



International School of Helsingborg

PARENTS AND TEACHERS ASSOCIATION

BOARD MEETING

Date of Meeting	Wednesday, 11 th October 2017
Commenced	16:00 pm
Concluded	17:20 pm
Venue	ISH Petri, Helsingborg – Conference Room
Chairperson	Ruth Kerry
Secretary	Jean-Pierre Alouan

MINUTES OF MEETING

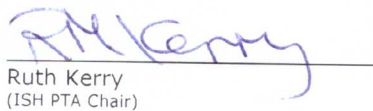
Item	Items																	
1.	Opening Remarks and Welcome The Chairperson opened the meeting.																	
2.	Approval of the Agenda The Agenda was reviewed by prior circulation and approved.																	
3.	Notation of who is present at the Meeting <table><tr><td>PRESENT</td><td>Ruth Kerry Brendon Sidebottom Michael McAneney Carla Johansson</td><td>Oivind Linnerud Sally-Anne Drury Jean-Pierre Alouan</td></tr><tr><td>APOLOGIES</td><td>Jonas Jarekull Delia Aulisio</td><td>Cyrena Rattray Sophia Backe</td></tr><tr><td>PROXIES (copies tabled)</td><td>Member giving Proxy</td><td>Proxy given to</td></tr><tr><td colspan="3">QUORUM: Declared</td></tr><tr><td>VISITORS</td><td>Veronika Grollova</td><td></td></tr></table>			PRESENT	Ruth Kerry Brendon Sidebottom Michael McAneney Carla Johansson	Oivind Linnerud Sally-Anne Drury Jean-Pierre Alouan	APOLOGIES	Jonas Jarekull Delia Aulisio	Cyrena Rattray Sophia Backe	PROXIES (copies tabled)	Member giving Proxy	Proxy given to	QUORUM: Declared			VISITORS	Veronika Grollova	
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4.	Subcommittee Reports Ni.																	
5.	Minutes for Consideration The Minutes of the Meeting of 23 rd August 2017 were reviewed and approved.																	
6.	Matters Arising from Previous Minutes Nil.																	

7.	<p>ISH PTA Website</p> <p>It was confirmed that the PTA's old website has now been removed. The PTA's Facebook page was discussed and it was agreed to be removed for reasons including; it was too difficult to maintain together with the new website, that it appeared that it was not being used, and that there had been no new posts for some considerable time.</p> <p>The new website was discussed. It was agreed it needed some further tweaking and further new content was being sought, specifically an events management application as the Divali registration counter was not working – several registrants for the Divali night had sought confirmation of their registration for the event.</p> <p>A bulk email service was being reviewed to replace an MS-Word document containing various email addresses.</p>
8.	<p>Afterschool Care (Fritids) Activities</p> <p>Sophia Backe was unable to attend the meeting or to provide a report to the PTA Board; however, it was noted that there was nothing new to report.</p> <p>One teacher and another person who had contacted Carla Johansson about Afterschool Care Activities were referred to Sophia as coordinator.</p> <p>Concerning the Homework Club, it was confirmed:</p> <ul style="list-style-type: none"> ▪ the club is open for MYP students on Tuesday, in the MYP Learning Resources Centre, but that it appeared the running of this was haphazard. ▪ For PYP, there is no Homework Club this year except for where assistance is required in extreme cases. <p>It was reported that last year, over 100 students fronted for assistance and that there was only one teacher available to assist – there are no teachers available to be allocated to PYP Homework Club despite the evident large scale demand.</p> <p>However, it was suggested that either volunteer parents or paid (to provide this service) teachers could be recruited.</p>
9.	<p>Treasurer's Report</p> <p>The Treasurer tendered his written resignation after informing the PTA Board of his intention to do so earlier this year. The PTA Board accepted the Treasurer's resignation as effective immediately.</p> <p>Resolved, unanimously: That, in recognition of his good work and 2½ years of service in the position of PTA Treasurer, the PTA Board including the school Principals, give a vote of special thanks and gratitude to Jonas Jarekull for his outstanding contribution to the success and ongoing viability of the ISH PTA.</p> <p>The position of PTA Treasurer being now vacant, the PTA Board considered the nomination of Brendon Sidebottom to fill the position of Treasurer with Brendon Sidebottom having accepted the nomination.</p> <p>A motion was moved by the PTA Chairperson to accept the nomination of Brendon Sidebottom as PTA Treasurer.</p> <p>Resolved, unanimously: That Brendon Sidebottom be appointed to the position of PTA Treasurer, with the appointment to be ratified by the forthcoming Annual General Meeting of the ISH PTA.</p> <p>The matter of the PTA's bank account was discussed. It was agreed that the PTA obtains a Swedish Organisation Number from Skatteverket in order to satisfy the PTA's bank's requirement in this regard.</p> <p>The PTA's bank account was discussed.</p> <p>Resolved, unanimously: That:</p> <ol style="list-style-type: none"> a. the following Account Signatories (ie; authorised account operators) be advised to the PTA's bank: <ol style="list-style-type: none"> 1. PTA Board: <ul style="list-style-type: none"> ▪ PTA Treasurer ▪ PTA Chairperson 2. ISH Principals jointly, in the case where the PTA Board may no longer be functional or cease to exist: <ul style="list-style-type: none"> ▪ Oivind Linnerud as ISH Rector and ISH PTA Patron ▪ Carla Johansson as ISH PYP Principal b. should the PTA Board be held to no longer function or cease to exist, the ISH Rector (jointly with the PYP Principal) will have the power to close the account and transfer the account balance into the ISH account to be used by ISH to benefit all ISH children. c. this resolution is to be ratified by the forthcoming Annual General Meeting of the ISH PTA <p>The 2017-2018 Budget was tabled, it included allocations for grants, a 10,000Kr reserve, and a 20,000Kr Float.</p>

	<p>Other items within the budget included:</p> <ul style="list-style-type: none"> ▪ 52,950Kr towards class field trips ▪ 5,000Kr towards the Spring Dance ▪ 5,000Kr towards the school play ▪ 3,000Kr towards Halloween ▪ 4,000Kr towards Studenten <p>Regarding the school play, and in response to the budgeted request for 5,000Kr, it is noted that this was agreed to but that half will be released and on production of purchase receipts (for props and costume materials) for this amount, the second half would be released.</p> <p>The period between the start of August 2017 until the end of September 2017 was noted as outstanding: an unprecedented amount of cash donations (11,750Kr) were received into the PTA's bank account; a further 1,300Kr in cash received in envelopes by ISH Reception were tabled. This record was attributed mainly to the significant increase in new enrolments at ISH for this academic year.</p> <p>A Mini Grant application was recently received for Drama Storage equipment. It was agreed that 750Kr be allocated for the purchase with goods to be delivered to Mr Simon Vickers office in the DP building.</p>
10.	<p>Dates for Diary</p> <p>a. <u>20th October</u> – Divali Night</p> <p>It was reported that Divali Night preparations are progressing well.</p> <p>There are 60 babysitting places allocated with MYP to attend to babysitting as part of the CAS component of the IB program; to date there are only 10 registered for babysitting. To show the movie, a USB laptop is required – Carla Johansson has on behalf of the PTA emailed Pernilla Rankin and John Noonan to coordinate.</p> <p>Organisers are scheduled to start setting up at 3pm with pack-up to be completed by 9:30pm.</p> <p>b. <u>22nd October</u> – Trunk or Treat</p> <p>Cyrena reports she is OK with organising this event and that she needs helpers. New pricing was mentioned.</p> <p>Also mentioned was the volume of printing of brochures on the school's copier – this is proving costly and should be curtailed; the PTA is to at least donate a ream of paper to assist with costs.</p> <p>c. <u>2nd December</u> – Winter Fair</p> <p>A Winter Fair Committee is needed to organise and coordinate the 2017 Winter Fair – a notice in this regard will be posted in the ISH Newsletter, on the PTA Website, and by way of handouts to students to take home.</p> <p>Volunteers are asked to attend a Winter Fair Planning Meeting the first week after Höstlöv, on 6th November either at 8.30am or at 4.00pm at ISH Petri.</p> <p>The possibility of including a Glögg Night later this year was discussed; the PTA Secretary will make enquiries.</p>
11.	<p>Administration</p> <p>a. Class Representative Parents.</p> <p>The PTA Chairperson has a complete list of Class Representative Parents. There is at least one other list and the two are to be updated in sync, to be sent by email to the PTA Board members.</p> <p>b. PTA Board Membership.</p> <p>The PTA Secretary confirmed earlier suggestions that he will step down at the forthcoming AGM of the ISH PTA, scheduled for 1st February 2018.</p> <p>A replacement is to be sought with notices at the Winter Fair, PTA Website, and the ISH Newsletter. A shortlist of suitable candidates is to be provided before next meeting.</p>
12.	<p>ISH PTA Coffee Mornings</p> <p>These are proving to be popular and successful events. At the last monthly coffee morning, 25 new parents attended with most of the attendees of the previous coffee morning also attending.</p> <p>Pia is the lady at Kulturhuset who runs the mornings, it is an effort-free event for the PTA to arrange and host and it brings together ISH parents and friends in a social setting. Pia will soon provide the program for 2018.</p> <p>The next monthly ISH PTA coffee morning will be 24th October starting at 8:30am.</p>
13.	<p>ISH PTA Bylaws and Constitution</p> <p>It was agreed to review and update the ISH PTA's Bylaws and Constitution. The Chairperson has already sent the latest version to the Secretary, who will commence working on these and table at the next Meeting for review.</p> <p>Once accepted, the new Constitution and Bylaws will be made available at the ISH Winter Fair for all to review & comment, and will then be tabled at the forthcoming AGM for voting.</p>

14.	<p>Other Business</p> <p>a. PYP & MYP Progress Talks</p> <p>1. MYP Progress Talks</p> <p>This year, because of the split up of PYP and MYP into two separate campus buildings, there will be two separate Progress Talk events.</p> <p>The MYP Progress Talks will feature a bake sale and other items to raise money specifically for MYP students, there will be no need for PTA assistance in this regard.</p> <p>2. PYP Progress Talks</p> <p>The PYP Progress Talks will take place at the ISH Petri building after the MYP Progress Talks.</p> <p>This year, MYP-4 students have been offered to run the Bake Sale, Coffee & Fika, etc at the PYP Progress Talks to help them raise money to fund their trip to Poland.</p> <p>Should MYP-4 not accept the offer, the PTA will run these events to raise funds for the PTA to facilitate ongoing support to ISH; the funds raised by the PTA at the PYP Progress Talks will be allocated to PYP.</p> <p>In this case, helpers will be needed to assist with the Bake Sale, Coffee & Fika station, and BBQ.</p> <p>b. MYP Mini-Grant Application</p> <p>A PowerPoint presentation was delivered by Tuva Kronkvist and Hugo Arnlin of MYP-3B with assistance from Teacher & Sponsor, Ms Katie Hart.</p> <p>The presentation was a part of a Mini-Grant Request for 2,000Kr to assist with financing the purchase of board games and card games for MYP students, to keep them occupied at lunch time and other free time.</p> <p>The presentation was well prepared and delivered. The presenters were challenged with several questions by the PTA and these were answered knowledgeably and confidently.</p> <p>A PTA Mini-Grant Application was tabled and this provided full details of the items presented in the PowerPoint presentation.</p> <p>Having been considered sufficient time to review, discuss, and consider the PowerPoint presentation and the details of information presented in the accompanying PTA Mini-Grant Application, it was considered appropriate to approve the application and provide the requested funds, especially as Winter was approaching and the children will need indoor activities during free time at school.</p> <p>Resolved, unanimously: That the application for Mini-Grant of 2,000Kr to assist in purchasing board games and card games for use during lunch time and free time by students at the MYP campus be approved and the funds be made available as soon as possible.</p>
15.	<p>Next Meeting</p> <p>The next meeting is to be held on: Wednesday, 22 November 2017 at 4:00pm at the ISH Petri Staff Room.</p>
16.	<p>Meeting Closure</p> <p>The meeting was declared closed at 17:20 pm.</p>

Signed as a true and correct record


 Ruth Kerry
 (ISH PTA Chair)

11th / October / 2017
 Date