



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

**Date of meeting:** Tuesday 17<sup>th</sup> of November 2020  
**Commenced:** 5:05 pm  
**Concluded:** 6 pm  
**Venue:** ISH PYP Conference room and Google Meet

**MINUTES OF MEETING**

**1. Opening remarks and Welcome**

Few attendees were in the ISH conference room and few attendees joined via Google meet. Due to pandemic, the online meeting has been planned.

**2. Approval of the agenda**

The agenda was reviewed by prior circulation and approved.  
Select new members for chair and treasurer for PTA.

**3. Present at the meeting**

Elizabeth Nilsson– Principal of PYP  
Homeira Joshagani– Principal of EYP  
Michael McAneney – Principal of DP  
Patrick MacAulay – Principal of MYP  
Michael Sajan – PTA Secretary  
Saravana Raj– Parent member  
Kapil Agrawal– Parent member  
Chris Richardson – Outgoing Chair

**4. New Chair and Treasurer**

Kapil Agrawal volunteered to join PTA as a new treasurer.  
Saravana Raj volunteered to join PTA as a new Chairperson.

The board members have accepted them in the new roles and this needs to be signed by the board members.

Sajid will coordinate the handover to Kapil including the bank account authority.

Next step: The MOM needs to be signed by atleast 6 people.

**5. Other issues**

Roles and Responsibilities page is not working in ISHPTA.se website. Chris will contact Chenielle to rectify the issue.

**6. Next meeting**

The next meeting will be planned by the new PTA chairperson.

**7. Meeting Closure**

The meeting was declared closed at 6pm