



**INTERNATIONAL SCHOOL OF HELSINGBORG
PARENTS AND TEACHERS ASSOCIATION
BOARD MEETING**

Date of meeting: Thursday the 18th of October 2018
Commenced: 5:00 pm
Concluded: 6.00 pm
Venue: ISH PYP Conference room

MINUTES OF MEETING

1. Opening remarks and Welcome

The Chair declared the meeting open

2. Approval of the agenda

The agenda previously distributed was approved.

3. Present at the meeting

Elizabeth Nilsson – PYP Principal
Patrick MacAulay – MYP Principal
Homeira Joshaghani – Pre-School Principal
Cyrena Devonne Rattray – Parent member
Delia Aulisio – Parent member
Chris Richardson – Chair PTA
Sajid Hanif Khan – Treasurer PTA
Christina Jellnor – Secretary PTA

Excused:

Chenielle G. Carlsson – PTA Webmaster
Michael McAneney – Head of ISH

4. PTA finances

- The bank is now active. Treasurer went through the bank statement.
- The current cash amounts to 7,962 SEK
- All agreed to the process of an expenditure of funds. CR to approve each fund prior to transfer.
- Regulations of funds raised and its distribution was discussed
PTA money/ grants are given to classes as long as they benefit the school overall and not one single class initiative (ex. have a party)

- Bank document was signed by the board to enable Swish account for PTA activity.
- PTA storage room: To safeguard the stock a key designated to PTA will be made for the storage room. The lock will be changed, and the key will be available only in the PYP principal's office.

5. Trunk n'Treat

Trunk n treat will be at the Maria Park, October 26th at 5.30 pm

CDR pointed out that the carving of the Halloween Pumpkins should be done at home prior to arriving at the party (for safety reasons)

CDR is asking for more ISH involvement, and it was discussed that activities on the school premises are easier to support by the school staff.

More details regarding the planning will be sent separately

PM added that we should focus on e.g. 4-5 events during the year and decide which these should be.

6. Fund raising events – Winter fair

- Winter fair set for December 1st since earlier.
- Areas to be used were discussed
 - Gym hall is available (Note max limit of 150 persons at one time)
 - Most usual areas may be used as well (avoiding conflicts with other school activities as usual)
- List of MYP parents who is volunteering
- Fire plan to be reviewed. HJ pointed out the need to make this a priority. A fire plan responsible person will be selected from the management. EN
- A separate meeting will be held to finalize details regarding the winter fair. CR, DA, CJ & CDR

7. Introduction of MYP Principal, and new leadership expectations

- PM will get volunteers, CAS hours including contact information and availability

8. Next meeting preliminary scheduled for the 8th of November

- Winter fair will then have been developed further for final discussions and the agenda more manageable

9. Meeting Closure

The meeting was declared closed at 06.00 pm