



**PARENTS AND TEACHERS ASSOCIATION
BOARD MEETING**

Date of Meeting	Thursday, 9 th March 2017
Commenced	4:00 pm
Concluded	5:05 pm
Venue	ISH Conference Room
Chairperson	Ruth Kerry
Secretary	Jean-Pierre Alouan

MINUTES OF MEETING

Item	Items															
1.	<p>Opening Remarks and Welcome</p> <p>The Chairperson opened the meeting.</p>															
2.	<p>Approval of the Agenda</p> <p>The Agenda was reviewed by prior circulation and approved.</p>															
3.	<p>Notation of who is present at the Meeting</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">PRESENT</td> <td style="width: 33%;">Ruth Kerry Oivind Carla Johansson</td> <td style="width: 33%;">Sally-Anne Drury Jean-Pierre Alouan</td> </tr> <tr> <td>APOLOGIES</td> <td>Delia Auliso Cyrena Rattray Francine Verlotta</td> <td>Jonas Jarekull Sophie Backe</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"> <p>QUORUM: Declared</p> </td> </tr> <tr> <td>VISITORS</td> <td>Mr Brendon Sidebottom</td> <td></td> </tr> </table>	PRESENT	Ruth Kerry Oivind Carla Johansson	Sally-Anne Drury Jean-Pierre Alouan	APOLOGIES	Delia Auliso Cyrena Rattray Francine Verlotta	Jonas Jarekull Sophie Backe	PROXIES (copies tabled)	Member giving Proxy	Proxy given to	<p>QUORUM: Declared</p>			VISITORS	Mr Brendon Sidebottom	
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4.	<p>Subcommittee Reports</p> <p>Nil.</p>															
5.	<p>Minutes for Consideration</p> <p>The Minutes of the Meeting of 1st February 2017 were reviewed by prior circulation and approved.</p>															
6.	<p>Matters Arising from Previous Minutes</p> <p>Nil.</p>															
7.	<p>Matters For Discussion</p> <p>Nil.</p>															

8.	<p>ISH PTA Website Relaunch</p> <p>Mr Brendon Sidebottom attended the meeting briefly.</p> <p>The website address was announced as www.ishpta.se with discussion on the progress towards completion.</p> <p>Brendon asked once again for the PTA officers' photos and biographies for inclusion. Also requested were:</p> <ul style="list-style-type: none"> ▪ a new Mini-Grant Form to be included on the website for complete-and-send (online) ease ▪ event photos and videos ▪ dates for the PYP Learning Celebrations which are to be included on the new website. <p>The final date to go live was set for 17th March 2017 and this will be announced in the school's newsletter.</p>
9.	<p>AGM 2017</p> <p>The date for AGM 2017 was set for 24th April 2017. The agreed time is 6:15pm for 6:30pm with snacks and refreshments served before and throughout the meeting.</p> <p>The Secretary was called on to prepare Notice of AGM, Agenda, the usual annexures and inclusions, and a crisp covering letter to stimulate interest in attendances.</p> <p>Oivind agreed that maximum impact would be best achieved with a personally addressed and posted package to parents (as per last year) to then be followed up by email reminders and notices in the schools' newsletter. To this effect, the Secretary was called on to prepare the standard form letters for Julie Little to print with envelopes and inclusions and for the subsequent email dispatch.</p> <p>It was agreed to also feature on the new ISH PTA website the Notice of AGM together with Agenda and the previous Meeting's Minutes and inclusions. A "Register Your Attendance" page would be created by Brendon.</p>
10.	<p>Treasurer's Report</p> <p>It was reported that the PTA's bank account balance was circa SEK115,000 and that there were funds still being held in cash, further donations being received, and other minor adjustment items.</p> <p>It was estimated that, after budgeted expenses and donations, there would be a residual balance of SEK15,000.</p>
11.	<p>New Sound System</p> <p>The PTA's approval, at the last Meeting, of the budget for the proposed new sound system was ratified by the Meeting, with emphasis by the Principals, who stated it was required for use in early May 2017.</p> <p>With the quote pre-viewed by Oivind, it was suggested that, as the PTA is generously contributing to a maximum amount of SEK35,000 that the school could also supplement that amount and also purchase auxiliary equipment, including ceiling mounted speakers in selected locations.</p> <p>It was unanimously Resolved that Oivind would place the order for the complete set of equipment and send an invoice to the PTA for its contribution.</p> <p>The Chairperson called for more Mini-Grant applications to be submitted to the PTA for consideration. Carla suggested more projects could be sought and it was suggested that an aquarium could be either purchased or leased and that that would be good for the children. It was also suggested that PYP students could go shopping for materials for their science class and that the PTA could consider financing the purchase of these items.</p> <p>Oivind commended the PTA for its generosity and support for the school and disclosed there were presently 649 students at ISH with many more to soon start.</p>
12.	<p>Spring Fair</p> <p>The Meeting was briefed on the progress of the Spring Fair preparations as reported by the Events Coordinator, Cyrena Rattray, who had very recently met with both the PTA Chairperson and PYP Principal.</p> <p>The inflatable jumping castle / obstacle course was mentioned and agreed that despite the high cost, it was a draw-card and would also add to the atmosphere of the Spring Fair. The Secretary confirmed it had been booked.</p> <p>It was agreed that having each class contributing to the Spring Fair was positive and would slot in with the curriculum. Support from class teachers was affirmed: each class would benefit by directly raising their own funds.</p> <p>The Secretary was asked to enquire with the Treasurer on the progress of enquiries for a SWISH facility.</p> <p>The International Pot Luck event was discussed and it was agreed that it was a good initiative.</p> <p>It was agreed to announce the new ISH Logo Competition and Slogan Competition at each class and in the school newsletter and on the ISH PTA website. Sample water bottles and gym bags with example new ISH logos and slogans were being shipped for imminent delivery. The competitions idea was warmly welcomed by the Principals.</p>

13.	<p>Other Business</p> <p>a. Fund Raising</p> <p>A calendar of proposed fund raising events was outlined by the Chairperson, this included:</p> <ul style="list-style-type: none"> ▪ 24 March International Pot Luck evening ▪ 2 June ? End Of Year Barbeque (subject to further consideration, may clash with Swedish National Day) ▪ 10 August PTA Meet and Greet ▪ 25 August Welcome to ISH Barbeque ▪ 20 October Indian Divali Night (Sally-Anne suggested a >100SEK entry fee) ▪ 28 October Trunk and Treat ▪ 25 November Christmas Fair <p>The Secretary suggested that, with a new sound system in the dining hall, and with the benefit of a full kitchen and servery, that Parent & Friend Year Dinners should be arranged and that these have been very successful at raising funds for classes / years (in Australia, and at ISH in the past) as the parents would likely contribute more if they knew it was for the direct benefit of their child's class.</p> <p>It was suggested that either guest chefs could be invited (and paid) to cook or the presently contracted catering company could be approached (with an extension of the contract). Carla agreed to approach and discuss with the presently contracted catering company.</p> <p>b. PTA Furniture at Nikolai</p> <p>It was noted that the school had ceased paying rent for a corridor at Nikolai. Oivind confirmed there was a store of unused furniture and other items. The Chairperson noted that the PTA had paid for much of that furniture and that it should not be left there as abandoned; it had a value that could be extracted by re-use elsewhere or by on-sale.</p> <p>Oivind advised that Room 212 had been converted for use as a staff relaxation room but that none of the PTA furniture was being used there. The Secretary suggested these assets should be accounted for and that a simple stocktake of all PTA assets should be undertaken. Oivind will check for the PTA furniture and advise the PTA.</p>
14.	<p>Next Meeting</p> <p>The next meeting is to be held on: Thursday, 7th day of April 2017 at 4:00pm at the ISH Staff Room.</p> <p>This will be the final Meeting of the current PTA Board and should provide enough time to complete and conclude all projects (with the exception of the Spring Fair) for hand-over to the new, incoming Board.</p>
15.	<p>Meeting Closure</p> <p>The meeting was declared closed at 5:05 pm.</p>

Signed as a true and correct record

Ruth Kerry
(ISH PTA Chair)

9th / March / 2017
Date