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

**10.00am, 19 January 2015, Room SH201**

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

**Present**: James Penstone (Cross Campus Principal), Helen Thew (Assistant Principal, Student Welfare), Jason Cooper (Assistant Primary Principal), Emma Goligher (Development, Alumni and Marketing Manager), Genevieve Ahl (Services Manager), Malee Whitcraft (PTG Chairperson), Siobhan Bland (PTG Vice Chairperson/Secretary), Malene Bloch Lundgaard (PTG Primary Parent Rep), Andrea Chaplin (Tiger Shop Manager), Daphne Seiler (PTG Fun Day Coordinator), Esther Lek (Cross-Campus Parent Rep), Himisha Mehta (Year 12 Parent Rep)

**Meeting commenced at 8.05am**

1. **Apologies**
* Andrew Gordon (Business Director), Matt Mills (Head of School), Michael Smith (Secondary Principal), Clare Sharp (Primary Principal), Wikki Bhanubandh (PTG Treasurer), Ann Vanasin (Thai Parent Group Rep), Nog Tangtrongchitr (Assistant Treasurer), Dyan Zimmerman (PTG Secondary Parent Rep)
1. **Minutes of the last meeting and Matters Arising**
* **DECISION**: Minutes of last meeting (8 December 2014) were approved with no objections or amendments.
1. **Chairman's Report – Malee Whitcraft**
* Malee Whitcraft welcomed everyone back after the winter break. Malee explained that some members of the Senior Leadership Team (SLT) were away in London on a recruiting trip.
* Malee mentioned that not much time had passed since the last PTG Committee meeting and therefore there is not a lot of business to discuss.
* Malee thanked Malene Bloch Lundgaard for organising the Christmas Concert on 16 December 2014, as well as her team of volunteers and the support from the school. Malee reported that the PTG made a profit of 23,038 baht (total income 62,700 baht). **ACTION**: Once finalised a copy of the 2015 Christmas Concert Handover Report is to be provided to Genevieve Ahl for next year’s event.
* Malee thanked Malene for getting a team of volunteers together to support the Father Christmas visit to the Primary school on 19 December 2014, and thanked the PTG Primary and Nursery Parent Reps for helping out.
* Malee reported that the PTG Christmas Lunch at her house on Tuesday 9 December 2014 was a great chance for PTG members to socialise after a busy year, however it was not well attended due to the fact that many people had already committed to pre-Christmas appointments or left early for their holidays.
* Malee reported that following the outcomes of the PTG Review Focus Group, the focus has been on the review of the PTG Constitution and drafting amendments that will be tabled at the EGM proposed for 23 February 2015. She highlighted the main points including:
	+ Amendments to the PTG Objectives to reflect the move away from fund raising and the need to support and engage the student body in decision making on the allocation of funds raised.
	+ Provision for proxies to improve the workability of meetings.
	+ The addition of a Cross-Campus Parent Rep to reflect the changes to the school’s organisational structure. In order to maintain the 10 positions on the PTG Committee, the Social Events Coordinator role was removed.
	+ The clarification of one of the PTG Committee positions, and subsequent introduction of the Thai Affairs Liaison. Rather than representing Thai parents’ interests, which can be done through the existing Primary and Secondary Parent Rep roles and the Thai Parent Group, the Thai Affairs Liaison would focus on assisting the PTG to navigate the Thai system and matters relevant to the organisation of events.

Malee reported that she has sent the draft amendments to Andrew Gordon for review. Malee asked those present if they were happy with the proposed process and no objections were received. **ACTION:** Send a requisition to the PTG Committee and Sub-Committees to convene the proposed EGM, in order to endorse the recommendations from the PTG Review Focus Group and adopt the proposed amendments to the PTG Constitution; seek the signature of at least 25 members supporting the requisition; and lodge it with the Chairperson or Secretary. A copy of the PTG Review Focus Group and proposed amendments to the PTG Constitution will be provided to members.

* Malee welcomed Daphne Seiler back having recovered from an operation. Malee also reported that an Assistant Foundation Stage Parent Rep has been added to the Sub-Committee structure due to the fact that the Foundation Stage Parent Rep role covers more than one year group (Nursery, K1 and K2). Malee also welcomed Esther Lek, who has volunteered to fill the role of Cross-Campus Parent Rep on the Committee. **DECISION:** The PTG unanimously endorsed Esther Lek as the PTG’s new Cross-Campus Parent Rep.
* Malee reported that Fun Day 2015 plans are well under way. She thanked the school for all of the support the PTG receives in organising and running the event, with special mention of Emma Goligher who is arranging sponsorship, Cheryl Rego who is coordinating marketing and publications, Genevieve Ahl and Khun Pa who oversee the logistics from school’s side of things and assist with contacting suppliers, Carol Battram and Helen Thew for coordinating and rostering teacher volunteers, and Helen Vincent who is assisting with charities. Malee explained that she temporarily took on the Fun Day coordinator role due to Daphne being in recovery from her recent operation. Malee said that Daphne is now back in the Fun Day Coordinator role, and that she has a lot of support from the 17 Area Coordinators that report to her, and the school staff involved. Malee said she will be there to assist wherever needed. Malee reported that Ann Vanasin, the PTG’s Thai Affairs Liaison, stays in close contact with her group of volunteers.
* Malee reported on the recent survey of Foundation Stage parents regarding student contact hours at school. Jason Cooper added that once Matt Mills has returned from the recruitment trip to London, he would determine how and when the results would be shared with the parents.
* Malee also reported that some Primary school parents had expressed concerns about pool temperatures being too low for younger Primary school children. Malene Bloch Lundgaard said that she had referred the matter to the appropriate school staff members. She said that some parents had questioned whether there was room to reschedule some of the younger children’s swimming classes when the water temperature had increased. Genevieve Ahl said that this issue had been raised in the past and that procedures were in place to monitor pool temperatures and to ensure children do not swim when temperatures are too low. She said that rescheduling swim sessions was very difficult to timetable according to temperature. Helen Thew added that in Secondary Cindy Adair-Bolakoso has on a few occasions cancelled swimming sessions due to low pool temperatures. Jason Cooper asked that parents be patient until Clare Sharp returns from the recruitment trip, at which time she and Andrew Tatum will respond.
* Malee reported that Dyan Zimmerman would submit her Secondary Parent Rep’s Report in time for the next meeting, due to her absence.
1. **Treasurer’s Report – Wikki Bhanubandh**
* Wikki Bhanubandh was absent from the meeting, so Siobhan Bland presented the January 2015 Treasurer’s Report in her absence. The financial activity between December 2014 and January 2015 is reported in the January 2015 Treasurer’s Report.
* Malee reported on the new arrangements for the PTG accounts. She said that the PTG’s finances would be transferred to the school’s account. The signing rights for approval of spendings remain with the PTG Treasurer, Chairperson, Vice-Chair and Assistant Treasurer. The change was made to overcome the requirement of the PTG Treasurer to be Thai and allow the PTG Treasurer position to change from person to person without having to have an account linked to a particular individual that may no longer be associated with the PTG. She said that some funds remained in the old account because Fun Day vendors had been given these account details already, and that the old account would be closed after Fun Day. Malee thanked the school for their support for this change.
1. **Head of School Report – Matthew Mills**
* Matt Mills was absent from the meeting, so James Penstone presented in his absence.
* James Penstone thanked the PTG and school staff (particularly Genevieve Ahl) and students involved in the 2014 Christmas celebrations. He acknowledged the great community spirit and said he thought it was the best assembly and concert yet.
* James reported that we started off the term net positive; with 20 students having left Patana, and 41 new students having arrived.
* James reported that Patana has had a notably low turnover of staff. He reported that Matt Mills, Clare Sharp and Mick Smith would be back later in the month, and that in the meantime, Helen was acting in Mick Smith’s role and Jason Cooper and Carol Battram were acting in Clare Sharp’s role over the two weeks respectively.
* James thanked the PTG and school staff who are organising Fun Day this year.
1. **Cross Campus Report - James Penstone**
* James Penstone reported that he was focussed on refreshing and revisiting the mission statement by assessing staff, parent and student awareness. The previous review a few years ago yielded positive results in terms of awareness.
* James reported that Khun Surapee Sorajjakool, the new head of the Thai Department, would commence in March and she would be introduced to staff before then.
* James reported that he had met with the PTG’s new Cross-Campus Parent Rep, Esther Lek, and that work is under way to make Fun Day more clean and green. James also expressed his support for the changes to the PTG Constitution to reflect greater student participation.
* James reported that in regards to the new computer system, parental involvement in the process was successful and that the Parents’ Gateway has now been launched for some time. Emma Goligher confirmed that parents have generally been happy with the new system. James Penstone encouraged the PTG to direct any feedback from parents regarding the system to Emma Goligher (emgo@patana.ac.th) or Brian Taylor (brta@patanaac.th).
1. **Secondary Report – Michael Smith**
* Michael Smith was absent from the meeting, so Helen Thew presented in his absence.
* Helen Thew reported that the school welcomed 14 new students at the start of Term 2. These families along with the 8 families that started in Term 1 after 29 August (after our last new parents’ welcome meeting) have been invited to a welcome lunch on Tuesday 20th January. Helen thanked the PTG for their attendance at this meeting too.
* Helen reported that the Year 13s have been busy doing their trial exams that will finish up today; they will get feedback from their teachers over the next few days. On 28 January their exam grades will be sent home to parents. Helen reported that the Year 13 University offers are starting to come in which is giving our students real focus in their last 50 days of school.
* Helen reported that new reports were issued at the end of Term 1, and that the feedback received so far has been positive. She asked that if parents have any further comments to please pass them on to Suzanne Lindley (suli@patana.ac.th).
* Helen reported that the Year 11s will be completing their work experience the week from 22 – 26 June. She requested that if any companies can offer a placement to Patana students, to please contact Andy Haughton (anha@patana.ac.th).
* Helen reported that the Year 11s will be handing in their IB option forms by Wednesday 21 January and that it is exciting times for them as they plan their future learning pathway.
* Helen reported that the Year 9s are also looking to make their choices for them their (I)GCSEs. She said that so far they have had talks with their subject teachers, and met with Year 10 and 12 students to get an insight from their point of view. She said that a Year 9 options morning will be held on Friday 23 January for parents and students.
* Helen reported that Parent Conferences were coming to an end. She said that the Year 12 conferences will be held this Wednesday (21 January) and Year 8 will be next week (29 January). She mentioned that this year has seen an exceptionally high attendance from both parents and students.
* Helen reported that the Year 7 Coffee Morning would be held on Friday 30 January.
1. **Primary Reports - Clare Sharp**
* Clare Sharp was absent from the meeting, so Jason Cooper presented in her absence.
* Jason Cooper reported that there are 27 new students in Primary this term, who have all been buddied up with mentors and whose parents were invited to the information morning last Thursday. He thanked the PTG for their involvement in the process.
* Jason reported that the Primary Residentials would take place from next week and that there would be two weeks of trips.
* Jason reported that the Maths Mornings have been well attended and that a reminder would come out about the KS1 session on 6 February.
* Jason reported on the value of the Patana Card which was recently reinforced by the temporary need to revisit coupons.
* Jason reported that two Year 6 students attended the recent staff meeting and reflected on their learning which inspired the teachers to keep up their great work.
1. **Business Report – Andrew Gordon**
* Andrew Gordon was absent from the meeting. Malee Whitcraft mentioned that the construction of the new science building had commenced.

**Services Report – Genevieve Ahl**

* Genevieve Ahl reported that 1,280 students use the school’s transport system. She said they are monitoring operations and assisting new students to feel comfortable. She said it was important to reinforce that they aim to have all of the buses at school by 7.30am at the latest. Genevieve reported that Residentials are a difficult time for Transport over the two week period. She said that they release some buses to make them available for the Residentials, and consequently they need to combine some buses during the period. Genevieve reported that ECAs would not run during the two weeks of Residentials and that this is being communicated to parents through the usual channels. Parents need to book their child/ren onto the bus if they are not picking their child up from school after their Residentials. Genevieve asked the PTG to assist with making parents aware of this.
* Genevieve thanked Malee Whitcraft and Malene Bloch Lundgaard for presenting some suggestions from parents about healthier snack options in the Primary Snack Bar. She and the school nutritionist are looking at some changes over the next few weeks which will be reported in the Patana News. Genevieve said the changes were a result of parents coming forward with some good suggestions. She said that although this is a positive change, costs will go up, as unfortunately healthier options often cost more to supply. Genevieve said they were always open to suggestions from parents. Genevieve said 12 new options would also be available in the Primary Canteen which had been reviewed by the nutritionist, and that this would also be reported in the Patana News.

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

* Emma Goligher reported that school photos would take place during the week of 2 February for Primary, and the week of 9 February for Secondary, and those that miss their days during Residentials, would be picked up in the second week. The 23 February was a catch up day for those that missed out and order forms would be available on 19 May. Malene Bloch Lundgaard asked about photo-shopping of photos. Emma explained that only non-photo-shopped photos are put on the order forms and that parents can tick a box if they want theirs to be photo-shopped, otherwise they were not photo-shopped. She said that given there are 2,271 children being photographed, sometimes there are mix-ups. Emma reported that parents can contact U-Smile or her directly and request the originals if such a mix-up occurs (emgo@patana.ac.th).
* Emma said they had been busy with school publications. She also reported on the new format for the Patana News. She asked that any feedback from parents be directed to her (emgo@patana.ac.th).
* Emma reported on the alumni event that was held on 18 December; over 100 students and staff attended.
* Emma reported that the second Bangkok Patana Farmers Market was to be held on Friday 30 January in the Secondary Canteen. She said that 36 vendors had registered, which is up from last year. She said a list of vendors would be posted on Patana’s Facebook page.
1. **Fun Day Coordinator’s Report – Daphne Seiler**
* Daphne Seiler reported that meetings were being held once a week to make sure everyone is on track. She said momentum is picking up, and that as we get closer, there will be more to report. Daphne thanked Emma Goligher and Genevieve Ahl for their support with sponsorship and marketing, and logistics respectively.
1. **Round Robin**
* Debbie Smith reported that she had attended the Primary Newcomers event last week with Malene Bloch Lundgaard, and all but two of the PTG’s Primary Parent Reps. She reported that a letter had gone out from the PTG to welcome newcomers via school. Debbie said some parents had been in touch with her and she had answered their questions where possible and referred them to school staff member where appropriate.
* Malee Whitcraft asked about PTG shirts and asked for feedback as to what was needed and if the design should change. **ACTION**: Andrea Chaplin to work on a new PTG shirt design and order in consultation with PTG reps.
1. **Date of Next PTG Committee Meeting – Monday 30 March**
* The PTG EGM is Monday 23 February 2015 in SPH201 at 8am.

**Meeting ended at 11.00am**