



# International School of Helsingborg

## PARENTS AND TEACHERS ASSOCIATION

### ANNUAL GENERAL MEETING

<b>Date of Meeting</b>	Thursday, 1 <sup>st</sup> February 2018
<b>Commenced</b>	06:30 pm
<b>Concluded</b>	07:45 pm
<b>Venue</b>	ISH Petri Building, Conference Room Östra Vallgatan 9, 251 89 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 meeting commenced with a warm welcome by the Chairperson followed by short introduction to the ISH PTA, an overview of its history, and some of the PTA's achievements throughout the past year.															
2.	<b>Notation of who is present at the Meeting</b> The following members signed the Attendance Register: <table border="1"><tr><td>PRESENT</td><td>Ruth Kerry Brendon Sidebottom Jean-Pierre Alouan Delia Aulisio Teodor Bende</td><td>Carla Johansson Sally-Ann Drury Mariam Adrisi Baldwin Zlata Bende Nuno Monterio</td></tr></table> <b>Apologies Received</b> <table border="1"><tr><td>APOLOGIES</td><td>Öivind Linnerud Michael McAneney</td><td>Sophie Backe</td></tr></table> <b>Proxies Received</b> <table border="1"><thead><tr><th>PROXIES (copies tabled)</th><th>Member giving Proxy</th><th>Proxy given to</th></tr></thead><tbody><tr><td></td><td>Not Applicable</td><td>Not Applicable</td></tr></tbody></table> <b>Visitors Noted</b> <table border="1"><tr><td>VISITORS</td><td>Nil.</td><td></td></tr></table>	PRESENT	Ruth Kerry Brendon Sidebottom Jean-Pierre Alouan Delia Aulisio Teodor Bende	Carla Johansson Sally-Ann Drury Mariam Adrisi Baldwin Zlata Bende Nuno Monterio	APOLOGIES	Öivind Linnerud Michael McAneney	Sophie Backe	PROXIES (copies tabled)	Member giving Proxy	Proxy given to		Not Applicable	Not Applicable	VISITORS	Nil.	
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3.	<b>Official Status of the AGM and Eligibility to Vote at the AGM</b> Having reviewed the Attendance Register and Proxies Register, all present eligible to vote.															
4.	<b>Determination of a Quorum</b> Having reviewed the Attendance Register and Proxies Register, a Quorum was declared.															
5.	<b>Approval of the Agenda</b> The Agenda was reviewed by prior circulation and approved by the Meeting.															

6.	<p><b>Minutes of the Previous AGM</b></p> <p>The Minutes of the 2017 AGM were tabled for review and discussion.</p> <p>The Secretary walked through 2017 AGM Minutes and asked if there were any questions.</p> <p>The function of each Board position was outlined and it was noted which current members would be standing down and not seeking re-election.</p> <p><b>Resolved:</b> Unanimously, that the Minutes of the 2017 AGM be adopted without amendment as a correct record of that meeting</p>
7.	<p><b>PTA Report – Chairperson with other members</b></p> <p>The Chairperson spoke briefly, outlining the activities and achievements of the ISH PTA over the past year.</p> <p>The Secretary tabled the ISH PTA 2018 Annual Report with copies provided to all present prior to the commencement of the Meeting for all to preview.</p> <p>After a brief Q&amp;A exchange, a motion was moved to accept the ISH PTA 2017 Annual Report.</p> <p><b>Resolved:</b> Unanimously, that the ISH PTA 2018 Annual Report be accepted.</p>
8.	<p><b>Treasurer’s Report and 2018 Budget</b></p> <p>The acting Treasurer tabled the Treasurer’s Report and proceeded to walk through it with the Meeting, inviting and responding to questions.</p> <p>A discussion ensued on of how PTA funds were applied towards the benefit of the ISH students. Items such as funding the purchase of MYP indoor games, sporting equipment, class field excursions, library books for both MYP and PYP libraries, and PA system were identified.</p> <p>The PYP Principal reconfirmed that the school is not permitted by law to ask or demand money from parents to cover such costs as classroom supplies and field excursions, hence the importance of the function of the PTA in fundraising activities and in financially supporting the school.</p> <p>Revenue raising activities were discussed and the Spring Fair was confirmed to be the largest source of revenue together with donations.</p> <p>The current balance of the PTA’s bank account balance, with cash held to be banked, total the highest amount in the PTA’s history.</p> <p>It was confirmed that the PTA has been issued an Organisation Number and that the PTA’s bank seeks the adoption of the draft Constitution by the AGM and the ratification by the AGM of the appointment of Mr Brendan Sidebottom as Treasurer in order to finalise account signatories and hand-over by the past treasurer.</p> <p>A motion was moved to accept the Treasurer’s Report.</p> <p><b>Resolved:</b> Unanimously, that the Treasurer’s Report be accepted.</p>
9.	<p><b>Vote to Adopt the Draft New PTA Constitution</b></p> <p>The Secretary tabled the Draft Constitution, which has been on display for review and comment at the PTA Desk at the ISH Christmas Fair, on the ISH PTA Website, and emailed to all parents.</p> <p>The Secretary asked if all present had reviewed the draft Constitution and proceeded to walk through each section of it inviting questions from the AGM.</p> <p>The following Parts in particular were reviewed and discussed; Part 2.2 on the PTA Board Composition, Part 2.3 on the PTA Board Structure, and Part 7 on the Winding Up of the ISH PTA. Part 7 of the Constitution was drafted in accordance with the third Resolution in Item 9 of the Minutes of the PTA’s ordinary meeting of 11 October 2017.</p> <p>Following a thorough review by the AGM, the Secretary moved a motion for the formal adoption of the draft Constitution to take immediate effect.</p> <p><b>Resolved:</b> Unanimously, by a show of 10 hands from all 10 members constituting the quorate AGM, to henceforth adopt the draft Constitution to take effect immediately as the Constitution of the ISH PTA.</p> <p>The Constitution of the ISH PTA, having been adopted, was signed by the Chairperson and Treasurer as witnessed by the AGM.</p>
10.	<p><b>Vote to discharge PTA Board from any and all liability</b></p> <p>The Chair moved a motion to discharge the PTA Board Members from any and all liability of the Accounts and of any other obligation or agreement or contract entered into on behalf of the PTA.</p> <p><b>Resolved:</b> Unanimously, that the PTA Board Members are discharged from any and all liability.</p>

11.	<p><b>Election of the 2017 PTA Board</b></p> <p>The streamlining of the structure of the PTA Board, as determined at AGM 2016, was discussed and it was agreed that the PTA's past year's performance and result is a strong indicator of flexibility, effectiveness, and potency of the PTA Board in its current form.</p> <p>The Chairperson and Secretary confirmed previously advised intentions not to seek re-election as they had now served more than two years.</p> <p>The past Treasurer had also resigned after over 2 years on the PTA Board and Mr Brendon Sidebottom was nominated and accepted as the de facto Treasurer pending ratification at the AGM, as recorded in Item 9 of the Minutes of the PTA's ordinary meeting of 11 October 2017, which were tabled at the AGM.</p> <p><b>Resolved:</b> Unanimously, that the appointment of Mr Brendon Sidebottom to the position of the PTA Treasurer, as minuted at the PTA's ordinary meeting of 11 October 2017, be ratified.</p> <p>The Board officially stepped down and all positions were declared to be vacant.</p> <p>The Secretary put to the meeting the available positions and invited members to volunteer to fill the positions. Voting followed the nomination and acceptance of each position as follows:</p> <p>A. The Three Fixed Positions:</p> <table border="1"> <tr> <td>Chairperson</td> <td>Remains Vacant; <i>to be filled within 2 calendar months per the Constitution.</i></td> </tr> <tr> <td>Secretary</td> <td>Mariam Adrisi Baldwin</td> </tr> <tr> <td>Treasurer</td> <td>Brendon Sidebottom</td> </tr> </table> <p>B. The Floating Positions:</p> <table border="1"> <tr> <td>Events Coordinator</td> <td><i>To be filled as required by the next ordinary meeting</i></td> </tr> <tr> <td>Afterschool Care Coordinator</td> <td>Sophia Backe (as required from time-to-time)</td> </tr> <tr> <td>Auxiliary Coordinator</td> <td>Delia Aulisio</td> </tr> </table> <p>C. The School Principals to remain:</p> <table border="1"> <tr> <td>DP Principal (School Principal)</td> <td>Öivind Linnerud</td> </tr> <tr> <td>MYP Principal</td> <td>Michael McAneney</td> </tr> <tr> <td>PYP Principal</td> <td>Carla Johansson</td> </tr> <tr> <td>Principals' Coordinator</td> <td>Sally-Ann Drury</td> </tr> </table>	Chairperson	Remains Vacant; <i>to be filled within 2 calendar months per the Constitution.</i>	Secretary	Mariam Adrisi Baldwin	Treasurer	Brendon Sidebottom	Events Coordinator	<i>To be filled as required by the next ordinary meeting</i>	Afterschool Care Coordinator	Sophia Backe (as required from time-to-time)	Auxiliary Coordinator	Delia Aulisio	DP Principal (School Principal)	Öivind Linnerud	MYP Principal	Michael McAneney	PYP Principal	Carla Johansson	Principals' Coordinator	Sally-Ann Drury
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12.	<p><b>Any Other Business</b></p> <p>The ratification of the appointment of Mr Brendon Sidebottom to the position of Treasurer, as resolved and noted in the Minutes of the ordinary meeting of the ISH PTA of 11 October 2017; this item was addressed in Item 11 of this AGM, as minuted above.</p>																				
13.	<p><b>Next AGM (2019)</b></p> <p>The date for 2019 AGM was set for 2<sup>nd</sup> February 2019, to be held in the dining hall of ISH Petri at 6:30 pm.</p>																				
14.	<p><b>Meeting Closure</b></p> <p>The meeting was declared closed at 7:45 pm.</p>																				

*Signed as a true and correct record*

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Ruth Kerry  
(ISH PTA Chairperson)

1<sup>st</sup> / February / 2018  
Date