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

**16 September 2015, 7.50am in Room CON306**

*(PTG Meeting for School Staff and Parent Representatives)*

Minutes prepared by PTG Secretary, Vani Sharma

**Present:** Matthew Mills (Head of School), Andrew Gordon (Business Director), Michael Smith (Secondary Principal), Helen Thew (Assistant Principal Secondary School, Student Welfare), Clare Sharp (Primary School Principal), Jason Cooper (Assistant Principal Primary School), James Penstone (Cross Campus Principal), Genevieve Ahl (Services Manager), Michael Balo (Assistant Principal Extra Curricular Activities and Sports), Emma Goligher (Development, Alumni and Marketing Manager), Njah Khan (PTG Chairperson), Vani Sharma (PTG Secretary), Rocelyn Kielnhofer (PTG Treasurer), Thitinan (Koi) Kiatphaibool (PTG Thai Liasion), Andrea Chaplin (Tiger Shop Manager), Malene Bloch Lundgaard (PTG Secondary Parent Representative), Rachael Cheung (PTG Primary Parent Representative), Bronwyn Ure (PTG Newcomers Representative), Susanne (PTG Activities Coordinator)

**Apologies** : Jan Briggs (PTG Communications Coordinator), Bradley Coulter (PTG Cross Campus Representative), Suzie Jhanji (PTG Activities Coordinator), Daphne Seiler (Fun Day Coordinator)

Meeting commenced at 8.00am

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

Minutes of last meeting will be redistributed to all members.

**PTG Chairperson - Njah Khan**

* Njah welcomed all to the first PTG Meeting of the new committee.
* She also thanked the outgoing committee, especially Malee for her support and a smooth handover.
* The Vice-chair’s position is still vacant and we are talking to a few interested parents at the moment. All the other positions have been filled up.
* The Newcomers coffee morning and induction day went off smoothly. Matt added that it was indeed very smooth and it was nice to see the PTG team in orange talking to all the new parents.
* We are hoping to give a PTG presentation similar to the one in secondary for new parents in the future.
* The social evening on 14th November is confirmed at Snapper for staff and parents. Posters are being made and we will start advertising soon.
* We are still promoting the FB page and trying to get more parents to join. Emma suggested she could add for people to like the PTG FB page from the school FB Page. Staff members are also encouraged to join the PTG FB page.
* We are sponsoring the Fun Run breakfast as in previous years.
* Regarding expectations of the use of the PTG Room by kids and maids. After discussion it was decided that children are not allowed to be in the PTG room during or after school hours as there are lots of other places for kids to hang around after school hours. Maids are also not allowed to use the PTG room. Poster in English and Thai to be put in the PTG room.

**Treasurer’s Report – Rocelyn Kielnhofer**

* Tiger Shop is doing well.
* Three out of the five grants have been paid.
* We are supporting three events as of now – Fun Run, PTG Social Evening on 14th of November and International Day.
* PTG support for Fun Run is THB 20,000.
* Expense covering Tiger Shop Merchandise, Grants, Donations and Operating Expenses amount to THB 421,564.45.
* PTG Funds Balance THB 2,196,353.50.

**Tiger Shop – Andrea Chaplin**

* This year so far we have made B195,000/-. In the first two days we made B130,000/-
* We have some new stocks – Towels and Umbrellas and a whole new team of volunteers.
* Shop is open every morning and two afternoons.
* The cart has now been moved from the front of school and its back to business at the Tiger Shop.

**Head of School - Matthew Mills**

* Thanked the committee and Njah for a smooth start of the year.
* We currently have 2250 students in school. We are targeting for 2280 students by Term 2.
* Smooth start of the academic year with the only sad part being the explosion in Bangkok a day before start of the school. Thankfully nobody from the Patana community was affected.
* We have received feedback that the community relies a lot on the school website for updates. There have been discussions and feedback from the board too and there will be updates posted in the future even if it is to say school is open and there is no change.
* Excellent academic results across the board this year.
* In KS1 and KS2 we have analysed levels in terms of writing, reading and mathematics competence. Math we have always been strong but we are now picking up on the writing as well.
* Achieved an average IB score of 35, 17 students got above 40, 8 students got above 43 including 1 student with a 45 score.
* Andy Roff, IB coordinator has started a new approach to get the senior staff to talk to a few students and to guide them and get them back on track with their IB preparations. The target is to get every student to pass their IB.
* Staff contracts - Large turnover in primary and secondary last year, so we are not expecting a major change this year. At the moment we only have 7 primary staff and 9 secondary staff leaving at the end of the year.
* Matt, Mick, Claire and Jackie will go to London in January to hire teachers and also interviews in Asia.
* There is a rumour that the mosquitoes in Foundation Stage might lead to dengue. To clarify, fumigation is regularly done and all necessary precautions are taken and none of the students or staff have ever come down with dengue due to the mosquitoes in school.
* Hand, Foot and Mouth disease is round the corner again, as in every year. Again, all necessary precautions are in place.

**Cross Campus Principal - James Penstone**

* Growing presence amongst the students across the school and looking into environmental issues looking to help make Patana more sustainable, closely working with Emma, Andrew and the academic staff.
* It would be useful if the students in the environmental committee could work with the PTG in reducing plastic waste at Fun Day and any such events. There was an article in the newsletter too.
* Consulted with the parent body last year to review the Mission and Vision Statement. That will be reviewed this term and any changes will be communicated.
* Njah to represent the PTG on the mission and vision working group, headed by Matt Mills and James Penstone.
* Would be consulting the parent body on the scope of the ECA, with the new changes.

**Secondary Principal - Michael Smith**

* We are proud of our IB and IGCSE results this year.
* Asst. Principal Curriculum and Andy Roff, meet with the all subject heads of subject to analyze the results and work towards any improvement.
* Matt reiterated that we are a non-selective school, so we take in any child as long as they have a certain level of competency.
* Sports teams are underway and lots of matches have been scheduled.
* International Award training took place recently and Helen Thew is now a qualified Award Leader.
* Thanks to the PTG for their support in the induction day, new comers coffee morning and Y7 coffee morning.
* University and Careers have a busy term with all the Y13s University applications .
* The new science centre is up and ready.

**Assistant Principal Secondary School, Student Welfare - Helen Thew**

* Y7-Y10 are doing a survey, School Attitude Questionnaire Internet(SAQI). It has 180 questions as to how students feel about the different aspects of school life. The feedback will help the tutors to use this information as a starting point to help support the students in their life around school.
* Clive Leach will be working with Y8 during the end of September, on recognizing and celebrating their strengths. He will also have a meeting with the parents on 25th September.
* FCD presenters will also be coming in at the end of September. They will be in from 29th Sep to 2nd Oct. There will be 4 sessions with the Y9s about making healthy choices, drugs, alcohol, early warning signs, etc. Parents will be emailed with the details about these sessions and parents will also be invited to come in on 1st Oct.
* Residential planning is underway. Residential week is 16th Nov to 20th Nov for Y7/8/9/10/12.
* The PTG new-comers pizza lunch will be on 29th September.

**Primary School Principal - Clare Sharp**

* It has been a smooth start and the induction program went well. A good liaison with the PTG.
* Request primary reps to attend the primary class parents workshop on 23rd Sep. Value the role of class parents in helping and supporting in the primary. There’s a concern in particular with whatsapp conversations. School would like to set out the expectations of the school to the class parents and PTG primary reps in terms of whatsapp conversations happening relating to school issues.
* Primary is not as forceful about uniforms as in secondary, but the shoes have been issue in the primary. There has been an article in the newsletter and class teachers will be sending out a letter to the parents. Currently, school bags are not a concern.
* There was feedback received on the uniforms with some kids getting some heat rashes. Genevieve is in touch with the uniform shop and vendor to check if there has been any change in material, etc. Genevieve has only received one email so far and she will be looking into the issue further.

**Assistant Principal Primary School - Jason Cooper**

* Parents are invited to attend a workshop by Brian Taylor on 28th Sep on Digital Learners and Digital Literacy. All primary parents are encouraged to attend this workshop, to understand and be aware as kids move into secondary and will be using more of computers in their daily work.
* Looking into making some changes to the primary reports. Currently in consultation with different groups, will be sharing the plans very soon.
* Changes to Math curriculum in line with the changes made in UK last year to reflect the similar curriculum as in UK.
* Teachers are busy with Learning Meetings now. These are meetings with a middle or senior leader and class teacher to identify students who need to be in focus groups. So teachers are busy scrutinizing the data to identify the groups of children and what support they will need.

**PTG Newcomers Representative - Bronwyn Ure**

* It has been a great start of the year. Timing was unfortunate with the erawan explosion day before induction day. A lot of new parents were in touch to check for updates and to get any information. With the exception of a couple of families, the induction day went off well with the majority attending.
* Pizza lunch coming up on 29th September for the new students.
* We would like to be more involved with the primary as well to organize coffee morning and generally help new parents to settle in.

**International Day - Vani Sharma**

* We have had two country reps meeting.
* There are 61 countries representation in school.
* Parade will be moved back to start from the back field. There will be a DJ to play music from each country to give the parade a more festive and international feel.
* There will be two photo booths to get the parade moving faster, one for the smaller countries and one for the larger ones.
* All 5 slots for the cultural show have been taken up.
* So far 10 countries have submitted forms for Expo and Food Hall each. More countries expected to participate. 1st Oct is the deadline for form submissions.
* All country reps have been advised on cash collection procedures at the school cashier and also on the procedure to get in touch with other families in school.

**Assistant Principal Extra Curricular Activities and Sports - Michael Balo**

* There are 24 teams in total for season 1.
* Introduced 4 block ECA system this year. We have had the least number of parents missing sign up. Block 2 sign up coming up in a weeks time.

**Services Manager - Genevieve Ahl**

* Enforcing the use of the Patana Card for all secondary students. Kids who are on set lunch can still go to the reception and get a temporary card, so they don’t miss their lunch.
* School is looking into the safety issue seriously. We have invited a UK Child Safeguard Specialist, also an ex-senior detective from Scotland Yard, who will be looking into our policies, our buildings and all our security and will submit a detailed report on what can be improved.
* Parents should also be scanning their cards to come in and out of school. Security guards are also being advised to monitor regularly.
* There are 1230 students currently using the school bus services. There have been 200 new enrolments this year. A lot of adjustments and changes are being made and are still settling in.
* There is a weekly update in the newsletter.
* If there are changes to the afternoon buses, transport staff are there to advise and direct students accordingly.
* Three service stations serving the noodles now to reduce waiting time. There are roughly 300 bowls of noodles served up in 25mins on an average in a day.
* Fun Run coming up. Good responses so far, about 400 entries until now. More entries come in closer to the date. Added a 3km distance this year.
* Still checking on the cars parked at the Foundation Stage parking to have the right stickers.

**Development, Alumni and Marketing Manager - Emma Goligher**

* There will be a presentation for teachers on Friday by Dr Dylan William and for parents in the evening on “Preparing learners for 21st century”.
* Busy preparing for the “Living in Bangkok” fair in Bumungrad Hospital on Saturday.
* School Photographs will be in Term 2. A contract review has been done, and U Smile has been successful again.
* Ploenchit Fair will be on 28th November. It will be on the back field this year.
* PTG Jumble Sale will be end October along with the SILC Bazaar and more information will be out soon.
* Annual Fund flyers to go out by next week. It will be sent out to all members of the patana community. Last year we raised half a million baht and these funds are basically used for supporting all areas of school like 3D printers in DT, play equipments, classrooms, etc.
* Farmers market was successful this term. Looking into probably having it again on Fun Day.

**Business Director - Andrew Gordon**

* This year we will look into renovating the last two parts of secondary school buildings plus the admin building and staff accommodation.

Meeting ended at 9.00am