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

**16 March 2016 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), Suzanne Lindley (Assistant Principal Curriculum & Assessment), Clare Sharp (Primary School Principal), Jason Cooper (Assistant Principal Primary School), James Penstone (Cross Campus Principal), Genevieve Ahl (Services Manager), Andrew Tatam (Acting Assistant Principal Sports & Extra Curricular Activities), Cheryl Rego (Development, Alumni and Marketing Manager), Njah Khan (PTG Chairperson), Dru Bolesta (PTG Vice-Chairperson), Vani Sharma (PTG Secretary), Thitinan (Koi) Kiatphaibool (PTG Thai Liasion), Rocelyn Kielnhofer (PTG Treasurer), Malene Bloch Lundgaard (PTG Secondary Parent Representative), Rachael Cheung (PTG Primary Parent Representative), Jan Briggs (PTG Communications Coordinator), Suzie Jhanji (PTG Activities Coordinator), Susanne (PTG Activities Coordinator), Daphne Seiler (Fun Day Coordinator)

**Apologies** : Michael Smith (Secondary Principal), Helen Thew (Assistant Principal Secondary School, Student Welfare), Andrea Chaplin (Tiger Shop Manager), Bronwyn Ure (PTG Newcomers Representative)

Meeting commenced at 8.00am

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

Minutes of last meeting was approved.

**PTG Chairperson - Njah Khan**

* Thanks to Daphne for a wonderful Fun Day. Also thank all the volunteers, PTG members, the Thai Parents Group, and Staff members, especially Genevieve and Cheryl and their team.
* The next thing coming up is the Staff Appreciation Day on 6th May. Currently working with Khun Koi to get sponsors. It would be a similar setup as last year with a lunch and the only change is we have booked two venues – Primary hall and Cross Campus Staff Room. This is basically to accommodate the primary staff and to facilitate an easier rota.
* Recently met with Matt Jones re SAQI, details of which will be shared by Malene.
* The Y11 breakfast will be on 7th April along with the mini celebration that is being organised by the school for the Y11 parents. The PTG will be sponsoring the Y11 students breakfast.
* Brad Coulter, PTG Cross Campus Rep, has resigned from the committee with immediate effect.

**PTG Treasurer - Rocelyn Kielnhofer**

* All PTG members have received the report and nobody had any additional queries on it. Matt added that the reports were impressive and well presented.
* Andrew raised the point on Tiger Shop if it was doing well or if we are running down on stocks. Rocelyn added that we are currently running down on stocks. An inventory was done recently and some items need to be purchased.
* The system is still in Thai and we are still trying to work it out with the supplier. The Tiger Shop does have more volunteers now.

**Head of School - Matthew Mills**

* Thanks to Daphne and the PTG team for a wonderful day. It was a great community event and everyone seemed to be having fun. Good focus on the environment with students pushing the use of the bottles, all in all a fabulous day.
* Michael Balo resigned as of February 15th, it was a difficult time for all of us but we do respect his decision. I have personally replied to all the queries from parents, which was primarily a concern with regards to student safety. I would like to reiterate that it was nothing to do with student safety, and it’s purely Mike's personal decision and we respect that. We have received quite a few applications from around the world and will be filling up the post after the Songkran break.
* Thanks to Andrew Tatam for stepping up and taking up this huge responsibility.
* CIS representative head of Asia will be visiting us next year as we complete 5 years. They will be looking at our learning, curriculum, processes and will give us a report. I was visiting a school in Ho Chih Minh, Vietnam in a similar capacity. James has visited Ho Chih Minh too, Clare will be going to Gungzhou in May, Mick Smith is currently in KL.
* I was in Seoul couple of days back for a meeting with school heads to discuss FOBISIA, the growth of British schools in Asia, we are currently at 52 schools in the consortium and we looking at how we lead the federation forward. We are currently looking to appoint a head to run the federation as all the school heads are busy with the day to day functioning of their respective schools.
* One of the topics discussed was also the shortage of qualified teachers. We are lucky that we only need to fill up 9 vacancies at Bangkok Patana. We will be re-advertising for the gymnastics head, 3 secondary and 6 primary positions. We will be going to London after Songkran to finalise these appointments.
* We are currently at 2268 students enrolment.

**Business Director – Andrew Gordon**

* Business section is busy as this is the time for our budgets submission and approvals.
* The construction of the new transport building near the primary is underway.
* Mock up of Todsammon is ready and the work will commence by end of April and through end of July.
* 2 projects in school – the admin building will start renovations by 18th June and the HuM building will be in the last week of school. The HUM renovations will be the last renovations for the secondary.
* Two buildings in primary, which have not been upgraded in 10years is the Y3/4 block and the Foundation Stage. Discussions will be on to figure out the appropriate times for these renovations. Clare was hoping it would be as soon as next year.
* We currently hold 55% of the land and are constantly in the process of discussions with the landlords.
* There have been lot of reviews and in particular there will be a reasonable increase in size of the building and grounds department.
* The school is in a good financial position.

**Assistant Principal Curriculum & Assessment – Suzanne Lindley**

* We are on the final terms for the Y11s and Y13s and both year groups will go on study leave.
* In the previous years, Y11s have come back to school for a week after Songkran but this year Songkran is a week late so end of this term will be their last week of school.
* The second week after Songkran will be full on exam time for both Y11 and Y13.
* We have two social events coming up – Patana Jazz and Blues and the Patana Unplugged.
* Thursday, 24th will be the IB art exhibition.
* Term 3 is slightly shorter, so the Y10 annual exams will be on the first week back after the break. This change is essentially because we already have the external Y11 and Y13 exams plus we need time to mark the Y10 papers and share the additional learning required to move towards the IGCSE. There was concern that the holidays will have to be used up for revision but we are trying to get the Y10s to have a bit of a balance and perspective of the actual IGCSE exams. There will be a Y10 coffee morning next week on 24th March. The two weeks before the break is only revision related home learning. I would also like to reiterate that post exams is feedback time for the Y10s and not relaxation time.
* Y11 coffee morning on 31st March, going through the final preparations required for the final May-June exams.

**Principal Primary School – Clare Sharp**

* We have started encouraging the use of hand gels to all parents and students entering foundations stage and we are trying to monitor if this helps reduce the onset of HFMD. We have had a very positive response from both parents and students of the foundations stage.
* Anti-bullying workshop was held last week. Usually we have a number of parents coming up to us to have a chat on this topic after the workshop. The presentation is posted online if parents would like to access.
* Jason had a workshop on our new assessment and reporting system.
* Interclass events for Tee ball was changed to Kick ball for Y3. I would like to add that at many times the supervision of these games is by class teachers who are not necessarily experts in the sport. Please help us to reinforce to the parents that it is just for fun and enjoyment and not really competitive.
* We are looking at the role of the class parents, some of the issues we are now facing could be because of the more online conversations between parents. Will have a discussion with Matt on the appropriate way to address this issue. We might call on the primary reps to give us their feedback too on how to develop their role to be more effective.

**Assistant Principal Primary School – Jason Cooper**

* We have had a good attendance for the workshops.
* There was also a raising bilingual children workshop, which helped parents to understand the importance of maintaining home language alongside English.
* We have Foundation stage Maths workshop next week.
* Then the focus will be on the new primary reporting system with 4 workshops being conducted for parents to understand the new system.
* Matt added that he took it as a positive that the lowest turnout was for the three way conference workshops, which indicates that the community fully understands and accepts this concept.
* We held trial international standardised tests for Y4 and are expecting the results next week. We do see value in external assessments, and the one we have tried is used across 340 different schools from 80 different countries and a sample size of 73,000 students. It’s a very good comparison and for us to assess our standing against other International schools.
* We currently do the SAT or the NCT curriculum test for Y2 and Y6 and we are looking at different ways of benchmarking our results and attainments with other International schools. We are looking into whether it is worth pursuing these tests because there is a major change in the UK in terms of curriculum and assessments. They have changed the timeline and for us to continue to participate in the NCTs or SATs we would need to extend our school year to July.
* We have Ken Nesbitt, our visiting poet next week.
* Three way Parent Conferences coming up in the first week back after the songkran break, April 27th and 28th.
* I would just like to add that the Teaching Assistants are an integral part of our system and go a long way in helping with the learning in our year groups. It is a highly sought after position to be a TA in Bangkok Patana.

**PTG Secondary Parent Representative – Malene Bloch Lundgaard**

* Would like to quickly touch base on the student mentoring programme that Matt Jones is spearheading with the secondary students. It is a questionnaire called SAQI that the students take online, consisting of about 180 questions covering a range of subjects from self perception, social action, behavior and emotions. This has been ongoing for a few years and the school is now ready to use this information to work towards the betterment of our students. The school has formulated a consent letter to be signed by parents to give permission to use this information. All the secondary reps have been given a copy of this letter for their feedback and suggestions before it is sent out to all the parents. Njah added that overall SAQI is a very nice initiative to work towards the overall well being of the students. Njah suggested that it would be a good idea to administer this test with the Y6s and Matt added that we could probably evaluate how it works out with the secondary first and then start discussions with the primary to extend it to the Y6s. The suggestion to specifically start off with the Y6 is because they undergo a lot of stress with having to deal with the transition from primary to secondary.

**PTG Primary Parent Representative – Rachael Cheung**

* Parent concerns about a lot of mosquitoes in the foundation stage. There was a suggestion to put up a device that attracts the mosquitoes. Andrew Gordon added that the BMA has been coming in every week to spray. He added that if need be we could increase the spraying.
* Another concern brought up was the after school eca buses for KS1. Some kids finished at 1.15 but there weren't buses until 2.30. Genevieve added that there were about 35 buses on different routes with just one or two kids in each. So the concerned parents were contacted to work out possible solutions, if they could either change their eca days or stay in school until 2.30. There were about 5 students who were affected because they had to wait until 2.30. Parents are encouraged to contact the transport department and work out possible solutions.
* Some parents raised the point that swimming is only offered for one term in KS2. Andrew added that this is primarily because we would like to offer a wide range of experience. In KS1, there is PE and Swimming, whereas in KS2 swimming is part of PE so it is only for one term and they move on to other activities in other terms.

**Cross Campus Principal – James Penstone**

* Thanks to Andrew for stepping up to take up the responsibility of the sports and ECA department.
* CIS accreditation has already been touched upon by Matt.
* Would like to thank Daphne and the PTG in encouraging the environment friendly initiative by the students at Fun Day. The students had an easy access to the PTG members and had some good suggestions discussed and executed. Thanks to the PTG for encouraging the students, which would help them grow into responsible individuals. Matt added that it is indeed very nice to see the PTG branching out and reaching out to the different sections of students and community and initiating the connections between the various sections.

**Acting Assistant Principal Extra Curricular Activities and Sports – Andrew Tatam**

* SEASAC swimmers were in KL and came overall third and a win for the 13 & 14year old boys
* U13 FOBISIA in Shanghai last week and came back with some good results - 1st and 3rd in football, 2nd and 5th in basketball, 3rd in athletics, 2nd in swimming.
* I am glad to have stepped into this role which has given me a broader perspective on the range of activities offered across the board in our school and thanks to all the extra support from other staff members.
* FOBISIA Sailing did extremely well. Overall individual winners from primary and overall team winners.
* Girls Badminton and SEASAC softball head off tomorrow.
* Boys badminton are off to Jakarta.
* SEASAC gymnasts leave on Friday to UWC.
* U13 boys went to Harrow for tennis tournaments.
* Secondary swim galas next week.

**PTG Fun Day Coordinator – Daphne Seiler**

* Thanks to everybody for making Fun Day such a fantastic day for the community.
* Special thanks to Genevieve and Cheryl and their team for all their support.
* We have raised a considerable amount this year, with an increase in the wrist band sales and  raffles.
* It was very nice to see a huge participation by the students body like the Environment Committee and the other CAT clubs.
* The PTG has decided to contribute 10,000 to all the CAT clubs in school including the Environment Committee and 15,000 to Smile Club. This is in appreciation for their efforts and contributions to Fun Day. There will be a small presentation organized on Friday during lunch break and each CAT club would be presented with their cheques.
* We are planning a breakfast for all the volunteers. Initially we thought of a fun day thanks you but we have decided to include all the volunteers who have helped us throughout the year.

**Development, Alumni and Marketing Manager – Cheryl Rego**

* We had Farmers market after half term and we did quite well. Some did well and some not so much, but people seem to have enjoyed. We might have another one in April.
* We have the Alumni breakfast tomorrow. We have a visiting Alumni come in every year to talk to the Y13s.
* We will be working on the yearbook in Term3.
* It will be our school's 60th anniversary next year, on 17th May 2017. Still working on it and will share the plans as we go along.

**Services Manager – Genevieve Ahl**

* Thanks to Daphne and PTG for a great fun Day.
* Letters have gone out to parents about the Y11 and Y13 transport services during exams. We will be reminding parents that the Thai schools reopen in May, so students coming in for exams are aware and can plan their journey time to school. The Y10s have also been given the option of exam leave during exam time and need to inform transport accordingly.
* First week after songkran there will not be any ECAs. It starts a week later.
* Next week we have the internal bus inspections.

Meeting ended at 9.15am