



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

**Date of meeting:** Wednesday 21<sup>st</sup> of April 2021  
**Commenced:** 5:05 pm  
**Concluded:** 6 pm  
**Venue:** ISH PYP Conference room and Google Meet

**MINUTES OF MEETING**

**1. Opening remarks and Welcome**

Due to pandemic, the online meeting was digitalized and high attention audience was participated.

**2. Approval of the agenda**

The agenda was reviewed by prior circulation as below and approved.

- Introduction of new PTA board members.
- Reviewing the health status between PTA board and school heads, administrators.
- Expectation to meet or to be derived.
- Enhancement of PTA website.
- Open questions, action items and fixtures for the next meeting.

**3. Present at the meeting**

- Elizabeth Nilsson - Principal of PYP
- Michael McAneny - Principal of DP
- Patrick MacAulay - Principal of MYP
- Michael Sajan - PTA Secretary
- Saravananaraj - PTA chair
- Kapil Agrawal - PTA treasure
- Delia Aulisio - Parent Member

**4. Meeting discussion**

- Digitailizatiied form will be created for PTA registration fees and parents funds transfer.
- Digitailizatiied form is planned to create and roll out during the academic startup of 2021 Aug.

- School heads and PTA board jointly is planning to focus on the working strategies over this pandemic and it serves the purpose of financial support, fund collection.
- DP graduation - celebration for the ongoing year is restricted in align to Pandemic law.
- Inventory and Merchandise will be reviewed for utilization and productivity.
- Fritids newsletter content will be structured with information on teachers recovering status and health condition - If possible the students recovering status and rate can be added to boost up positive environment.
- PTA website will be cleaned up and enhanced for more interactive, informative and knowledge sharing (in align to data policy and agreements).
- A Short PTA meeting will be planned on July to plan about welcoming parents, students for the startup of 2021 - 2022 academic and also another meeting will be held before the end period of ongoing academic.

## 5. Action Item

Action	Owner	Details	ETA
Digital Form creation	PTA Chair / treasure / Elizabeth	Elizabeth will work with school IT team and based on her input PTA board will be proceed further	30-Jul-2021
PTA working strategies	PTA board / School Heads	As one step ,digital meeting is planned during startup of Aug 2021	31-Aug-2021
Inventory and Merchandise	PTA board / School Heads	The complete plan will be worked out and discussed in next meeting	30-Jul-2021
PTA website enhancement	PTA chair	PTA chair will be submitting a mock for the cleanup and change	30-Jul-2021

## 6. Other issues

- No major disturbance and periodically if any new issue it will be addressed with immediate attention.

## 7. Next meeting

The next meeting will be planned by the PTA chairperson.

## 8. Meeting Closure

The meeting was declared closed at 6pm.