



PTG Executive Committee and Heads of School Meeting Minutes

CON 406

17th September 2019, 7.50am

Attendees: Matt Mills (Head of School), Andrew Gordon (Business Director), Helen Thew (Cross Campus Principal), Mick Smith (Secondary Principal), Lorna Conroy (Assistant Principal Secondary School, Student welfare), Cindy Adair (Cross Campus Assistant Principal, Extra Curricular Activities and Sports), Jason Cooper (Primary Principal), Rachel Jones (Head of Admissions), Cheryl Rego (Development, Alumni and Marketing Manager), Melissa Golden (PTG Chair), Robert Scott (PTG Treasurer), Joe Cole (PTG Vice Chair), Vanessa Girling (PTG Secretary), Fernanda Castillo (PTG Tiger Shop manager), Marielle Eurlings (PTG Secondary rep), Jayne Harvey (PTG Primary rep), Chavapas Ongmahutmongkol (Khun Joe - PTG Thai rep), Aki Roughley (PTG Cross campus rep), Michela Pianesi (PTG Events), Maayan Chorev (PTG Communications Coordinator)

1. Introductions

The PTG Chair introduced the new members of the Executive Committee to the group, and the Head of School introduced the members of staff present at the meeting.

2. General update and focus for 2019/20

The PTG Committee has a similar focus to last year, supporting parents throughout the school and creating a sense of community.

a. Newcomers and Induction Day

The Newcomers Reps did a fantastic job at Induction Day; it was a very smooth process and everyone was made to feel very welcome.

i) New parent contact information

There is a new tool on Firefly that will allow parents to choose to share their contact details with the PTG.

Admissions and Marketing are working on a communication to send out to the school community informing them about this latest addition.

b. Committee roles and responsibilities

A full PTG Committee meeting has already taken place this term. Roles and responsibilities were clarified at this meeting for year group reps.

i) Year group online chats

Year group reps have been reminded to monitor and manage any inappropriate comments that may occur on class Line/WhatsApp groups.

ii) School coffee mornings and Introduction to Learning meetings

Thanks were given to the Heads of Years and to Primary for providing us with opportunities to share our information with parents at these meetings.

3. PTG Primary Update

a. Feedback from Introduction to Learning meetings

Positive feedback was received following the Introduction to Learning meetings; parents appreciated spending more time with their teachers in the classroom this year.

The PTG Primary rep meets with the Primary Year group reps every 8 weeks to discuss any issues that may have arisen.

Primary year group get togethers are already underway and have had good attendance so far. The Year 1 get together attracted 60 attendees! Some year groups have chosen to combine their get togethers with other year groups.

b. Safety and congestion in FS car park

The PTG Primary rep has been made aware that parents who self-drive are having increasing difficulty finding a parking space in the FS car park. Even if they arrive at 1.45 for a 2.30 pick up, they can't always park. Suggestions were made about having priority spaces for self-drive parents, or self-drive parents with infants.

Action: PTG Primary Rep to find out the number of parents this is affecting.

A piece of land on soi 35 has been purchased by the school and will act as a holding car park. This should help ease congestion but will not be in use until probably term 2, as the ground needs to settle first.

c. Food labelling

One parent has recently had a meeting with K Wichit. Their child has a dairy and egg allergy and had a reaction to eating bread at school. Is there a possibility of having some simple, clearer labelling in the canteen for children with such allergies?

d. Primary football/ECA provision

The ECA provision for primary football was discussed.

Many children, who aren't selected for academy teams but still want the chance to be able to play football, often miss out during ECA sign up, as there aren't enough spaces available.

Cindy Adair clarified that under the new football academy there are 2 streams, selective and development. They are aware that the development ECAs are oversubscribed and this is being monitored. If the

demand is there then they will recruit more staff to allow more children to participate.

During block 2, the traditional football season will start and training will begin for Bisac tournaments. There will also be a Bisac festival which will allow more than one school team to participate so other children will get an opportunity to play.

Mark Potter recently held a football academy information meeting, which was well attended by parents.

Additional item

A request has been made for mirrors to be put in the FS adult toilets.

4. PTG Secondary Update

It has been a good start to the term in Secondary, with no major issues reported. Parent get togethers will take place in October and November.

5. Tiger Shop Update

a. Sales

The Tiger Shop has taken 311,000 Thb in sales so far this year.

b. Product update and Tiger Spirit Day

Additional items have been ordered to sell ahead of Tiger Spirit Day in October. These include a pack with tiger ears, a bow tie and a tail, and a new item – a tiger hat with moveable ears.

The Tiger Shop manager has also been working on sourcing a new supplier for towels, and the shop now also stocks environmentally friendly grocery bags.

6. PTG Event and Activity update

a. Activities update

There are many activities now available to parents: yoga, English conversation classes, swimming, tennis, a running club, and Pilates.

Some Thai parents have also approached the PTG recently wanting to become more involved and they would like to offer free Thai language classes to other parents. The Head of School supported the introduction of this new activity.

b. Farmers Market Sept 12th

26 vendors attended the Farmer's Market last week, most of who were parents. Positive feedback was received regarding the event and many people have already been asking when the next one will take place.

Thanks were given to the school for supporting this event.

c. Big Night Out Oct 4th

The PTG Big Night Out will take place on 4th October at the House of Sathorn at the W Hotel and the event will follow a similar format to previous years. There are approximately 10 days of ticket sales remaining and the PTG are actively promoting this event to ensure 400 tickets are sold.

d. Think Pink Oct 10th

Last year the PTG hosted a breast cancer awareness coffee morning which raised 179,000 baht for the Queen Sirikit foundation group and the Pink Project.

This year, a charity tennis tournament has been organised for parents; there will also be a Secondary 'pink day' and a bake sale taking place as well.

e. International Day Nov 1st

i) *Country spotlight* – this is a new addition to International Day this year that 16 countries are participating in. Each of these countries will be allocated dates for them to set up a booth, once in primary and once in secondary, which students can visit during break times and participate in a country-themed activity.

This will be promoted across the school community.

ii) *Seating space in Sports Hall*

During previous year's Cultural shows, a large number of parents watch this event from the balcony upstairs in the sports hall. However, space is increasingly tight in this area and many parents who are asked by teachers to sit upstairs, sit downstairs anyway as they want to sit with their children. The buildings and grounds team have been asked if bleachers could be put upstairs on the balcony to provide more seating, but it has not been confirmed if this is possible.

If more space could be created on the floor in the sports hall, perhaps by moving the mats a little closer to the stage or the stage moving back a little, then more parents could be seated downstairs. A suggestion was made to allow primary parents to sit downstairs and for secondary parents to sit upstairs.

7. School Updates and Reports

Secondary report

- 54 new students have joined the school this year and are settling in well.
- The Secondary Coffee mornings and Curriculum mornings have already started.
- There has also been a CAT/CAS fair. Jane Lovegrove has taken over as coordinator, and 3 trips have already taken place including a Smile trip and a reef clean up.
- Plans focusing on the November residential trips are continuing.
- The Hub is now open; the aim of this space is to make the counselling team more accessible to all during break and lunchtimes.

- This Thursday, a University fair is taking place in the conference centre, with 190 universities attending. This fair is recommended for Y10 students and above. Students from other schools can also attend but will not be allowed in before 2pm.

Primary report

- All new staff and students are settling in well.
- We are now in the second week of ECAs and thanks were given to the team for getting everyone in the right place at the right time.
- There was a successful Basketball bonanza event on 6th September.
- Rehearsals for the Primary production of Chitty Chitty Bang Bang are underway; the show will take place in November.
- Tiger spirit day is coming up on 4th October. Last year students painted friendship rocks with a picture or pattern and a message and hid them around school for others to find; the same activity will take place this year.
- 3 way conferences will take place in Primary in mid October, just before half term.

Cross campus reports

- Season 1 has begun for the sports teams with training and fixtures already underway.
- 3 of the Bisac tournaments this year will be hosted by Patana, as will the Fobisia gymnastics competition. This is taking place the same weekend as the Ploenchit Fair.
- There will be an U15 friendship tournament for basketball and football coming up in Singapore.
- There has also been a working party discussing how to manage concussion. This has resulted in a detailed policy being put together and extra training where necessary.
- A dynamic coaching professional called Lynn Kachmarik will be visiting Patana to present to staff on upcoming professional learning days. She will also run a workshop for parents on 30th October on 'How to be an exceptional sports parent'.
- Cindy Adair and Matt Mills will chair SEASAC for the next 2 years. Patana will host the AGM.
- Solar panels have been installed on the roofs of another 5 buildings at school, following proposals by SEC students. There is a video of the solar panels available; a QR code can be accessed at the front of school.
- Libraries – lots of new books are now in stock and a visiting author has been secured.
- The recent Patana family golf tournament attracted 66 golfers and 20 non-golfers. Most who attended don't normally participate in the fun run. The event received positive feedback and will be repeated in the future. A new venue is being sourced for the fun run. It will follow a new format and allow more money to be given to charity.
- Patana will be hosting the Ploenchit fair again this year on 30th November.
- Patana also be hosting a science conference in February next year.

- Parents should be reminded that if something important occurs, for example a school closure, e-mails will be sent out and information will be posted on the school website. Otherwise the main communication channel is the Patana news. It can be disappointing when people say they didn't hear about something despite it being advertised in the weekly news publication.
- The recent planned fire drill went smoothly.
- A planned lockdown drill will take place on 9th October.
- A lightning detection system has been installed and it recently went off. However, parents didn't know what the siren was signalling; information will be posted in the Patana news.
- This year's Christmas assembly will take place on 13th December.

8. Questions and clarifications

a. School bus inspections

A date was set for inspections in May earlier this year but this was then moved to the last day of term 3. The PTG Treasurer was the only person who attended the bus inspections and carried out various checks on approximately 30 buses. Apologies were given to K.Toon and the transport team as they put in a huge amount of effort into making these buses available.

A suggestion has been made to make the inspections more random, perhaps parents travelling on individual buses to school can carry out spot checks and fill out a comment card with any findings. Any feedback could then be checked by transport.

b. CAT funds submissions

Last year 200,000 baht was available in the budget for primary and secondary but only 2 applications were received.

In the past, CAT clubs that participated in Fun day received 10,000 baht each. However, some needed the money and others didn't. It therefore seemed more appropriate for the clubs that really need the money to submit an application.

Awareness boards will be set up at Fun day for the CAT clubs to share their messages but they won't necessarily get any money.

c. Car parking at Sports Complex

After it's been raining there are a lot of puddles in the car park. Some of the ground is also uneven due to tree roots.

Andrew Gordon will ask the buildings and grounds team for a report of where it is flooding to see what work needs to be done.

d. Air Quality update

Work was carried out over the summer to install new air filtering systems throughout the school providing a clean learning environment in not only the classrooms but other buildings including the theatre and the sports hall as well.

Initial feedback is that parents are very happy with the work that has been carried out.

A suggestion was made that the school's air quality policy needs to be communicated at the earliest opportunity to parents, so that it is clear when the students are allowed to be outside.

Boards are now positioned at the front of school with the air quality rating displayed and are updated at 6am daily.

Other work that was completed over the summer includes the new Senior Studies space and renovations to the conference centre rooms.

Admissions reported that it had been a smooth start to the year. The new students have been settling in well and thanks were given to the newcomers reps for helping to make new families feel welcome.

New parents have also commented how important it is to have spaces such as the wellbeing room and the Hub.

e. PTG bank account

It was discussed whether the PTG could have a separate account for transactions including Big Night Out tickets, vendors paying for tables at events, Tiger shop accounting purposes, and so on.

For any future Tiger shop purchases where items have to be ordered through an external website, a purchase request form can be completed and submitted. Khun Rooth can help with such purchases; 4 signatures are required from the PTG and accounting to approve the purchase.

f. Uniform Shop

i) *Stock levels*

At the beginning of the year, some uniform items ran out of stock. This has also happened in previous years but it is hard to predict what will sell out.

Andrew Gordon will check what stock ran out this year.

ii) *Receipt for sports team kit*

The Taekwondo outfit is not part of the normal school shop range, so purchasers would not receive a normal receipt for this.

The U13/15s who purchase their own sports team kits from the school uniform shop don't always take their receipts when offered them.

iii) *Second Hand Shop*

The PTG Cross campus rep reported that at the uniform swap shop held before the summer, approximately 80% of the items donated were primary uniform. A request has been made to place boxes around school to facilitate the uniform donation process, as another swap shop is planned for October.

The Cross campus rep is also working with Second Chance to produce recycled uniform items using the gingham fabric; these will eventually replace the tigers currently available in the Tiger shop.

Some parents have asked about the possibility of having a second hand uniform shop. Further discussions will be required to determine a location, manning of a shop and the quality required of second hand uniforms.

9. Additional Business

None at this time.

Meeting finished at 9.50am.

Minutes written by Vanessa Girling, PTG Secretary.