

PTG & Heads of School Meeting Minutes - 12th March, 2019



Attendees: Matthew Mills (Head of School), Michael Smith (Secondary Principal), Helen Thew (Cross Campus Principal), Lorna Conroy (Assistant Principal Secondary School, Student Welfare), Jason Cooper (Primary School Principal), Cheryl Rego (Development, Alumni and Marketing Manager), Rachel Jones (Head of Admissions), Melissa Golden (PTG Chair), Fiona Bertoli (PTG Secretary), Rapeepan Sapayanon (Khun Pook)(PTG Treasurer), Chavapas Ongmahutmongkol (Khun Joe)(PTG Thai Rep), Marielle Eurlings (PTG Secondary Parent Rep), Lyke Schouten (PTG Primary Parent Rep), Aki Roughley (PTG Cross Campus Rep), Janine Minchin (PTG Tigershop Rep)

Apologies: Andrew Gordon (Business Director), Carol Battram (Assistant Principal Primary School, Student Welfare), Vik Bhatnagar (PTG ViceChair), Maayen Chorev (PTG Communications Rep)

1. Business carried forward from previous meeting

a) Motion to amend minutes (item 5 of the previous minutes)

Please find the amended PTG & Heads of School Minutes dated 29.01.19 on the PTG website.

b) Follow up and progress on air quality

There are still some concerns from parents regarding the air quality and measures being taken. The school's main focus is on installing air filters as soon as possible. The school has to order them through a contractor and the contractor ordered the incorrect items. The school caught the mistake before the final sign-off and then the contractor had to check again and re-order the air filters. Therefore, the timings are a bit later than planned which is unfortunate. The air filters will be installed in Nursery and FS by the end of March and the rest of the school will have the air filters installed at the end of the 2019, early 2020, dates to be confirmed. The monitoring unit will now be installed the weekend of 3rd/4th April.

c) Bleachers in Sports Hall

There are bleachers already in school already. The problem is that there are climbing mats on the floor on the landing beneath the climbing walls that are used all year round. They are extremely heavy and take many people to move. Therefore, the bleachers will be put up for a few special events of the year such as the Christmas Concert and International Day.

Action: Cheryl Rego to work with building and grounds to move the mats for special events.

2) PTG Google Drive

Alison Bastin has been working on the PTG Google Drive with the PTG Chair to consolidate all PTG documents together, so that the new Committee, starting on May 28th will have everything in place.

3) Canteen

a) Positive feedback

There have been a few rumblings from parents about the canteen, so the PTG had a meeting with Khun Toon and Khun Witchit and Khun Prim, the full-time school nutritionist, who has been working here at school for 3 years and been developing canteen and snack bar standards. All the foods in the canteen and snack bar are classified and colour coded - red, amber or green. Each food item is classified according to a specific nutritional standard and analysed to take into account such things as preservatives, additives, sugar content and so on. There are no red foods available for consumption in the snack bars or canteen. This was very positive feedback and great to hear. Student councils have also been shown what they are eating.

Action:

- The school is making moves to increase the healthy and a more diverse vegetarian options.
- School should be letting the parents know that the canteen ensures that the students are being offered a range of nutritional and balanced options, e.g. no more crisps sold because they now contain msg.
- School is educating healthy eating options in PHSE lessons.

b) Process for requesting changes

If parents want to request changes, such as fewer days for ice-creams or ice-pops, these concerns should be fed directly to Khun Toon.

4) AGM

a) International Day - date has been set for 7th November, 2019

b) Other positions available

Unfortunately, some people will be leaving the current committee. However, there will be a number of the current committee remaining: Secondary Rep (Marielle Eurlings), Cross-campus Rep (Aki Roughley), Communications Rep (Maayan Chorev) are all definitely staying on. Already had some interest in a few of the other roles which is promising.

5) Upcoming events

a) Healthy Living in Bangkok - March 27th

Our next parent information session will be held on 27th March in the Black Box. It will discuss how to live healthier in Bangkok. There will be a panel of experts, a doctors (to provide a medical viewpoint), a scientific expert (to explain what we breathe, Mr. Adrian Palmer), a nutrition expert and a sleep specialist (Brian Taylor)

b) Staff Appreciation Day - 2nd May

The day will be organised differently this year. The PTG events Rep would like to make the staff feel appreciated and serve them better. Therefore, this year there will be 3 separate locations and sittings to ensure that everyone has enough food and there is no wastage:

- Transport office will host the bus monitors and drivers from 8-10am and food will be eaten there.
- The 6 day-staff office will host the 6-day staff from 10-11am.
- The Cross-campus staffroom will host the teachers from 12-1pm

c) Volunteers Thank You - 26th April

The PTG events rep is creating a fun event for all the volunteers who have given up their time throughout the year to help. The event will be held in the Black Box and run from approx. 8-12 noon.

d) Car Boot/Yard Sale - Date TBD

We will organise a yard sale/car boot sale in Term 3, where parents can book a table and sell their used goods for a fair price. Raffle tickets will be sold and food vendors organised. Any donated good will be sold and any money raised will go towards the PTG.

Action: PTG Chair/Events to organise a date in Term 3, a suitable location and timings with school

e) Uniform Swap Shop - June 18-19

Uniform swap shops will be held twice per year. The next one will be on **June 18th-19th** and held in the PTG room. The uniform Swap is not a one for one swap, but the point is to recycle uniforms and there for parents to give unwanted uniforms and then take the items they need.

6) Financial Report

- The PTG Executive Committee have adjusted the budget to account for the loss of revenue from Fun Day. Before the cancellation of Fun Day, we expected to have 1.2 million in the bank, now we should end up around 750,000 baht at the end of the school year.

- Another difference in the budget is the profit from the TigerShop. We have purchased a lot of new stock and are therefore waiting to earn the money in 2109-20. Last year it was decided the PTG would pay for Y13s graduation gift (a personalized hoodie). This was decided as there were many requests from different year groups. We will continue with that this year. It was also suggested that the PTG contribute to the Y13 charity. This will be considered at the next executive meeting.

Action: PTG Executive Committee to decide on a good figure to keep as a balance, does it need to be 1 million or less? The school has a 200k contingency plan to help out the PTG if they are in trouble financially.

7) Primary Update

All primary year group get-togethers have now been organised with the exception of Y2 which will be held in school very soon.

8) Secondary Update

All secondary year group get-togethers have now been organised with the exception of Y10 and Y11 which will be held at Starbucks at the end of March. The school shop is looking into the requested uniform changes for the girls skirts - adjustments to girls skirts waistbands and the student councils will review the requested changes for the boys pants, samples will be made for the smaller sizes only.

FOBISIA Games - U13 will be going to Thanyapura. U15s have withdrawn from FOBISIA in 2019-20. There are too many clashes with BISAC and SEASAC events for this age group and many students are concentrated on a single sport by 15 years of age. Cindy Adair is looking into the alternatives for the U15 age group and will share thoughts later. It doesn't look like the hub model for FOBISIA will change despite all efforts.

9) Tiger Shop Update

a) Request for addition products

Permission for extra hats of SS size in each colour, white, orange and black, the school shop needs 3 extra barcodes to enable the sale of these item which have been requested by parents.

Action: PTG Tigershop to check with Cheryl that OK to proceed.

b) Tiger Spirit wear - New boys' and girls' shorts

In development and they have been modified slightly after research has been conducted on best shape and feel for students.

10) Thai Rep Report

No further updates from Khun Joe

11) School Reports

Head of School - Matt Mills

Back from Colombo from a FOBISIA meeting. Many more schools have now joined, initially FOBISIA started with 23 schools, now there are 63, and the number will rise to 70 this year. As FOBISIA expands, there will be hubs, and possibly expansion into Japan and the Pacific Rim, who are very keen to join online competitions, such as coding. There will be a new CEO for FOBISIA starting who will work part-time and in addition there will be a Patron.

During the Penultimate week of Term 2 - Mick Smith and Matt Mills will go to London to recruit specialist teachers.

Admissions - Rachel Jones

- Currently there are 2299 students in school and admissions is looking healthy in terms of enrolments. Letters have also been sent out for 2019-20 withdrawals and the April 23rd deadline set. Good to manage waiting lists and school. Max capacity is 2366, if every year group were full.
- There have been some new Immigration changes for students on education visas. The new addition requires a classmate to attest for them and sign a copy of their passport. The school is working hard to help families with this extra request and navigate the visa situation.
- ISAT - Thailand association of Schools. Matt Mills has been involved and goes to start up schools such as, Wellington College, Thana City - massive, making sure the school is staying in touch with what is going on around Bangkok.

Sports & ECAs - Cindy Adair

- Mad March is upon us again with many sporting events happening:
- U13 FOBISIA, SEASAC Athletics in Malaysia, Golf in Hua Hin, FOBISIA Tennis and Climbing, Interschool Sailing, Softball, SEASAC badminton, BISAC Swimming and SEASAC gymnastics and finally BISAC Track and Field.
- SEASAC Senior swimmers had a fantastic result at RIS, with the girls coming first and the boys coming 4th by a very small margin. Patana are hosting the Super SEASAC Junior swimming and gymnastics in early May.
- Sports Awards will be an alcohol-free event this year and will reduce tickets costs for parents. There have been some high-profile busts on some events recently and in addition in the past some of the younger kids have been seen taking some alcohol.

- The Ski Trip went well over half term and over 40 students went. There were no accidents and everyone seemed to have a great time. Cost for the week was 116,000 baht. Good to keep going back to the same place as the deals are better for returning customers.
- ECA sign up this Monday 18th March for Block 4. The Dance Academy had their first ever competition - all were school age dancers, some various dances - 22 students from Patana were involved.

Secondary Report - Lorna Conroy

- Y11 and Y13 deadlines for internal assessments have passed.
- Celebrations planned for leaving students, such as 2 dress up days (Thursday and Friday in the last week of Term 2) as well some fund raising.
- IB orals have taken place
- Y7 have been off timetable and working on their Connections project
- Y10 and Y12 Geography trips have been and returned
- Some DoE trips have been away
- Day trips for DT have taken place already
- Young enterprise market day and the social impact fair happening
- Patana classic will be a shorter event, held at lunchtime
- Waterpolo and year group swimming competitions taking place over the next few weeks
- Secondary Coffee mornings taking place before the end of Term 2.
- MUN conference is taking place and sponsorship gift packs have been requested from PTG. This request has been shared with the Marketing Department.

Secondary Report - Mick Smith

- Mick Smith and Matt Mills will travel to the UK to interview and recruit 3 teachers with the job of ensuring consistency within the departments of English, Maths and Science. The aim is to close the gap between teachers and make sure that teachers are working to the same standards. This will enable co-planning within these departments and by working together raise the standards of teaching. However, if no suitable candidates are found, then no teachers will be hired at this point in time.

Primary Update - Jason Cooper

- ISA tests have been completed for Years 4, 5 and 6. The tests cannot really be revised for so there is less stress for the child and the results will come back April or May and show the school how they are faring against other schools in terms of mathematics and literacy.
- Sports day for FS noticed a marked level of improved physicality, with better hand eye co-ordination. However, it is obvious that parents are busy recording and not cheering. Interclass T-ball happened this week.

- The primary production of Alice in Wonderland will take place in the Black Box on March 19th and 20th
- Hand Foot and Mouth (HFM) - The Primary office had to close one FS class last week. HFM can spread quickly, so please help to remind parents to be vigilant and keep child at home if they are sick.
- Guest speaker came and spoke to the students about Atomic Theory, which was very well received.
Action: PTG Primary Rep to ask for the information from the primary office and share with the PTG.

Cross-campus Update - Helen Thew

There are 2 projects on the go right now.

1. Guiding Statements Survey
To find out from parents how they feel about the guiding statements survey and how well the school are doing. So far 322 parents have responded.
Action: PTG to help encourage parents to have a voice and take the survey.
2. Waste less weeks
The Students come up with a title for each day of the week, such as:
Terminal Tuesday - recycling dead batteries
Water bottle Wednesday - 135,000 paper cups have gone though. (There are about 40 fountains so please don't be lazy, use your water bottle!)
Turn it off Thursday - don't keep the air con on - please turn it off!
Finish it Friday - weighing how much waste in primary and secondary bins, try and eat what you can on your plate, don't be greedy and overload it.

There was a home language morning on the 8th March, supported by 12 parents with Ginnie Turner who is the home language coordinator.

12) Other Business

- Advertising - the marketing team have a small budget for profiling in Thailand, but focus more on overseas and the advertisements are doing well.
- Feedback to marketing - in the Patana News, the Canteen link didn't work, please check
- Fun day 2020 has been set for 7th March, 2019 - put the date in your diary.

Meeting finished at 9.45am

Minutes written by PTG Secretary, Fiona Bertoli