**Minutes of the Parent Teacher Group (PTG) Annual General Meeting (AGM) 2015**

**18 May 2015 in Sports Hall Room 201**

**Minutes prepared by Siobhan Bland, (outgoing) PTG Secretary**

**Attendance:**

There were a total of 47 members present, including Board representatives (1), school staff (10) and parents (36) present at the AGM including:

Kulvadee Siribhadra; Matthew Mills; Andrew Gordon; James Penstone; Mick Smith; Helen Thew; Suzanne Lyndley; Clare Sharp; Jason Cooper; Genevieve Ahl; Cheryl Rego; Malee Whitcraft; Siobhan Bland; Wikki Bhanubandh; Ann Vanasin; Esther Lek; Dyan Zimmerman; Malene Bloch Lundgaard; Andrea Chaplin; Daphne Seiler; Laura McDonald; Maike Schoeppner; Suzie Jhanji; Rachel Cheung; Christine Yip; Tess Liptavat; Vibeke Herslov; Vani Sharma; Njah Khan; Rocelyn Kielnhofer; Brad Coulter; Jan Briggs; Bronwyn Ure; Katharina Ayrle; Johnny Lavery; Goy Kiatphaibool; Philip Swadejvibul; Chintana Knox; Nog Tangtrongchitr; Janine Minchin; Ambika Pradeep; Wanlandar Wattnananawin; Wanida Wattnananawin; Sunee Cahill; Rapeepan Sapayanon; Willeke Van Oijen; Alex Borione

Meeting commenced at 8.10am.

1. **Welcome by Chairperson – Malee Whitcraft**
* Malee Whitcraft welcomed everyone to the meeting.
* Malee clarified that a quorum (25) of attendees had been exceeded, and that one proxy had been received should any matters go to a vote (from Debbie Smith)
* Malee opened the meeting and commenced proceedings.

*Refer attached 2015 PTG AGM Quorum List and Proxy Form.*

1. **Apologies – Malee Whitcraft**
* Malee Whitcraft read out the list of apologies received, which were noted as follows:
* Emma Goligher (staff)
* Debbie Smith (PTG Newcomers’ Rep)
* Tanya Bunya-Ananta (PTG Year 11 Parent Rep)
* Maneesha Mahajan (PTG Year 11 Parent Rep)
* Anne Theodolou (PTG Year 9 Parent Rep)
* Anne Vandlik (PTG Year 7 Parent Rep)
1. **Minutes of the 2014 AGM – Malee Whitcraft**
* **MOTION**: Minutes of the 2014 AGM held on 16 May 2014 were accepted with no amendments or objections. Proposer: Wikki Bhanubandh; Seconder: Johnny Lavery

*Refer 2015 PTG AGM Agenda Papers.*

1. **Committee Reports - Malee Whitcraft**
* Malee Whitcraft gave her report and acknowledged the other PTG Committee and Sub-Committee representatives’ reports.
* Malee Whitcraft invited Wikki Bhanubandh to deliver her report. Wikki Bhanubandh delivered her report.
* Wikki Bhanubandh and Andrew Gordon clarified the changes to the PTG’s accounting arrangements and budget structure, following a question from the floor. Instead of holding a separate PTG bank account in a parent’s name (which carries its own risks and liabilities), the PTG’s account now sits under the school’s accounting system (minimising the administrative burden and duplication for the PTG Committee), although the PTG retains its approval authority under the PTG Constitution. For the first time, the PTG’s income is sourced from two avenues – a contribution from the school, and a contribution from the PTG Committee. The school recently approved the contribution of an annual operational budget of up to 250,000 baht (committed by the school in January each year for the following school year, based on a budget proposal provided by the then PTG Committee) to cover the PTG’s operating expenses. The remaining operational budget is sourced from moneys raised by the PTG Committee, i.e. Tiger Shop Sales, Fun Day Coupons, and other activities (committed in August each year at the discretion of the then PTG Committee).
* Malee Whitcraft invited Matthew Mills to deliver his report. Matthew Mills delivered his report and presented Malee Whircraft with a bunch of flowers.
* **MOTION**: That the Committee Reports be accepted. Proposer: Cheryl Rego; Seconder: Johnny Lavery

*Refer 2015 PTG AGM Agenda Papers.*

1. **PTG Manual 3rd Edition – Siobhan Bland**
* Siobhan Bland outlined the process for reviewing the PTG Manual and the 3rd Edition was launched.

*Refer 2015 PTG Agenda Papers - PTG Manual 3rd Edition.*

1. **Patana Community Grants 2015 – Siobhan Bland**
* Siobhan Bland summarised the Grants Sub-Committee’s recommendations regarding proposals that the PTG supports to receive Patana Community Grant funding committed from the 2014/15 PTG budget.
* **MOTION**: That the PTG Committee supports the following recommendations
1. That the 2015 Patana Community Grants go to (Academic) Ornithology Group, Harnessing Pedal Power, Oscilloscope Purchase; (Arts) Patana Community Art; (Sports ) Climbing Equipment Purchase; (Student Project ) NA; (Charitable Project) Circle of Sustainability, Buy a Plank; and
2. That unallocated go back into the 2015/16 budget.

The motion was unanimously supported. Proposer: Dyan Zimmerman; Seconder: Suzie Jhanji.

*Refer 2015 PTG AGM Agenda Papers.*

1. **Any Other Business – Malee Whitcraft**
* Malee Whitcraft invited members to raise any other business. No other business matters were raised.
1. **Nominations for PTG Committee 2015/16 – Malee Whitcraft**
* Malee Whitcraft thanked the outgoing 2014/15 PTG Committee members and requested them to step down, including Malee Whitcraft (Chairperson), Siobhan Bland (Vice Chairperson, Secretary & International Day Coordinator), Wikki Banubandh (Treasurer), Ann Vanasin (Thai Affairs Liaison), Esther Lek (Cross-Campus Parent Rep), Malene Bloch Lundgaard (Primary Parent Rep), Dyan Zimmerman (Secondary Parent Rep), Debbie Smith (Newcomers Rep), Daphne Seiler (Fun Day Coordinator).
* Siobhan Bland outlined the nominations received, and Malee Whitfcraft made a final call for any further nominations from the floor:

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| **PTG Committee Position** | **Nominees for 2015/16 PTG Committee (2014/15 role)** |
| **Chairperson** | Njah Khan |
| **Vice Chairperson** |  |
| **Secretary** | Vani Sharma |
| **Treasurer** |  |
| **Thai Affairs Liaison** | Thitinan (Goy) Kiatphaibool |
| **Communications Coordinator** | Jan Briggs |
| **Tiger Shop Manager** | Andrea Chaplin (Tiger Shop Manager) |
| **Cross-Campus Rep** |  |
| **Primary Parent Rep** | Rachael Cheung (Assistant Primary Parent Rep) |
| **Secondary Parent Rep** | Malene Bloch Lundgaard (Primary Parent Rep) |
| **Assistant Primary Parent Rep** | Christine Yip (Year 5 Parent Rep) |
| **Activities Coordinator** |  |
| **International Day Coordinator** | Vani Sharma |
| **Fun Day Coordinator** | Daphne Seiler (Fun Day Coordinator) |
| **Newcomers Representative** | Bronwyn Ure |

* Although PTG Sub-Committee representatives are not elected at the PTG AGM, it was noted that the following members notified the PTG Chairperson of their nominations prior to the AGM :
* Johnny Lavery – Year 3 Parent Rep
* Katharina Ayrle – International Day Expo Hall Coordinator
1. **Election of PTG Committee 2014/15 – Malee Whitcraft**
* Malee Whitcraft invited members to accept the nominees for the 2015/16 PTG Committee.
* **MOTION:** That the nominations (as listed above in Agenda Item 8) are accepted. The motion was unanimously supported. Proposer: Wikki Bhanubandh; Seconder: Ann Vanasin.
* **ACTION**: Any PTG Committee and Sub-Committee nominations received after the PTG AGM closes, out of session at the PTG AGM or thereafter, will be noted by the incoming PTG Chairperson and accepted by the PTG Committee at the next meeting in June 2015.
1. **Concluding Remarks**
* Malee Whitcraft congratulated the new PTG Committee and thanked everyone for their attendance and participation in the 2015 PTG AGM.
* Ann Vanasin thanked and Malee Whitcraft and the PTG Committee, and Nog Tangtronchitr and the Thai Parent Group, for their support and cooperation, and emphasised the importance of the PTG Committee working closely with the Thai Parent Group. She also congratulated the incoming PTG Committee.

**Meeting ended at 9.35am.**

**NOTES:**

* It was noted that the following nominations were received by the incoming PTG Chairperson out of session at the PTG AGM:
* Rocelyn Kielnhofer - Treasurer
* Brad Coulter – Cross-Campus Parent Rep

**ATTACHMENTS:**

1. 2015 PTG AGM Quorum List
2. 2015 Proxy Form – Debbie Smith
3. 2015 PTG AGM Agenda Papers