

# PTG Heads of School Meeting -Minutes - 25.09.18

Room CON 306, at 7.45am



Attendees Present: *Matthew Mills (Head of School), Andrew Gordon (Business Director), Michael Smith (Secondary Principal), Helen Thew (Cross Campus Principal), Lorna Conroy (Assistant Principal Secondary School, Student Welfare), Jason Cooper (Primary School Principal), Cheryl Rego (Development, Alumni and Marketing Manager), Rachel Jones (Head of Admissions), Melissa Golden (PTG Chair), Vik Bhatnagar (PTG Vice-chair), Fiona Bertoli (PTG Secretary), Chavapas Ongmahutmongkol (Khun Joe) (PTG Thai Liason), Marielle Eurlings (PTG Secondary Parent Rep), Lyke Schouten (PTG Primary Parent Rep), Aki Roughley (PTG Cross Campus Rep), Janine Minchin (PTG Tigershop Rep), Maayen Chorev (PTG Communications Rep).*

Apologies: *Carol Battram (Assistant Principle, Primary School, Learning and Welfare), Cindy Adair (Assistant Principal Extra Curricular Activities and Sports), Rapeepan Sapayanon (Pook) (PTG Treasurer)*

## **Welcome and Introductions of new committee members**

The PTG committee would like to welcome 2 new members to the PTG Executive Committee; Marielle Eurlings (PTG Secondary Rep) and Aki Roughley (PTG Cross Campus Rep). A warm welcome goes to Lorna Conroy, the new Assistant Principal Secondary School, Student Welfare.

## **Outstanding business from previous meetings**

### **a. Car fume signage**

The Marketing department is currently getting costs for Metal signs to be made for the car park.

### **b. Information sharing - Admissions**

Parents will soon be offered the chance to share their information (e-mail addresses) with the PTG. The first opportunity will be on the Admissions form when the student starts school and the second chance will be on the website via the parent gateway. The IT department is currently working on preparing the webpage.

## **General PTG Update**

### **Newcomers success**

- Our Newcomer reps have done a fabulous job of welcoming newcomers this year and already letters have been sent out to every newcomer, with details of their own PTG country rep as well as child's year group rep.

### **PTG emails**

- So far so good, all the new PTG emails are working.

### **Year Group social**

- KS3 Year group reps are hosting a get-together dinner for parents who are waiting for their children during the KS3 dance on Friday 28<sup>th</sup> September.

## **Primary School Update**

PTG Primary Rep met with Jason Cooper earlier in the week to discuss the latest updates in the Primary School. Some of the issues that had been raised and are now resolved are:

- Seating arrangements for FS parents will be arranged soon.
- Swedish home language ECAs are going ahead and parents are happy to have this in place.
- Parents with concerns need to raise any issues with the teacher first and foremost and then if not resolved, then contact the Primary Office for further assistance.

## **Secondary Update**

PTG Secondary Rep and Lorna Conroy have already met and discussed the consistency of uniform throughout the secondary school. Lorna Conroy is meeting with the senior delegates to talk about dress code and get them involved in the decision making process. They will continue to meet once per month to keep on top of any issues. Mick Smith, Head of Secondary, will join meetings when necessary. The secondary school Head of Years have been great at embracing the PTG at the coffee mornings and it has been a good start to the year.

## **Tiger Shop Update**

### **New POS System**

A new system has been installed and is up and running in the Tiger Shop. It has much more functionality than the previous POS system and is in English, which will make life simpler for the Tiger Shop volunteers.

## **New Products**

A new jumper will be available for purchase soon. Aimed at adults and Secondary students and growing the market there. More products suited to secondary students will come over time. The jumper will cost 850 baht.

## **Tiger Shop Online**

The PTG would like to sell their products online but the money transactions need to be worked out with the cashier and online forms need to be created to make sure transactions can be completed easily.

**Action:** Cheryl Rego from Marketing will try to help organize shopping online and QR codes. Handing money to the cashier may also be an option.

## **Tiger Shop Franchise**

Currently there is a list of mainly clothes items for the school shop. At the moment, the other items such as cups/mugs/Tigers are all available at the Tiger Shop only.

## **Tiger Spirit Day, 5<sup>th</sup> October**

The Tiger shop is gearing up for the event and new items are coming into the shop in preparation for the special day.

## **Term 1 Events**

### **Newcomers Coffee mornings**

They have been very well attended by parents, PTG committee members and volunteers as well as Patana staff.

### **Patana Fun Run**

The PTG supported the event financially and a few volunteers were there.

Action: 2019 Fun Run needs to have more food and of a different variety. For example, double the amount of bananas need to be ordered, and no vegetarian option with the sticky rice, this was not well received. We also need to make sure the sponsors are going to turn up and deliver the food they have promised (the doughnuts didn't turn up this year).

## **Big Night Out - October 5th**

One of the biggest events on the calendar for the PTG year! We are almost ready to go - ticket sales have been great and we are sold out with a waiting list!

**Action:** Currently working on obtaining more Lucky Draw prizes.

## **PTG/ SILC Breast Cancer Awareness Coffee Morning - October 30th**

This is a new event on the PTG calendar. The PTG are working hand in hand with SILC to raise awareness of breast cancer. A doctor from the Queen Sirikit Foundation is coming to present with all of donations going towards screening the women living in the slums.

## **International Day - November 21st**

The new committee is in place and moving forward with plans to make International Day another great event for everyone. We are taking away the Live Feed due to not enough value for money (at 50,000 baht). The PTG have had a lot of support from school for International Day both financially and morally. Thank you.

**Action:** There will be a theme for International Day this year which will be MUSIC. The cultural show will host around 6 acts on stage and if more countries are interested in performing, a stage will be put on the field for countries to perform as well.

## **Loy Kratong - November 22nd**

Parents will continue to sell costumes in front of the Primary library.

**Action:** PTG to advertise in the Primary Newsletters. Khun Pook/ Khun Joe to send dates to Cheryl Rego in Marketing.

## **Christmas Concert - Wednesday December 12<sup>th</sup>**

No plans to change the event in terms of location or set-up.

## **Parent Information Mornings**

Last year, we were lucky enough to work with the school and host parent information mornings including a parent showing of Screenagers and a presentation by Dick Moore for parents.

In term 1, the PTG plan to host a parent information morning, hosted by Brian Taylor.

**Action:** PTG Chair to schedule the morning with Brian Taylor.

## School Updates

### Head of School

- School started off well and there were good IB and IGSCCE results in the summer.
- New students look happy and are settling in well.
- The school is expecting a lower turnover of teachers in the next academic year. 46 contracted meetings have already taken place, since the start of term to determine which teachers are renewing or finishing their contracts.

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### Secondary School, Welfare

- The secondary year group teams are planning residential and have been focused on parent information mornings.
- FCD Group are coming in to work with secondary students, especially the Year 9 year groups. Y9 is a key time to start targeting the students as this the most likely time for students to start experimenting with drugs and alcohol. They are also talking to all the other year groups but will spend more time with Y9.

**Action:** PTG Comms needs to help promote FCD parent information evening on the PTG FaceBook page.

### Primary

- The Surfing Scientist has been in school this week with different year groups, engaging students with some cool scientific stuff.
- The parent conferences for Primary years are coming up and teachers are preparing for them now.
- HFM disease has been an issue - hygiene at home is imperative and it is important to make sure this message is getting back to parents.

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### Cross Campus

Teaches professional learners - CPL - keeping the teachers learning and improving their knowledge and new methodologies is

## Sports and ECAs

- Football and Dance Academies are up and running. There has been a soft start in Block 1 and the team is working on recruitment of new staff.
- Season 1 has lots of competitions such as BISAC cross-country, SEASAC volleyball, football, and golf all coming up soon.
- The new Sports kits have arrived but due to the change in manufacturer, the sizes are slightly different. New sizes are being ordered where necessary.
- U15 Fobisia team has been selected and head to Phuket in November.
- The new PE team is really thriving and have settled in well.

## Admissions

A big thank you from the admissions department goes to the PTG Newcomers reps, Vanessa and Vibeke, for their hard work this year. It is especially important to receive a warm welcome for parents new to the International circuit and having such a welcome to the community is a great start.

**Action:** PTG to try and get the dads together.

## Marketing

The school has conducted some research with groups of parents from a variety of different backgrounds, both from primary and secondary as well as time with academics and students to find out what sets Patana apart from other international schools. The results have shown that while Patana have a British Curriculum and the rigour and perseverance of a solid curriculum and the British modified curriculum, the school is not doing a good enough of showing it supports a progressive curriculum. Therefore, the school will show the diversity, out of classroom opportunities and progressive style of learning in its marketing. In addition, Patana needs to shout out more about visitors such as the Surfing Scientists and Molly Goodman, the alumni who went on to become an Olympic rower for Australia. The school will also highlight the professional development opportunities for teachers at Patana.

**Action:** Need to find out where our alumni are. For example, which universities are they are attending or have attended and where are they working now.

## **Other Business**

### **University fair**

A number of parents have said that they would like the morning to go longer. The morning will hopefully stretch another 30 minutes to a 2 hour session in 2019.

### **Visa Help**

Can Admissions help with families where one family member is working away for example, dad is based in another country and the mum is here with the kids. Admissions will help prepare provide the parents with the process but can't organise the visa documents for these families

Meeting Ended at 9.05am

Minutes written by Fiona Bertoli