

# PTG Executive Meeting – 12<sup>th</sup> September, 2017

## Minutes

Attendees Present: Matthew Mills (Head of School), Andrew Gordon (Business Director), Michael Smith (Secondary Principal), Helen Thew (Assistant Principal Secondary School, Student Welfare), James Penstone (Cross Campus Principal), Carol Battram (Assistant Principal, Primary School, Learning and Welfare), Cheryl Rego (Development, Alumni and Marketing Manager), Rachel Jones (Head of Admissions), Melissa Golden (PTG Chair), Fiona Bertoli (PTG Secretary), Thitinan (Koi) Kiatphaibool (PTG Thai Liaison), Rapeepan Sapayanon (Pook) (PTG Treasurer), Laura McDonald (PTG Secondary Parent Representative), Jacqui Pye (PTG Primary Parent Representative).

Apologies – Jason Cooper (Primary School Principal), Cindy Adair (Assistant Principal Extra Curricular Activities and Sports).

Meeting started at 8.10am

### PTG Start

The PTG have had a great start to the new school year already, getting some good positive feedback so far. As a committee we hope to keep the momentum going throughout the rest of the year. A special thanks from Matt Mills for making the right connections, great communication and a smooth transition for the new parents.

The PTG's aim is to work in collaboration with the school and parents to build a solid team effort going forward.

### Induction Day

- Good feedback in general from parents. Parents very happy with the 'Welcome pack', a new initiative this year and a positive response overall at how the day was run.
- PTG Primary Rep, Jacqui Pye, to follow up with Jason Cooper directly regarding Primary Induction.

## PTG initiatives 2017-18

### Technology:

- New email addresses - all PTG members have a patana.ac.th email account
- PTG icon added to parents dashboard - for easy access to the PTG website
- PTG FaceBook page – total of 770 members. 200 new members since the start of term 1. PTG will update the FaceBook page on a regular basis using it as a forum for spreading the word.

### General:

- Creation of Welcome Packs for new parents
- Expansion of Newcomers coffee morning to welcome both Primary and Secondary parents
- Implementation of PTG Country reps to greet new families
- More involvement in Fun Run. PTG members handing out breakfast to runners as well as donating funds to a great event.
- Supplying Christmas Gifts for Primary

## PTG Aim to be more visible

- PTG members wearing orange t-shirts and new PTG badges at coffee mornings in Secondary and introduction to learning workshops in Primary. To breed more interest in PTG and positive spirit.
- PTG room and Tiger shop now on the Patana interactive map.

## PTG Financial update

- 1.4 million left in the kitty. PTG will try to maintain recurring expenses such as CAT clubs, Christmas gifts, Staff Appreciations and Fun Run throughout 2017-18 as well as focusing on community based events.
- Fun Day – the consensus is that Fun Day is free in 2018. Advice is to see how much is spent and how much is left in the PTG Bank.
- School provide financial help of 200,000 baht which is broken down into categories. Khun Pook to discuss break down and division of funds with Andrew Gordon for 2017-18.

## Supporting the parent community - new PTG initiatives

### **English lessons for parents**

- PTG to speak to Caroline Ferguson and discuss Teaching English as a CAS option for IB students. PTG to ask for Parent volunteers for English conversation and teaching.

### **Running club**

- Patana parent already agreed to set up a club in a park outside of school grounds. PTG to advertise the Running Club via FaceBook and the Patana News

### **Choir**

- PTG to find access to a music room and a suitable day and time for parents interested in forming a parent choir.

## Supporting the school community

### **Online safety feedback**

- PTG to support the messages via FaceBook page - 1. Bring your Nametag 2. Take photos responsibly 3. Correct Toilet usage

### **University Fair on 25th September**

- PTG to post a reminder for parents on the FaceBook page, posters to be put up in the PTG room and in the Patana News

### **FCD Parents Meeting at school at 4pm on October 5th, 2017**

- PTG to promote this event on FaceBook page, Posters if possible

### **Patana News**

- PTG to promote reading of Patana News via FaceBook page

## Tiger cart

- Much success positioned at the front of school. A huge help for the PTG and promotion of the Tiger Spirit among parents new and old.

#### PTG Big Night Out

70 tickets sold this year response so far. Will keep promoting on FB and in the Tiger Shop.

#### Car fume control

Too many cars leaving car engines on needlessly. PTG to help get the word out – change the mindset and help deal with parking issues.

- PTG to liaise with Cheryl Rego. Spread the word via FaceBook and Posters around school and car parks.

#### Nursery, FS ,Y3/ Y4 construction

Majority of parents extremely happy with the new construction. Few comments about Nursery and heat/shading issues.

- More shading to be provided and Andrew Gordon is looking at options. Any other feedback from parents to be taken directly to Jason Cooper.

#### General Business

Baby changing facilities - to investigate the possibility installing it in the disabled bathroom next to the Tiger Shop.

Sign for lost property – already being created.

Fans for swimming pools - to be discussed with Cindy Adair.

Process for Executive Meetings – PTG to set the Agenda and send to Cheryl. Location to be in Conference centre Room 306.

#### Report from school:

Very smooth start so far, keep up with good flow of communication throughout school.

Growth good already.

Building renovations in Years 5/ 6 leading to future ECA growth.

Meeting finished at 9.15am

Minutes written by Fiona Bertoli (PTG Secretary)