



**PARENTS AND TEACHERS ASSOCIATION  
BOARD MEETING**

<b>Date of Meeting</b>	Wednesday, 16 <sup>th</sup> October 2016
<b>Commenced</b>	4:30 pm
<b>Concluded</b>	6:00 pm
<b>Venue</b>	ISH Staff Room
<b>Chairperson</b>	Ruth Kerry
<b>Secretary</b>	Jean-Pierre Alouan

**MINUTES OF MEETING**

Item	Items															
1.	<p><b>Opening Remarks and Welcome</b></p> <p>The Chair opened the meeting.</p>															
2.	<p><b>Approval of the Agenda</b></p> <p>There was no Agenda prepared for this informal meeting.</p>															
3.	<p><b>Notation of who is present at the Meeting</b></p> <table border="1" data-bbox="183 1288 1380 1355"> <tr> <td>PRESENT</td> <td>Ruth Kerry Sally-Anne Drury</td> <td>Oivind Linnerud Jean-Pierre Alouan</td> </tr> </table> <table border="1" data-bbox="183 1388 1380 1467"> <tr> <td>APOLOGIES</td> <td>Sophie Backe Delia Aulisio Jonas Jarekull</td> <td>Carla Johansson Cyrena Rathray</td> </tr> </table> <table border="1" data-bbox="183 1500 1380 1579"> <tr> <td>PROXIES (copies tabled)</td> <td><b>Member giving Proxy</b></td> <td><b>Proxy given to</b></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table> <p>QUORUM: <b>Declared</b></p> <table border="1" data-bbox="183 1646 1380 1713"> <tr> <td>VISITORS</td> <td></td> <td></td> </tr> </table>	PRESENT	Ruth Kerry Sally-Anne Drury	Oivind Linnerud Jean-Pierre Alouan	APOLOGIES	Sophie Backe Delia Aulisio Jonas Jarekull	Carla Johansson Cyrena Rathray	PROXIES (copies tabled)	<b>Member giving Proxy</b>	<b>Proxy given to</b>				VISITORS		
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4.	<p><b>Reports</b></p> <p>Nil.</p>															
5.	<p><b>Minutes for Consideration</b></p> <p>Nil.</p>															
6.	<p><b>Matters Arising from Previous Minutes</b></p> <p>Nil.</p>															
7.	<p><b>Matters For Discussion</b></p> <p>Nil.</p>															

8. **Other Business**

a. ISH Sports Shirts

The question was asked, "who is paying what?". It was agreed that purchasers would pre-pay either to the school office or to Ruth. The order form received with payment would serve as a picking slip and the items purchase would be wrapped in plastic and labelled for collection or to be handed out during the student reviews.

b. Scholastic Book Fair

The books are on the way. ISH PTA has agreed to cover USD300 of the USD724 order.

c. Insurance for After-School Care

This subject was brought up once again. Oivind Linnerud suggested the individuals conducting activities for their own account would require their own Public Liability insurance; however, that for those "employed" or volunteers to the school would be covered by the school's blanket cover.

Oivind has a meeting with the school's lawyers coming up and will ask the question and let us know the official advice.

d. Events to be covered by PTA

The date for next year's Studenten has been set for 9<sup>th</sup> June 2017. This is to be discussed at the next meeting.

e. Police Registration & Background Checks

All adult volunteers are to present a Police Background check within recent currency prior to being accepted as volunteers to work supervising the children. A Police Background check has a validity of 12 months. High school students volunteering do not require one as they are already part of the school body.

f. Collecting Money after an Event

This item was brought up again as the Winter Fair draws nearer. It was discussed and decided that a total of 15 "security envelopes" would be required to cover all classes (6 x Primary, 4 x PYP, 5 x Secondary).

It was agreed that a feasible system would be for a pair of adults allocated to each class would be responsible for counting the money received, completing a declaration form, sealing the money into the security envelope, and presenting the envelope with form to the school's office for storage in the safe.

It was agreed that PTA members would have no responsibility in this process other than perhaps overseeing it, and, that the funds were to be the sole responsibility of each respective class for which the funds have been collected.

It was suggested the PTA members would wear distinguishing clothing during the Winter Fair.

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. Fund Raising Events

It was emphasised that the PTA is in need of more funds raising. In the absence of non-working PTA officers, it was agreed that working parents are finding it difficult to find the time to make a more significant contribution to the PTA's fund raising activities.

Some suggestions for further discussion included:

- 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

The Book Fair night was discussed for circa 22 November, at the time of the student progress talks being conducted. It was suggested that fund raising activities would be set up at the entry, be manned by rotating parent roster, and could include:

- Bake Sale
- Tea & Coffee with Fikka Sale
- Christmas Card Sale
- Bookmark Sale
- ISH Sports clothes to be displayed (5 mannequins required)
- Sausage Sizzle

	<p>i. <u>PTA Website &amp; Social Media</u></p> <p>Brendon Sidebottom is presently working on the PTA website. JPA and Ruth to work with Brendon.</p>
9.	<p><b>Next Meeting</b></p> <p>The next meeting is to be held on: Thursday, 17<sup>th</sup> day of November 2016 at 4:30pm at the ISH Staff Room.</p> <p>The PTA will endeavour to arrange senior school students for childminding and drawing activities.</p>
10.	<p><b>Meeting Closure</b></p> <p>The meeting was declared closed at 6:00 pm.</p>

*Signed as a true and correct record*

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Ruth Kerry  
(ISH PTA Chair)

16<sup>th</sup> / October / 2016  
Date