESENT	Linda Armtoft Delia Aulio Elizabeth Nilsson Åsa Lanner Nicklas Petersen Marie Hessler Sophia Backe Jean-Pierre Alouan	Cyrena Rathray Sally-Anne Drury Claire Foster Brigitte Nieuwland Poonam Laddha Sally Christiansen Carla Johansson
PRESENT	Linda Armtoft Delia Aulio Elizabeth Nilsson Åsa Lanner Nicklas Petersen Marie Hessler Sophia Backe Jean-Pierre Alouan	Cyrena Rathray Sally-Anne Drury Claire Foster Brigitte Nieuwland Poonam Laddha Sally Christiansen Carla Johansson		
4.	<p><b>General Business</b></p> <ol style="list-style-type: none"> <li>After a discussion following on from the opening by Carla Johansson, it was determined there was sufficient interest in conducting a Spring Fair for 2016.</li> <li>The main purpose of the Spring Fair was identified as generating funds to pay for student field trips.</li> <li>Linda Armtoft suggested to proceed to forming a Spring Fair Committee to immediately commence working on organising the Spring Fair. It was suggested babysitting would be available for and at the meetings.</li> <li>The features and aspects of past Spring Fairs were mentioned, including; Silent Auction, Games, Food, and Raffles; however, it was agreed that the 2016 Spring Fair could have a completely different format if desired.</li> <li>It was not viewed as important to mimic previous years' stalls and activities, 2016 stalls and activities could be different; what was deemed important was to reach out to the community.</li> <li>It was suggested that parent involvement of recent years was noticeably and inexplicably dipping; the more parents on-board and involved the better the school would be for the children.</li> </ol>			

- g. The AGM resulted in a resolution that the PTA Board should not comprise a formal structure beyond the essential three positions of Chair, Treasurer, and Secretary, and that the emphasis be on flexibility and ad-hoc extensions and contractions.
- h. The next step was to identify the "how, when, where, who, etc" of the Spring Fair and recruiting volunteers to assist. The following table was created:

Activity	Organiser in charge
Committee Chair	Cyrena Rathray together with Clair Foster in support
Raffles organiser	Sophia Backe together with Sally Christiansen managing Staff Donations
Silent Auction organisers	Åsa Lanner with John Alouan in support
External Stalls organisers	Sally-Anne Drury with John Alouan
Baking Stalls organiser	Marie Hessler
Games organiser	Cyrena Rathray
Food Stalls	Delia Aulisio
Face Painting	Elizabeth Nilsson together with Carla Johansson
Arts & Crafts	

- i. Also discussed was the need for a social chair for both MYP and DYP in order to entice more involvement from those programs.
- j. There was a call to reach out to parents or advise/suggest how to get more people involved.
- k. Advertisements, posters, emails, possibly press, and an example was provided by citing the website of the International School London which featured a video about their Spring Fair.
- l. As an immediate measure, it was agreed that a Form will go out in the Newsletter seeking parents to help in certain areas. This would contain a list of names from this Meeting with contact details for action.
- m. With lots of new families coming to the school soon, the welcoming of new families must not be forgotten as a priority as there has been a dip in involvement in this activity. A Family day is planned for August. A schedule of tips and pointers with recommendations on local services, etc, to be prepared.

**15. Any Other Business**

The Spring Fair was discussed at length and a driving committee was agreed to be formed on the basis previously discussed in the preceding item. A Spring Fair committee meeting was suggested for early-March; t.b.a.

The importance of the Spring Fair as a fund raising mechanism was discussed and it was agreed that a Spring Fair for 2016 was essential to assist funding enriching activities corresponding with the ISH learning programs.

The Chair reached out to the Meeting to connect with other parents who may not be fully aware and talk about the PTA and the Spring Fair and their significance to their children's benefit, and to seek their support even in the capacity of volunteer to assist with supervising some of the activities.

At the conclusion of the satisfying, well conducted, and productive AGM, general feedback and comments from the Meeting were shared including the perception that PTA Board Membership was previously perceived as "for adults" and made some parents feel awkward to attend and contribute.

Social activities for parents and Board Members were discussed as a way to make the Board shed its stiff appearance with a review of the PTA website for more effective image and communication and parents, feedback.

**14. Next Meeting**

The next meeting is to be held on: *Tuesday, 5<sup>th</sup> April 2016 and 6:30pm at the ISH Staffroom.*

**10. Meeting Closure**

The meeting was declared closed at 8:00 pm.

*Signed as a true and correct record*

\_\_\_\_\_  
Linda Armtoft  
(ISH PTA Chair)

17<sup>th</sup> / March / 2016  
Date