



International School of Helsingborg

PARENTS AND TEACHERS ASSOCIATION

BOARD MEETING

Date of Meeting	Wednesday, 22 nd November 2017
Commenced	16:05 pm
Concluded	17:05 pm
Venue	ISH Petri, Helsingborg – 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%;"> <tr> <td>PRESENT</td> <td>Ruth Kerry Brendon Sidebottom Carla Johansson</td> <td>Sally-Anne Drury Jean-Pierre Alouan</td> </tr> <tr> <td>APOLOGIES</td> <td>Michael McAneney Delia Auliso Sophia Backe</td> <td>Oivind Linnerud</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>Abduljabbar Alsuhili</td> <td></td> </tr> </table>	PRESENT	Ruth Kerry Brendon Sidebottom Carla Johansson	Sally-Anne Drury Jean-Pierre Alouan	APOLOGIES	Michael McAneney Delia Auliso Sophia Backe	Oivind Linnerud	PROXIES (copies tabled)	Member giving Proxy	Proxy given to	QUORUM: Declared			VISITORS	Abduljabbar Alsuhili	
PRESENT	Ruth Kerry Brendon Sidebottom Carla Johansson	Sally-Anne Drury Jean-Pierre Alouan														
APOLOGIES	Michael McAneney Delia Auliso Sophia Backe	Oivind Linnerud														
PROXIES (copies tabled)	Member giving Proxy	Proxy given to														
QUORUM: Declared																
VISITORS	Abduljabbar Alsuhili															
4.	<p>Subcommittee Reports</p> <p>Nil.</p>															
5.	<p>Minutes for Consideration</p> <p>The Minutes of the Meeting of 11th October 2017 were reviewed and approved.</p>															
6.	<p>Matters Arising from Previous Minutes</p> <p>Nil.</p>															

7.	<p>Mini Grant Applications</p> <p>a. MYP-4, Field Trip to Poland</p> <p>An application from MYP-4, seeking 12,000Kr to 20,000Kr, was received and circulated prior to the Meeting.</p> <p>The PTA Budget was outlined in the Minutes of the Meeting of 11th October 2017; a 5,000Kr allocation (a 25% increase from last year's allocation) was made towards the MYP-4 Spring Dance in April 2018, a fund raising event to assist with the trip to Poland.</p> <p>It was noted that the Spring Fair would quickly follow and provide a further fund raising opportunity.</p> <p>After discussion and review of the PTA Budget and bank account, it was agreed that fund raising at both the Spring Dance and the Spring Fair would likely achieve the required funding being sought by MYP-4.</p> <p>The Mini Grant application was <u>rejected</u>; however, it was agreed that the PTA would underwrite any shortfall in funding required up to an amount of 5,000Kr. This would potentially total 10,000Kr in assistance to MYP-4.</p> <p>b. MYP and PYP Playground Equipment</p> <p>An application was received from ISH, seeking 7,000Kr for the purchase of skipping ropes, soccer balls, cones, and other sporting equipment for use by the children in the playground.</p> <p>The funds would be allocated 3,000Kr to PYP and 4,000Kr to MYP.</p> <p>The Mini Grant application was <u>approved</u>.</p>
8.	<p>Afterschool Care (Fritids) Activities</p> <p>Sophia Backe was unable to attend the meeting but had provided her report to the Chairperson prior to the meeting to the effect:</p> <ul style="list-style-type: none"> ▪ The Coding Course is being withdrawn due to lack of interest from MYP (only 1 student registered) ▪ PYP 2-4 Chess Club will commence Monday, 28 November – this will be announced in the ISH Newsletter. <p>The venue is PYP-5 classroom, where the chess sets are stored. Of the 25 places available, 11 are now filled.</p> <ul style="list-style-type: none"> ▪ To commence in January 2018 will be: <ul style="list-style-type: none"> - Ice Skating at the Olympia rink. - Conversational French to be conducted by a Belgian native speaker. - Spanish Language Lessons (basic for PYP and more advanced for MYP students of Spanish and mother tongue children). The teacher will charge for her time; the PTA has requested confirmation of the appropriate registration with SKAT. <p>Regarding a proposed Homework Club, a qualified part-time teacher or a student teacher is being sought. It is anticipated that this will be a paid position 2 to 3 hours per week. ISH has advised the market rate of between 120Kr to 140Kr per hour. ISH PTA is actively seeking a teacher to lead the Homework Club, to commence as soon as possible.</p>
9.	<p>Treasurer's Report</p> <p>The Treasurer and former Treasurer shall meet with the bank next Tuesday for a formal hand-over, thereafter, full access to the ISH PTA account will be available.</p> <p>The Organisation Number (802511-9952) has now been provided by Skatteverket and is effective from 20 October 2017. This will facilitate an ISH PTA SWISH facility as well as full accounting and VAT transactions.</p> <p>Bank balances were advised: 37,347Kr in the bank (after budget allocations) plus 11,405Kr in Petty Cash.</p>
10.	<p>Upcoming Events</p> <p>a. <u>Christmas Fair</u></p> <p>Preparations are progressing well. The event will commence 11am and conclude by 2pm, 2nd December 2017.</p> <p>Santa's Grotto (photos with Santa) will be a main feature. A sofa is available with props, lighting, and equipment.</p> <p>Photos will be sold as presented in DL size fold-out gift cards for grandparents and friends. The price has been determined at 50Kr for one, 80Kr for two, and 100Kr for three photo gift cards.</p> <p>Mr Abduljabbar Alsuhibi, an ISH parent, professional actor, and Producer with Helsingborg Kulturförvalningen, will be the photographer; <i>a Santa Claus and a Mrs Claus are being sought.</i></p> <p>With the aid of ISH technology, a green-screen may be utilised to provide a choice of background scenes.</p>

	<p>b. <u>Monthly PTA Coffee Morning</u></p> <p>The next coffee morning, the final one for 2017, will be held on Monday, 27th November to commence 8:30am at Helsingbor's <i>Kulturhuset</i>.</p> <p>These mornings are growing in popularity and we are joined by other groups such as H.I.C. and university students who come to network with us. The program for 2018 will be announced in January 2018.</p> <p>c. <u>PYP 1-6 Christmas Assembly</u></p> <p>To be held 14th December 2017, the venue will once again be the Nicholai building.</p> <p>A <i>Glögg & Pepparkakor</i> station will be set up in the canteen for safety reasons. All funds raised will be channelled back to ISH for the direct benefit of the children. Permission to be sought via Michael McAneney.</p>
11.	<p>PYP Progress Talks – Results of Fika Sale</p> <p>The <i>Fika Sale</i> during the PYP Progress Talks raised a total of 2,175 in net funds. This money will be used to help fund ISH and for Mini Grants for the direct benefit of the ISH children. A special thank you to the ladies and gentlemen who had lots of fun helping out with manning the <i>Fika Station</i>.</p> <p>Also mentioned was this year's successful <i>Trunk or Treat</i> event was enjoyed by all the children (not to mention parents) and raised a total of 1,180Kr for allocation to the children of the ISH PYP years. A special thank you to Cyrena Rattray for her wonderful efforts in organising and running this very enjoyable event.</p>
12.	<p>PTA Board</p> <p>The next AGM of the ISH PTA is scheduled for 1st February 2018.</p> <p>At the AGM, both the PTA Chairperson and the PTA Secretary will step down after several years of service.</p> <p>The PTA Chairperson has indicated her thoughts about taking up the role of Secretary.</p> <p>Hence, a replacement Chairperson is being sought; the ideal candidate will have skills in organising, overseeing, and delegating to subcommittees and volunteers. The role can be described as more a "big picture" role rather than a hands-on, technical role.</p> <p>A new permanent position of PTA Communications will be created for maintaining the graphics, website, and communications (mostly by email) on behalf of the PTA.</p> <p>Nomination / Application Forms for PTA Board Positions are being drafted and will soon be circulated.</p> <p>The ISH PTA Statutes are being presently being updated by the PTA Secretary and are envisaged to be available for review and comment by all teachers and parents at the PTA Desk at the Christmas Fair.</p> <p>The 2017 ISH PTA Annual Report will be circulated to all parents and teachers by email in the coming week.</p>
13.	<p>Other Business</p> <p>a. A mini Bouncing Castle has been donated to the ISH and its PTA. It has a footprint of circa 3m x 3m and is suitable for use by K-Year students, taking only three at a time. It will be made available for use during the Christmas Fair and Spring Fair, ensuring safe play for the little ones, as a supplement to larger Bouncing Castles. It may also be made available in the gym for K-Year Afterschool Care / Fritids.</p> <p>b. Class Parent Representative Contact Lists are presently being merged and synced; there will be only one master list in place of the multiple conflicting lists presently in use. The lists will be held by the class teachers and the PTA for privacy reasons. Should any parent wish to contact his/her child's class parent representative, a request should be made via the class teacher.</p> <p>c. The Secretary wishes to apologise for the email sent on Monday 21st November providing Notice of the PTA Meeting and attaching the previous Meeting's Minutes – the email is usually sent via BCC, however, on this occasion it was unintentionally sent with email addresses visible.</p>
14.	<p>Next Meeting</p> <p>The last meeting prior to the AGM, to be held: 4:00pm Wednesday, 17 January 2018 at the ISH Petri Staff Room.</p>
15.	<p>Meeting Closure</p> <p>The meeting was declared closed at 17:05 pm.</p>

Signed as a true and correct record

Ruth Kerry
(ISH PTA Chairperson)

22nd / November / 2017
Date