**Minutes of the Parent Teacher Group (PTG) Committee Meeting**

**8.00am, 30 March 2014, Room CON306**

**Minutes prepared by Siobhan Bland, PTG Secretary**

**Present**: James Penstone (Cross Campus Principal), Jason Cooper (Assistant Primary Principal), Suzanne Lindley (Assistant Secondary Principal),Emma Goligher (Development, Alumni and Marketing Manager), Genevieve Ahl (Services Manager), Malee Whitcraft (PTG Chairperson), Siobhan Bland (PTG Vice Chairperson/Secretary), Wikki Bhanubandh (PTG Treasurer), Ann Vanasin (Thai Parent Group Rep), Nog Tangtrongchitr (Assistant Thai Parent Group Rep), Esther Lek (Cross-Campus Rep), Dyan Zimmerman (PTG Secondary Parent Rep), Malene Bloch Lundgaard (PTG Primary Parent Rep), Daphne Seiler (PTG Fun Day Coordinator)

**Meeting commenced at 8.05am**

1. **Apologies**

* Matthew Mills (Head of School), Andrew Gordon (Business Director), Clare Sharp (Primary Principal), Michael Smith (Secondary Principal), Helen Thew (Assistant Principal, Student Welfare), Andrea Chaplin (Tiger Shop Manager)

1. **Minutes of the last meeting and Matters Arising**

* **DECISION**: Minutes of last meeting (19 January 2015) were approved with no objections or amendments.

1. **Chairman's Report – Malee Whitcraft**

* Malee Whitcraft reported on the monthly drop-in meeting for parents in the PTG room, saying that most people attending were from the PTG Committee, with a few extras. There are always some parents there and everyone brings snacks and left overs are enjoyed by the cleaning staff. She reported that the February and March PTG Room Drop-Ins were cancelled because key members of the PTG were unavailable. Malee highlighted that the PTG Room is very popular and a nice place for parents. It is used for Class Parents, Primary and Secondary Parent Reps and small group meetings. It was noted that the PTG noticeboards had been installed, and Malee thanked the school for organising them. Now we need to get the message through to parents to put up any information that can be useful for other parents. Also the minutes of this meeting should be put up there.
* **ACTION**: Post the PTG Minutes, PTG Activities Schedule and the PTG Contact List on the PTG Noticeboards in the PTG Room.
* Malee reported that the major focus the period between the last meeting and now was Fun Day. She reported that Fun Day 2015 was a very positive and successful event. She acknowledged that it was a huge team effort, and she thanked everyone for their involvement and help to make the event happen, especially Daphne Seiler for being the Fun Day Coordinator again in 2015. Due to the fact that Daphne was out of action due to a medical condition, Malee was in charge of organization until Daphne returned in January. Malee extended special thanks to the whole team of volunteers that helped Daphne, stating that everyone took charge of their own field of responsibility which made it easier. She gave special mention to the following volunteers:

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| **PTG Committee** | **Role** |
| Daphne Seiler | Coordinator |
| Malee Whitcraft | Deputy Coordinator & Rides |
| Rena Udomkunnatum and Khun Muay | Shopping Street & Food Court |
| Siobhan Bland | Information & Volunteers |
| Wikki Bhanubandh | Treasurer |
| Andrea Chaplin | Tiger Cart |
| Ann Vanasin | Raffle Coordinator |
| Suzie Jhanji | Stage |
| Johnny Lavery | Drinks |
| Debbie Smith and Claire Bird | Tea Room |
| Malene Bloch Lundgaard | Primary Activities |
| Dyan Zimmerman | Secondary Activities |
| Nog Tangtrongchitr | Raffle Prizes |
| Mameow Thitaparun | Pre-ticket sales |
| Esther Lek | Environment |
| **Patana staff** | **Role** |
| Genevieve Ahl | Services Manager & logistics |
| Khun Pa | Rides & Events Solutions |
| Emma Goligher | Marketing & Sponsorship |
| Cheryl Rego & Team | Communication, Flyers& Publications |
| Khun Somchet & Team | Cashier & Accounts |
| Khun Duang & Team | School Shop & Second Hand Sale |
| Helen Vincent | Charities |
| Helen Thew | Secondary Teacher Volunteers |
| Carol Battram | Primary Teacher Volunteers |

* Malee reported that the cooperation with school was smooth and much appreciated, and all the advertising, sponsorship and logistics, charities and recruitment of teachers, the second hand shop, and accounts and sales were taken care of by the BPS team. On the days prior to Fun Day and on the day itself we also had many parent volunteers, bus monitors and cleaning staff. Malee also thanked all of the generous sponsors for their continued support. Malee reported that the PTG’s income was almost the same as last year, and that Wikki would go into detail later. Malee reported that a letter had been sent out to the Patana community to thank everyone and that she held a thank you lunch at her house for the organisers.
* Malee reported on the EGM, which was held on the Monday after Fun Day on 23 February, and that amendments to the PTG Constitution were adopted with no objections. Malee thanked Siobhan who coordinated the review of the PTG Constitution to reflect the outcomes of the parents’ survey. The PTG Review Sub-Committee had input into the changes and she would also like to also thank Andrew Gordon, Wikki Bhanubandh and Ann Vanasin for their input.
* Malee reported on the Secondary Reps Meeting held last week and a number of subjects were discussed. It was suggested to assign US career councillors to students applying to the US and UK career councillors to students applying to the UK, because the application processes are different. She said that there is a need to start the application process earlier, and that parent-to-parent information sessions would be a positive addition. She said that MFL language choices and native speaking teachers were also raised, as well as parents support for continuation of DOE Bronze. These items will be discussed in more detail between the PTG Secondary Parent Rep and the relevant school staff.
* Malee reported that the PTG Manual, which is the “PTG bible that was put together by Jane Wise and her team in 2011, is being reviewed. She said that it has been extremely useful for the PTG Committee to have these guidelines, and thanked Jane for the enormous effort that must have gone into it. She said that since the PTG Constitution was recently amended, that it was a good time to review the manual. She asked Siobhan to add a few comments on progress. Siobhan said she has set up a Sub-Committee, including school’s Marketing Department, to review the document, that things are on track and it was due to be adopted at the PTG’s May AGM, so that it can be handed to the new PTG Committee.
* Malee reported that Staff Appreciation Day will be held on 14 May and that we had received a lot of positive feedback on last year’s event, so this year’s concept will be similar. She reported that Khun Ann, Khun Nog and herself would again take on the organization, but asked if anyone else would like to help. There was some discussion about the fact that the lunch food ran out too early last year so teachers who had a later lunch break sadly missed out. It was suggested that the PTG needs to stagger the food throughout the day so there is enough for teachers.
* **ACTION:** Staff Appreciation Sub-Committee Meeting to be held 21 April at 8am, in the PTG Room, Primary and Secondary Parent Reps to invite their Year Group Reps to assist on the day, for parents to be invited to donate baked goods and other food products, or cash to cover the lunch costs for the event via an ad campaign in Patana News on 30 April and 8 May, and a reminder about portion control be included in the Business Staff Newsletter.
* Malee reported on the shift to using the school’s account, and that the PTG account would be closed this month. The school will manage the account, while the PTG maintains control over its spending. She also reported that the PTG review revealed that fundraising was not a priority for the PTG, and that the school had kindly agreed that each year an operational budget can be requested for specific items, to alleviate the pressure on the PTG to fundraise to cover its costs. She pointed out that nevertheless this PTG Committee had been very successful in fundraising, covering its costs, and a reserve for the incoming committee, however this Committee’s aim was to take the pressure off fundraising for future PTG Committees. She said that the PTG was obliged (and the necessary changes were made to reflect this in the PTG Constitution) to ensure that each consecutive PTG had the opportunity to approve their own budget forecast for the year, and that no debts or obligations should be carried over to the next Committee. She reported that this PTG Committee had about 1 million baht in the account when it took over, however the budget it inherited exceeded that, so this committee started with a negative balance. Due to our successful events we have 2.4 million baht in the account. She reported that the PTG would offer a round of Patana Community Grants this year in order to put some of the PTG’s funds towards worthy causes, while also leaving the new PTG Committee with a comfortable level of operating capital. Malee reported that a letter has gone out to parents, teachers, staff and students about the grants inviting proposals for worthy projects that meet the criteria. She said that the PTG Committee, including parents and school representatives would assess the proposals which were due by 30 April and projects completed/moneys to be acquitted by the end of the school year. Esther Lek pointed out the importance of offering these sorts of grants after this year and Malee responded by saying that was up to the next committee, but that the comments were noted.
* **ACTION**: Attach the Patana Community Grants Info Sheet to the Minutes.
* Malee reminded everyone that the AGM was coming up on 18 May, where a new PTG Committee would be elected, with some representatives staying on. Malee disclosed that because she will no longer have children at school next year and that she has fulfilled her two years, she will step down. She is talking with a number of parents who have showed interest in getting involved.
* **ACTION:** PTG Committee members to submit their AGM reports by 30 April.
* **ACTION:** PTG Committee members resigning at the end of the school year are to prepare handover reports, brief their replacements where possible. And ensure all relevant files are in order to upload to the PTG’s Google Drive once it is set up.
* Malee pointed out that this was the last PTG Committee Meeting for this committee and that we can look back proudly on many changes and gains over the last two years. She said we had a dedicated committee with who were responsible and hard-working, which was the secret to our success. She said she could not thank everyone enough for all the support over the last two years.

1. **Treasurer’s Report – Wikki Bhanubandh**

* Wikki reported on the Fun Day balance sheet including income (Tiger Cart 40,000b, food and vendors 147,000b, raffle 215000b, wrist bands 500,000b, tea room 19,000b, coke 6,000b, Singha 23,000b, Chang 16,000b, wine 47,900b, second hand shop 23,000, Nok Air 8,000b, chicken 22,000b) totalling 1.1m b (not accounting for sponsorship and other things that came out of school account). She reported that the PTG account will be closed shortly, and that she is waiting on complete record from school. The fact that the foam pit was dangerous was discussed and it was recommended that it not be used next year and other water fun activities be used that are safer. She reported that next year 75,000 b would be needed on the day to pay vendors. Emma added that sponsorship was around 390,000. Wikki reported that about 1m b profit was made at Fun Day this year.
* Wikki reported that given the PTG uses the school’s account now, the school’s procedures and forms must be used. Get a copy of the form from the PTG Treasurer, have it approved by the PTG Chair, Vice and/or Treasurer (depending on the amount) and submit it to Genevieve who can coordinate the process from there. Genevieve pointed out that the school has a list of suppliers which is easier to go through than selecting new suppliers. She said that you can use one-off suppliers, and that the PTG just needs to follow the rules of the school
* **ACTION**: PTG Treasurer to meet with the Accounts Department regarding the final account report for the year as well as school’s preferred accounting procedure for the PTG to follow.

1. **& 6. Head of School’s Report** & **Cross-Campus Report – Matthew Mills & James Penstone**

* Matt Mills and Mick Smith are not able to be here, so James Penstone delivered Matt Mills’ and his Cross-Campus Report simultaneously.
* James thanked the PTG Committee for its commitment and hard work and said that it was very much appreciated.
* James reported that the second wave of recruitment was underway (following the January 2015 exercise) in London. Matt and Clare Sharp were there focusing on recruitment for the Primary school this week and next week it would be Secondary.
* James reported on progress with the new science building and that the works were on schedule.
* James reported that the school role is currently the largest it’s ever been, with just over 2,300 students, and that next year is looking strong.
* James reported that Khun Surapee, our new Head of the Thai Programme, started today, and that she has an excellent approach and is going to be working closely with the other leaders in the school.
* James provided an update on the recent survey (of staff, students and parents) about the school’s vision and mission. Students were asked to complete it, as well as parents, and over 950 responses came in amongst students across both primary and secondary, and 320 came in from parents. He reported that the feedback would be collated and the headline stats shared in a Patana News article, and discussed at a future PTG Meeting. He reminded the PTG that the survey closes at the end of this week.

1. **Secondary Report – Mick Smith**

* Suzanne Lindley reported on Secondary matters on behalf of Mick Smith in his absence.
* Susanne clarified that Mick was interviewing regional candidates in Kuala Lumpur to fill vacancies and interviewed some last week and more this week and before heading to the UK to follow up applicants there.
* Susanne reported on the senior studies art exhibition, the unplugged event in the Black Box Theatre on Thursday, and the KS3 drama performance that is on after Songkhran for which rehearsals are currently going on.
* Susanne reported on the major changes to the reporting process, with a second wave due out this week, following up on the Christmas reports. She mentioned that after Songkhran a survey would be circulated amongst the Patana community to reflect on the new process and help shape the new reporting system. She said they would take feedback on board and that they were and hoping for good uptake, as the reporting process is something that parents feel strongly about.
* Susanne said it was the last day of year 13s in school, with exams after the break between May and June. She added that internal exams would take place at the end of May for year 10s and KS3.
* She acknowledged a query from parents regarding MFL from the last PTG meeting about KS3 students studying language for two years and dropping them in the third year. She clarified that in Year 7, two MFLs are selected and carried forward to Year 8 and 9, that students have to take at least one MFL on to GCSC, but can choose to take more. Regarding the matter of the number of native speakers in the MFL programme, she clarified that for every language offered, they have at least one native speaker, which is more than most schools, particularly in the UK. Regarding Mandarin outcomes, she clarified that KS4 outcomes and senior studies results are in line, if not exceeding than other languages offered by the school. She said there seemed to be a perception that outcomes not strong, but emphasised that they are. Malee Whitcraft said those taking Chinese tended to be of Chinese origin, and that if you don’t have that background it is hard to get high level scores, which brings the overall IB scores down. Susanne clarified that Chinese students would not be able to take Chinese as an MFL because of the strict IB criteria regarding native speakers, and that the make-up of each cohort varied year to year. Dyan Zimmerman pointed out that students have to really think about choosing Mandarin to go through to IB when in Year 7, as it’s a big commitment, and in making that choice students need to be informed about what they are in for if they are not from a Mandarin speaking background, as it may influence their choice of university. Susanne said that students had the option to select either MFL (1 or 2) to take forward, but she would pass on the feedback to Jennifer Peppard.

1. **Primary report – Jason Cooper**

* Jason Cooper reported that in term 3 they would be busy in the Primary school looking at classes for the following year. He clarified that they don’t accommodate parent requests. Teachers work together to determine which class is the best fit and mix classes to get a balance.
* Jason reported that it was Splash Day on Friday for most of Primary, some Thursday.
* Jason reported that 3-way Conferences were scheduled for this afternoon and tomorrow, and that there were no ECAs and no school tomorrow (unless students have a 3-way Conference scheduled, in which case they attend the session only. **ACTION**: School and PTG to remind parents about 3-Way Conference arrangements.
* Jason reported that the Year 2 pirate production about be held at 8am on Thursday.
* Jason reported on the spelling, punctuation and grammar workshops which attracted 200 parents and received positive feedback from parents, who got a lot out of it about supporting their kids at home and understanding the school’s teaching methods.
* Jason reported on the Firefly Conference Asia that the school hosted last week. It included schools from all over Asia who use firefly and was focussed on sharing firefly applications. We confirmed we are on right track with the Parents’ Portal and also and took on board some new ideas. The person who developed Firefly at high school was there and answered questions, which was of huge value to delegates and he took ideas away from it also. They were very responsive; we raised concerns and they were keen to follow up. They really listened carefully to our questions and ideas, e.g. on the potential in the long run for online student portfolios. James Penstone said Jason was guest speaker at the conference, and raised the profile of the school, and that it was a really good day.
* Jason said he was looking forward to the holidays next week.

1. **Business Report – Andrew Gordon, Genevieve Ahl & Emma Goligher**

* Andrew Gordon was unable to attend the meeting and Geneveive Ahl reported that Andrew had been working hard on the new science building.
* Genevieve reported that letters had gone out to Year 11 and 13 transport users and only received a 50% response. She emphasised that she needs to know by end of the week what their plans were.
* Genevieve reported that regarding 3-Way Conferences, parents need to notify transport on any changes to their transport needs. She pointed out that she gets a huge number of last minute notifications and that they would be responded to. She clarified that there would be no buses for years 1-6.
* Genevieve reported on the changes in the Primary Snack Bar and Secondary Canteen, and that new items were being offered as a result of PTG suggestions from parents. She said they have consulted KS2 group students (Years 3-6) by taking food samples and other options around and getting feedback. She said the kids loved it - they tallied what they liked, what they would be prepared to pay, and noted other comments and provided feedback. Genevieve reported that an article would be in Patana News. In the Secondary Canteen, the size of plates has been reduced to normal them. The student council is aware of the issues of portion control and food waste, and they are trying to manage them while covering costs and minimising impacts on prices for next year. Dyan asked about the recycling bins and their temporary move because of the science building project. It was clarified that students were working on signage where to put them. Genevieve also added that they are also only selling ice creams after 12.30pm to encourage students to have proper lunch first. She said it’s difficult to not sell them at all, and that they are trying to achieve a balance across the needs of students, parents, staff etc. Genevieve reported on the Smoothy Bar sale on banana smoothies, to see if they can increase sales to cover costs. They are looking at other options also like the possibility for a location change. She said they are looking at the cost effectiveness of all their food outlets; they are collecting data and asking customers for feedback. She said they need to find ways to increase sales.
* Wikki Bhanubandh raised the issue of children with nut allergies and the matter of chick peas in the recent Primary Snack Bar menu addition of Hummus. Genevieve clarified that the school nurses have the allergy information for all of the children, and although she was happy to provide signage if it would help, she was not aware of the need.
* Genevieve reported that the unclaimed Fun Day raffle prizes (about 50%) needed picking up. The onus was on parents to check their number and collect them this year. **ACTION**: It was agreed that for next year’s Fun Day Raffle, parent contact details need to be provided on the ticket stubs so that the PTG can follow up unclaimed prizes and not so many would be unclaimed. **ACTION**: It was agreed that the unclaimed Fun Day raffle prizes would be kept in Genevieve’s office until Staff Appreciation Day on 14 May.
* Emma Goligher reported on the planned Parents’ Gateway Training for parents – 29 April (Primary parents) and 6 May (Secondary parents) – as well during the newcomers’ induction events next year, and PTG Year Group Rep training for Primary and Secondary Coffee Mornings next year.
* Emma reported that Usmile was taking orders for school photos in the Secondary lounge and by the Primary Library. Malene Bloch Lundgaard raised some parent concerns, and Emma clarified that is parents weren’t happy with the results, that Usmile would be happy to retake photos for free at their studio. Emma clarified that Usmile had just completed their last year of their three-year contract, and that the school was going out to quote. She said that it was always a struggle to find companies that can cope logistically with our big school, which is why Usmile have been selected in the past. She said they are also looking outside Thailand within the region.
* Emma reported on the Patana News poll done through the Parents’ Gateway and Staff Gateway to gather opinions on the new format. She said hits were up, at 800-1000 hits per week on new format. She said they were about 500 per article for the previous format. She said that providing the link through Facebook, the website and email had helped. James Penstone said he was interested to know how many hits there were on the recent environmental article, and said the school was taking small steps forward, including use of recycled paper for exercise books. He thanked Ester Lek for coming to the Secondary meetings with students. He also said they were working on setting up an equivalent council in Primary, which the PTG’s Cross-Campus role would also support.
* Emma reported on the recent alumni event that 50 people attended in London. Wikki Bhanubandh mentioned the recent swim meet and complaints received from the house adjacent about noise. **ACTION**: Andrew Gordon to follow up the matter of the noise complaint from the adjacent resident through Khun Nong.
* James Penstone and Susanne Lindley left at 9.30am.

1. **2015 Fun Day Report – Daphne Seiler**

Daphne Seiler reported that on this most exciting and community building day of the year, the PTG and school pulled out all stops to show Patana students a good time and to celebrate our community spirit. She reported that Fun Day was held on Saturday 21 February 2015 from 10am to 4pm. She reported that Malee Whitcraft started the Fun Day coordination in her absence, prior to her taking on the role again in January 2015. She thanked Malee for all her efforts. Daphne reported that a Fun Day Sub-Committee was put in place, weekly drop-in meetings would be held, with the final coordinator’s meeting concluded on 10 February. She acknowledged the work of the following coordinators for the various components of the event and highlighted the fact that it took a huge team effort for the event to be so successful:

* Shopping Street – Khun Rena & Khun Muay; Food Court – Khun Rena & Khun Muay; Information Booth – Siobhan; Volunteer Referrals – Siobhan; Treasurer – Khun Wikki; Tiger Cart – Andrea; Raffle – Khun Ann, Khun Nog & Khun Mameow; Rides – Malee & Daphne; Stage – Suzie; Pool – Daphne; Drinks – Johnny; Environmental – Esther; Tea Room – Claire & Debbie; Primary Activities – Malene & Daphne; Charity Activities – Daphne; Pre-event sales – Khun Nog & Khun Mameow, and their teams.
* Daphne also thanked the following people:
* Parent volunteers, without them we would not be able to run suck a great event for the Patana community.
* Emma Goligher who handled all the sponsors (i.e. picking up those from last year and taking on the new sponsors referred by the PTG), including the drinks sponsors; as well as all marketing and communications tasks, with the help of Cheryl Rego. Without Emma’s help none of the messages would get out, and the Fun Day brand would get no exposure amongst the Patana community and our sponsors. A huge Thank you!
* Genevieve Ahl who kindly and patiently helped with all the logistical arrangements, booking of rides, answering of questions, and the provision of general good common sense when it was needed. Also to Khun Pa, who is always willing to help, we really appreciate it as well as the help from all the teams under your guidance who made this Fun Day seam ‘easy’ and ‘flawless’.
* All of the BPS staff who supported by doing the running around on the day before and helped with tasks just because they could speak English or could see things not being set up correctly and helped the others ‘fix’ it. The PTG could not do it alone, this is a team effort of huge scale and we would like to thank everyone involved as it is not a PTG only effort but a collaboration of everyone wanting the Patana community to enjoy ‘our Fun Day’!
* Daphne reported that numbers were down slightly due to Chinese New Year celebrations. Visitors that did come were a little deterred by the rain, but once it was over it didn’t stop them. ☺
* Daphne said that there were no major issues to report, just thoughts for consideration for next year’s planning, and certainly no issues we couldn’t deal with on the day.
* Daphne reported that the objective this year was not to focus primarily on raising money, but to have a fun event for the Patana community. Some comments were very good and we appreciate this as it shows the appreciation for the hard work and effort that went into the planning and organizing. We did however generate close to the same profit as last year.
* Daphne added that the success of Fun Day this year was due to the hard work, determination and the experience from all involved. She said she hoped a strong team with loads of experience would sign up for next year to make it another super Fun Day team.
* Daphne provided the following summary of opportunities for improvement:

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| **Success** | **Needs Improvement** |
| Again many e-mails and good wishes on a great event, thanks to a much more experienced team | 2014:Have more Thai speakers on committee especially setup day |
| CAT groups in a high traffic zone again this year created a lot of traffic for CAT groups | 2014:Start looking for volunteers much earlier  2015: Same problem, volunteers will sign up only closer to time, volunteer system to be reviewed again  2015: Use of bus monitors very successful, where lacking volunteers |
| Thai PTG huge thank you for their input, assisting with sponsors and food for Food Hall, raffle pre-fun day sales of wristbands | 2015: Drinks coordinator needs assistant or even two |
| Siam Winery, very organised, good looking tent, friendly staff, very good sponsor for future | 2015:Closer planning with environmental committee earlier on was recommended |
| 2014: Need to check armbands  2015: New supplier, Khun Navee same as Tiger Shop so no wristband issues like falling off. Attendees accepted and even asked for wristbands before event | Recommend a Fun Day Assistant Coordinator as to start training of more Fun Day Coordinators |
| 2014:More seating, maybe upstairs  2015:Did not have to go upstairs, we had made provision for enough seating |
| 2014:Better timeline of action items  2015:This was addressed |
| 2014:More 10THB coins at selling points like drinks  2015: Problem addressed |
| 2014:Better communication with volunteers, teachers and staff  2015:Addressed, no complaints |
| 2014:Find a way to involve more secondary students  2015: Secondary student feedback very good |

* Emma Goligher commented on the disconnect within the drinks companies between their senior staff and delivery staff. **ACTION**: Emma Goligher to discuss this matter with the various companies at the appropriate time to improve the process for next year.
* Wikki Bhanubandh said the use of bus monitors was a good idea (where we were lacking volunteers), that we needed a strong team on drinks next time with more helpers each taking on the different companies, that an assistant to shadow the Fun Day Coordinator was important for next time, that we did well on the finances. Wikki Bhanubandh questioned the process for next time regarding finances, and Genevieve Ahl clarified that the PTG would just need to follow the school’s procedures in this regard, i.e. request petty cash well in advance, fill in the form and provide a receipt accordingly.

1. **Round Robin**

* No further updates were provided.

1. **Any Other Business**

* Malee Whitcraft reminded everyone that Staff Appreciation Day was Thursday 14 May, and that the planning meeting was 21 April at 8am, in the PTG Room.
* Wikki Bhanubandh raised the matter of a person doing a PhD on the value of non-verbal communication and suggested she could be worth following up to deliver a workshop at school. **ACTION**: Wikki Bhanubandh to send contact details for non-verbal communication expert to Dyan Zimmerman to forward to Helen Thew and the Careers Department so that a workshop could be considered/organised.
* Malene Bloch Lundgaard said that preparation for Year 6 graduation, including their Year Book was coming along. She said that Khun Nog was helping, and she thanked Emma Goligher for her help with the design. She said the PTG’s Year 6 Parent Rep was also assisting and soliciting parent volunteers to help.
* Esther Lek raised the matter of the visit from the two Brazilian film documentary makers at school on Friday who met with students and teachers about plastic waste. They also met with another school in Bangkok. James Penstone said that they were thinking of making a movie with the help of students, parents and teachers to raise awareness about plastic waste in June. **ACTION**: Wikki Bhanubandh volunteered to assist to raise awareness amongst the Patana community about life cycle costs and the environmental benefits of accounting for them.

1. **Date of Next Meeting**

* PTG AGM Monday 18 May at 8am in SPH201
* PTG Committee Meeting (parent Reps only for handover to new PTG Committee) Tuesday 16 June

**The meeting closed at approximately 9.30 am.**