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

**25 November 2015 in Room CON306**

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

Minutes prepared by PTG Secretary, Vani Sharma

**Present:** Matthew Mills (Head of School), Michael Smith (Secondary Principal), Clare Sharp (Primary School Principal), Jason Cooper (Assistant Principal Primary School), Genevieve Ahl (Services Manager), Michael Balo (Assistant Principal Extra Curricular Activities and Sports), Emma Golligher (Development, Alumni and Marketing Manager), Njah Khan (PTG Chairperson), Dru Bolesta (PTG Vice-Chairperson), Vani Sharma (PTG Secretary), Rocelyn Kielnhofer (PTG Treasurer), Thitinan (Koi) Kiatphaibool (PTG Thai Liasion), Malene Bloch Lundgaard (PTG Secondary Parent Representative), Bronwyn Ure (PTG Newcomers Representative), Susanne (PTG Activities Coordinator), Bradley Coulter (PTG Cross Campus Representative), Suzie Jhanji (PTG Activities Coordinator), Daphne Seiler (Fun Day Coordinator)

**Apologies** : Andrew Gordon (Business Director), Helen Thew (Assistant Principal Secondary School, Student Welfare), James Penstone (Cross Campus Principal), Andrea Chaplin (Tiger Shop Manager), Jan Briggs (PTG Communications Coordinator), Rachael Cheung (PTG Primary Parent Representative),

Meeting commenced at 8.00am

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

Minutes of last meeting was approved.

**PTG Chairperson - Njah Khan**

* Welcome Dru Bolesta to the PTG Committee as the Vice-chairperson.
* We have had two successful events, International Day and Social Evening. Also had the Jumble Sale. All events went off well. Thank you Vani, the International Day team as well as the school staff who worked together to make this possible. Thanks Susanne for the Jumble Sale and Social Evening and Jo Lodge for the posters.
* Planning for Fun Day and Christmas concert is on-going . Thanks to Daphne for taking on Fun Day and Suzie for taking on organizing the Christmas Concert.
* There was a Y13 parents lunch organised by the Y13 parent reps. The intention was for Y13 parents to discuss and share IB stress, deadlines and any other worries. The attendance was a bit low but it was a good initiative by the Y13 reps.
* There was a request from Clare Sharp for an increase in the primary Christmas gifts budget from 10,000 Baht to 20,000 Baht. There has been a discussion between the executive committee and has been decided to approve the budget increase. Matt asked Clare to clarify the reason for the request. Clare responded that the gifts bought in the previous years have not been of very good quality and so this year the request was put forth to the PTG to increase the budget so that better quality gifts can be purchased. Moving forward, this budget increase will have to be incorporated into the regular PTG budget next year onwards.

**Tiger Shop Update – Andrea Chaplin (given by Njah)**

* No new items have been bought.
* Planning to buy a few new items like thumb drives, bag tags, tiger paw key rings and pens.
* Golf umbrellas have been ordered and should be in before Christmas.
* Still need volunteers for Tuesday morning.
* Inventory stock update will be done manually at the moment. The cash system is in Thai and Andrea is in touch with the company to change the system to English.

**Primary Rep Report – Rachael Cheung (given by Njah)**

* Cat hair has been found in the Primary canteen and Clare added that it has already been dealt with.
* Some parents were not able to attend the PTG social evening and International Day clashing with the festival Diwali. There was a request for the school to look into the possibility of having International Day pushed either forward or backward by a few days if it clashes with a major festival celebrated at that time. Matt clarified that there is no intent to show any insensitivity or disrespect to any community, but it is very difficult to set the school calendar as there is always something going on.
* Residential meetings for Y3 to Y6 is on the same day at the same time. Parents who have two kids in primary are having difficulty to attend the meetings. Clare clarified that it is always at the same time and it is offered for parents to meet up the year group team afterwards.
* Y3 sports day feedback was that it was far too long and a very hot day. Some of the activities were not even tried by the kids before. Suggestion was to have class relay activities, which would be easier and better. Clare has taken note and will discuss this with the PE Department.
* International Day feedback from primary parents, were that the waiting time for the parade was too long and the group photos were not good. Suggestion was to have the children already seated in the sports hall. Emma clarified that the position of the sun does affect the photographs and had organized an additional photographer to help get the parade moving faster. Malene suggested that the parents should not join the parade and it should be just the kids to get the parade moving faster. All suggestions and feedback will be taken into consideration while planning International Day next year.

**Treasurer’s Report – Rocelyn Kielnhofer**

* The treasurer’s report has been sent out to the committee members. Nobody had any questions or queries.
* Additional information on Tiger Shop, some new items are being ordered and Emma has been helping out with getting the quotes. These are also additional stocks to be used during Fun Day.
* The stock update will be done next week.
* Will be meeting with last year’s treasurer to discuss the process and procedures for a smooth running of Fun Day.
* Matt thanked the treasurer for a good detailed report.

**Head of School - Matthew Mills**

* Thank you to all parent volunteers, country reps and the International Day team for a fantastic day. Individual thank you cards have also been sent out from the Head of School’s office to people who contributed towards the smooth running of events on the day.
* All the contract reviews have been completed. We have around 130 academic faculty and have about 10 primary, 10 secondary, 1 cross campus vacancies. Will be flying off to London mid-January for recruitment interviews.
* We lost a faculty member Ms Jo McArthur. She was with the school from 2000 to 2011 and is survived by two kids. The school has already sent out some flowers and condolences to Steve McArthur and maybe some staff members would be attending the funeral. Njah extended condolences to Jo’s family on behalf of the PTG.
* Looking forward to the Phloenchit Fair this weekend, a complete Bangkok event. Hoping for a good turnout and the security has been beefed up with the current global security concerns.
* Christmas assembly will be on the 18th.

**Secondary Principal - Michael Smith**

* There was a problem with the Nok Air flight arriving back on Thursday with the Y9 residential kids. There was a one hour delay but unfortunately Nok Air did not have any updates so we were also unable to advise anxious parents. Malene added that she has had discussions with the year reps and has some suggestions, which she will share in her next meeting with Helen Thew.
* There were couple of injuries over the residentials, with cycling. We are looking into Y8 to simplify where the kids are divided into groups and who those cannot cycle will be given some basic lessons. It is not very challenging routes but kids do fall off the bikes.
* Thanks for a wonderful International Day, the children loved it.
* Next week is the Y9 Parent Teacher Conferences. This is an important one leading to the IGCSE options in January.
* There is a KS3 curriculum meeting in school this week covering reports, assessment, levels, basically everything related to KS3. This would be of more relevance for Y7 and Y8 parents.
* House athletics will be next week followed by assembly in the afternoon.
* Y11 IB options morning for parents will also be next week. There have been lots of on-going discussions with the kids and will be choosing their IB subjects in January.
* Interact art auction will be on 8th December.
* Reports will be sent out on the final week of term.

**Principal Primary School – Clare Sharp**

* We are in the process of observing all our new staff now. We are pleased with our current new teachers. We have had some positive feedback from parents and also through our observations.
* Sports Days throughout last week and this week. We had to pre-pone the sports days by a week due to phloenchit fair. We will take into consideration the feedback received from the PTG reps and also from the teachers.
* Next week is the primary production “Alladdin”. This is the first time we have it in Term 1. We are trying to mirror the secondary so we can go alternate years like the secondary for musicals.
* The attendance for the parent workshops run in primary has increased. We think this increase is based on the messages and philosophies we are sharing in these workshops. It is important for us to get some feedback on these workshops to get the right focus.
* Next workshop coming up is the Good Digital Citizen by Brian Taylor and Peter Howe.
* Christmas events will start soon. Foundation stage will have the parent sing-along on 16th December. We will be going to BNH with our Y1 & Y2 choir group. Christmas class parties will also be happening in December.

**Assistant Principal Primary School - Jason Cooper**

* The Digital Citizen workshop next week is follow-on from the previous workshops run on Digital Learners and Digital Literacy. It is difficult for parents to balance and control all that the children do online. The focus of the workshop is to build responsible digital citizenships, to help the children make the right choices. It is open to all the primary parents.
* We have concluded a 6 month 'report consultation' process and Term3 reports will be in a new format. It involved four different consultation meetings with parents, teachers, leaders in school. In Term 2 and Term 3 we will share with parents about what the reports would be like and make sure they have access to all the information with regard to the reports. A lot of workshops will be organized to share the new reporting system.
* Residential preparation is in full swing in the primary.

**International Day - Vani Sharma**

* Thanks to the team and the country reps for a fabulous International Day.
* We have received a lot of positive feedback from the parents and staff and children.
* We had a few new countries participating in the expo, they were also very happy with the participation and involvement this year.
* We will be sharing reports with Emma and Genevieve.
* Dru added that Myanmar flag was an old one and they have a new one now. To be noted for next year, so that we can get the new flag made.

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

* Season 1 finished off very well. Season 2 is underway.
* Good SEASAC results in season 1.
* Golf team is leaving today and cross country is leaving tomorrow. First time participating in cross country SEASAC.
* Season 2 we have 69 teams coming in which is around 670 students, event to be held 29th to 31st of January.
* Block2 ECAs underway without many hiccups. Not many queries with the two ECA billing in Term1.
* Sports Review Program survey will be shared with the student athletes soon, the parents one is closed already.
* A feedback for ECAs will be sent out in February or March.
* Malene had feedback from a parent as to why IB students choosing ECAs for their CAS hours are charged ECA fee. The school should absorb the cost since it is part of the IB curriculum. Mike clarified that the amount of work that goes into the preparation is the same. Mick added that the kids choose the ECA for their CAS hours and there are many kids using outside activities/organisations to fulfil their CAS hours.

**PTG Activities Coordinators – Suzie and Susanne**

* Susanne updated that the social evening was a good event. Had a low turnout but the food provided was delicious. A few new parents also joined. We could do this again next year. Emma added that 40+ attendees is actually a good turnout. We need to be able to reach out to more parents.
* Suzie updated on the upcoming Christmas concert. Food vendors, we have Papas Kitchen confirmed and we are still sourcing a second vendor. Three charities from the school will be having a booth each. PTG will be manning the drinks stall. There is an issue with the selling of alcohol at the concert, school will sort out the issue and update us.

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

* The phloenchit fair is on Saturday from 10am to 8pm. Shuttle bus from the Bangna BTS is provided. The student environmental committee will be having a stand selling their water bottles.
* Fun Day planning is in progress with Daphne. There have been meetings and discussions.
* BPS turns 60 in May 2017. Plans are underway for the School’s 60th anniversary celebration.
* Student Achievement Booklet will be sent out to all families next week. The booklet features all round achievement of students across the school from last academic year.
* We have a video on “A Day in the Life of our Nursery School”. It’s a very happy video and it’s been shared in the FB page too.

**PTG Fun Day Coordinator – Daphne Seiler**

* We have had our kick-off meetings to get the process started. The Fun Day team is in place and we have all the main committee and sub committee positions filled up. Thanks to Khun Koi for encouraging members from the Thai group to take on key areas.
* We have a few challenges, one being the alcohol. We have looked at the budget from last year, and if we do not get around to a way to having alcohol we lose out on a very small percentage of income approx 10-15%. The bigger chunk of earnings is from the activities but we still might be a little lower on the earnings from Fun Day this year. Matt added that it is all about celebrating the community and having a Fun Day and not all about numbers and profits.

**Services Manager – Genevieve Ahl**

* The Transport Manager has resigned and we are currently looking for somebody to fill in that role.
* As usual, it has been challenging times with transport with the secondary residentials, hand foot mouth illnesses, changes from Block 1 to Block 2, etc. Encourage all parents to read the transport update in the newsletter every week as all key messages are added in that transport column.
* Bike for Dad on 11th Dec, we are expecting some hiccups during afternoon drop offs due to road closures. Parents will be communicated if their routes will be affected. Non transport users will also be sent information since it will affect pick-ups. Matt added that the Government did look into announcing it as a public holiday but it doesn’t seem to be happening. A lot of important meetings on that day are being changed to other days too. So it would be helpful for parents to be aware of and there will be updates on the FB page and in the newsletter.
* We will be displaying the lost property and there are lots of items there. We donate the unclaimed stuff to charity. For the first time, we have lost a laptop since the laptops have been introduced in school.

**Other Matters**

* Brad Coulter asked if it would be ok to have a memorial service for Jo McArthur as there are a lot of staff and students who would like to pay their respects. Matt added that there is a book for anybody to sign a message for Ms Jo McArthur.

Meeting ended at 9.00am