



# International School of Helsingborg

## PARENTS AND TEACHERS ASSOCIATION BOARD MEETING

<b>Date of Meeting</b>	Thursday, 22 <sup>nd</sup> June 2017
<b>Commenced</b>	09:00 am
<b>Concluded</b>	10:15 am
<b>Venue</b>	Kafferepet, Drottninggatan, Helsingborg
<b>Chairperson</b>	Ruth Kerry
<b>Secretary</b>	Jean-Pierre Alouan

## MINUTES OF MEETING

Item	Items																		
1.	<b>Opening Remarks and Welcome</b> The Chairperson opened the meeting.																		
2.	<b>Approval of the Agenda</b> The Agenda was reviewed by prior circulation and approved.																		
3.	<b>Notation of who is present at the Meeting</b> <table border="1"><tr><td>PRESENT</td><td>Ruth Kerry</td><td>Jonas Jarekull Jean-Pierre Alouan</td></tr><tr><td>APOLOGIES</td><td>Oivind Linnerud</td><td>Carla Johansson Sally-Anne Drury</td></tr><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><tr><td colspan="3">QUORUM: <b>Declared</b></td></tr><tr><td>VISITORS</td><td></td><td></td></tr></table>	PRESENT	Ruth Kerry	Jonas Jarekull Jean-Pierre Alouan	APOLOGIES	Oivind Linnerud	Carla Johansson Sally-Anne Drury	PROXIES (copies tabled)	<b>Member giving Proxy</b>	<b>Proxy given to</b>				QUORUM: <b>Declared</b>			VISITORS		
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4.	<b>Subcommittee Reports</b> Ni.																		
5.	<b>Minutes for Consideration</b> The Minutes of the Meeting of 9 <sup>th</sup> March 2017 were reviewed and approved.																		
6.	<b>Matters Arising from Previous Minutes</b> Nil.																		

7.	<p><b>Matters For Discussion</b></p> <p>2017 Studenten was briefly discussed in relation to contributions by the PTA.</p> <p>Brendon Sidebottom has kindly accepted the position of Treasurer and Jonas will continue to work with Brendon on the change-over.</p> <p>The PTA is in need of an Events Coordinator and possibly a Fund Raising Coordinator.</p> <p>Afterschool Care (Fritids) activities to be suggested include: Coding (beginners &amp; advanced), Yoga, Music lessons, Chess Club, and a serious Homework Club (with help in Swedish language and Maths).</p>
8.	<p><b>Spring Fair 2017 Review</b></p> <p>The 2017 Spring Fair was deemed a success with over 45,000Kr raised for the benefit of the ISH children.</p> <p>It was reported that the Bouncing Castle created a cleaning problem, where, the gym floor required professional cleaning due to being sticky – ISH incurred a cost to rectify. This should be addressed in advance next and subsequent years. It was noted that the Bouncing Castle did not raise a significant amount of money, after costs, however that it was seen to be a draw-card and more importantly provided the children with lots of fun.</p> <p>Where, the 2016 Spring Fair resulted in a 5,000 Kr cost to ISH for rubbish removal, this was not repeated in 2017 due to the proper sorting of rubbish with regards to recycling. This should be again addressed next and subsequent years.</p> <p>A special thanks and recognition was once again noted for Mrs Cyrena Rattray’s untiring efforts and contributions to the success of the 2017 Spring Fair, as well as a special thanks to all the volunteers (parents and senior students), without the support of whom the Spring Fair would not have been possible.</p>
9.	<p><b>Treasurer’s Report</b></p> <p>a. Bank Account Balance</p> <p>It was reported that the PTA’s bank account balance was circa SEK160,000 and that this was the highest the balance has ever been. It was noted that proportions of these funds had already been allocated but not yet paid in some cases.</p> <p>b. PTA Bank Account</p> <p>The Treasurer described a letter recently received from the PTA’s bank demanding a proper Organisation Number be provided within two weeks (the account was originally opened with a dummy Organisation Number, as has been the common practice in the past for unincorporated entities).</p> <p>The procedure was described to include the closing of the current account and the opening of a new account wither with an Organisation Number or a responsible person’s Personal Identification Number. In relation to this:</p> <ul style="list-style-type: none"> <li>i. To obtain an Organisation Number, the PTA would need to be formalised and registered with the Swedish Taxation Office, preparing formal accounts, and possibly engaging an auditor – all at a cost to the PTA.</li> <li>ii. The alternative is to register the account using a responsible person’s Personal Identification Number; however, this could entail exposure to taxation liability to the responsible person – to be explored in consultation with ISH.</li> </ul> <p>The Treasurer was tasked to write to the PTA’s bank advising more time was required because of the Treasurer’s imminent stepping down and the incoming Treasurer being on summer vacation overseas, as well as for proper advice to be sought in relation to appropriate structuring.</p> <p>However, should a timely account closure be required by the bank, the funds would be transferred into the ISH account (Julie’s account) for the time being. Can ISH offer any insight into what other schools’ PTAs are doing?</p> <p>c. Annual Donations / PTA Fees</p> <p>A discussion followed concerning annual donations / payments to the PTA by families with students at ISH. It was suggested to raise the contribution for a single child and structure a tiered contribution for every subsequent child from the same family.</p> <p>Ultimately, it was decided to formulate a proposal to be voted on at the next AGM concerning the possible levying of a mandatory fee for each child enrolled at ISH in order to increase the PTA’s contributions towards the rising costs of student excursion and class room material costs.</p> <p>d. PTA Allocation of Funds Raised</p> <p>Further to point c., above, it was discussed whether or not an annual payment to ISH by the PTA could be accommodated for an item such as the purchase of musical instruments, or science laboratory equipment purchases, or assisting to fund a new subject such as Computer Programming.</p> <p>Computer Programming was discussed and agreed to be of importance to the developing mind; teaching rationale &amp; logic, cause &amp; effect, and decision tree methodologies, all of which would be of benefit towards the development and empowerment of the young mind. Such a subject could be introduced initially into the After School Care program (as has been popular in the past).</p>

10.	<p><b>PTA Calendar and Up-Coming Events</b></p> <p>The following events and dates were proposed and agreed subject to final confirmation:</p> <p>a. <u>10<sup>th</sup> August</u> - 1<sup>st</sup> Day of Term Parent Morning  The Chairperson shall discuss with the Librarian; coffee &amp; morning tea to be provided once again in the Library. The coffee percolator and hot water boiler to be in place and filled the day before so that all that is required in the morning is to switch on the power and set the table with pastries and biscuits, etc.</p> <p>PTA clothes will once again be on display and for sale together with the new sports bags and water bottles. SWISH will be active for payments. Start 8:30am to end circa 11:30am.</p> <p>b. <u>27<sup>th</sup> August</u> – Parents’ Welcome Night  The Chairperson to consult the Principals; ideally to be held within 2-3 weeks of start of term, where, Class Parent Representatives to be appointed (to be settled by 1<sup>st</sup> September with explanation/memo on what is required by and involved in this role). This could possibly include a 5 minute slot for HIC (Sally Russell) – Chairperson to enquire with Sally Russell.</p> <p>Chairperson to enquire about this event in relation to MYP, now moved to the Nicolai building.</p> <p>c. <u>T.B.A.</u> – Meet the Class Teacher  To follow shortly after Parents’ Welcome Night; to be discussed and announced.</p> <p>d. <u>2<sup>nd</sup> September</u> - PTA BBQ  Suggested to be held on ISH school grounds, where the children can play safely. Games for the kids to be organised and access to the Fritid’s kitchen to be arranged: to check if school is available for this event.</p> <p>e. <u>20<sup>th</sup> October</u> - Divali Night  To be confirmed after discussions with the school’s subcontinental constituent. This event may work best in the K building because of open space and with help from a contact, it could become a significant fund raiser.</p> <p>f. <u>22<sup>nd</sup> October</u> – Trunk or Treat  An event growing in popularity to coincide with Halloween (All Hallows/Saints/Martyrs Eve). Subject to confirmation, it was understood that Cyrena Rattray may be interested to continue running this event, if she has not yet moved.</p> <p>g. <u>25<sup>th</sup> November</u> – Winter Fair  To be held on the first day of Advent.</p> <p>h. <u>19<sup>th</sup> or 26<sup>th</sup> May 2018</u> – Spring Fair 2018 (not to clash with Ascension Day long weekend)</p>
11.	<p><b>AGM 2018</b></p> <p>The date for AGM 2018 was set for 1<sup>st</sup> February 2018, to be held in the dining hall of ISH Petri. The agreed time is 6:15pm for 6:30pm with snacks and refreshments served before and throughout the meeting.</p> <p>The Secretary shall have this noted on the PTA’s website and inserted into the 2017 AGM Minutes as an addendum notation.</p>
12.	<p><b>Next Meeting</b></p> <p>The next meeting is to be held on: Tuesday, 15<sup>th</sup> day of August 2017 at 4:00pm at the ISH Staff Room.</p>
13.	<p><b>Meeting Closure</b></p> <p>The meeting was declared closed at 10:15 pm.</p>

*Signed as a true and correct record*

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Ruth Kerry  
(ISH PTA Chair)

22<sup>nd</sup> / June / 2017  
Date