



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

Date of meeting: Thursday 03-Jun-2021
Commenced: 5:00 pm
Concluded: 6:05 pm
Venue: ISH PYP Conference room and Google Meet

MINUTES OF MEETING

1. Opening remarks and Welcome

Due to the pandemic, the online meeting was digitized and a good attention audience participated.

2. Approval of the agenda

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

- Website updated for contact details.
- Role of PTA within the school.
- PTA Goals for 2021-2022.
- Plans for activities/events 2021-2022.
- Financial update on stipend request from Elizabeth.
- Open questions, action items and fixtures for the next meeting.

3. Present at the meeting

- Elizabeth Nilsson - Principal of PYP
- Michael McAneney - Principal of DP
- Patrick MacAulay - Principal of MYP
- Michael Sajan - PTA Secretary
- Saravanaraj - PTA chair
- Kapil Agrawal - PTA treasure
- Delia Aulisio - Parent Member
- Ruth - Parent member

4. Meeting discussion

- PTA members' contact details were updated in the web portal.

- PTA responsibility for re-initiating events of the academic 2021 - 2022 was discussed at high level. In the upcoming meeting the events will be finalized with date & time.
- Inventory and Merchandise will be reviewed for utilization and productivity (Extension of April meeting).
- PTA has approved the financial stipend as requested from Elizabeth.
- The PTA website will be cleaned up and enhanced for more interactive, informative and knowledge sharing (in alignment to data policy and agreements) - (Extension of April meeting).
- Several past student events were discussed to look upon future routines on conducting similar kinds of events.
- Primary objective is to raise funds for the academic period 2021-2022.

5. Action Item

Action	Owner	Details	ETA
Digital Form creation	Saravananaraj / Kapil / 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 ,a digital meeting is planned during startup of Aug 2021 for initiating coffee event and fundraising request	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.