



**PARENT TEACHER ASSOCIATION – INAUGURAL MEETING**

**Thursday 30 October 2014  
7 p.m.**

**Present:** Brian Cooklin, Christian Bishop, Sarah Harley, Naomi Rowan, Karen Lau, Haixin Huang, Jude Chow, David Du Li, Kirstin McGregor, Jessica Bruser, Kateryna Arnautova, Irene Wong, James Savagar, Cassie Wang, Adrienne Hui, Lauren Song, Winnie Ng, Gemma Simmonds, Ira Noor, Jo Walpole, Wang Yinghe, Takanori Hida, Patrick Chan, Debbie Lee, Shigemi Standing, Carey Gracias, Joly Ho, Erin Wong, Michael Poon, Wincy Marner, Philip Marner, Michela Rivolta, Monica Perez, Helen Vandeweghe, Lexie Sandersen, Vidya Bhardwaj, Fiona Frappell, Bernard Arnaud, Maria Del Carmen Martinez, Mary Berry, Tomishi Ishida

**Apologies:** Heath Zarin, Shirley Adrain, Denny Chow, Susan Mair, Annie Yan, Sarah Vandr 

**MINUTES**

<b>Item</b>	<b>Action Required</b>	<b>Person Responsible</b>
1) WELCOME <ul style="list-style-type: none"><li>• BC welcomed everyone and explained the order of the meeting.</li><li>• Attendance register was distributed and BC asked for supporters at events.</li></ul>		
2) DRAFT CONSTITUTION <ul style="list-style-type: none"><li>• BC presented the constitution, section by section. It was stressed that the PTA is not a forum to raise issues regarding children/education.</li><li>• Questions were raised about the difference between the PTA and Advisory Board – BC explained that the PTA is more fun and social and that the Advisory Board is more formal.</li><li>• PTA will be responsible for raising funds to buy extra things for the school. COBIS games – raising money to help send pupils to Athens.</li><li>• Membership – this is automatic whilst the child is in the school but finishes when the child leaves. 1-year term for the committee and eligible to stand again.</li><li>• BC explained the roles of the committee members and that</li></ul>		

<p>positions are chosen by the elected committee.</p> <ul style="list-style-type: none"> <li>• Election – nominees must be nominated and seconded. Every member has a vote on the committee and the Chair has the casting vote at committee meetings.</li> <li>• Secretary has to keep accurate minutes of meetings.</li> <li>• Quorum – 50% of total membership of committee. Minimum required – 10 members.</li> <li>• Meetings – 2 weeks’ notice noted on constitution but parents requested extension to 4 weeks’ notice with meeting reminders.</li> <li>• Extra General Meeting is called if 100 members request it. 100 parents – too many to call EGM? Leave it at 100.</li> <li>• Issue raised – who are members? Both parents can vote.</li> <li>• AGM – reviews jobs and quorum figure of 20.</li> <li>• Funds – question was asked if a school representative and committee member could be responsible for this? BC wants PTA to have ownership.</li> <li>• Questions were asked about signing cheques and if 1 signature is sufficient for low amounts? Remains as 2 signatories.</li> <li>• Accounts – interim auditor. Who pays for the auditor? Honorarium or PTA funds.</li> <li>• 28 days’ notice before an Annual or Extraordinary General meeting – unanimous vote.</li> </ul>	<p>Change notice period for meetings to 4 weeks</p>	
<p>3) ELECTION OF THE PTA COMMITTEE</p> <ul style="list-style-type: none"> <li>• BC received 15 nomination forms prior to the meeting and asked how people wanted to proceed – accept just these or other nominations on the night? Issue was raised about the confusion with the form – some parents thought it was for a post and not the committee. Decision was made to take all attendees who wanted to join the PTA Committee.</li> <li>• Can parents still help if not on the committee? BC explained that there will be supporters/extra volunteers.</li> <li>• Meetings will be held once a month.</li> <li>• How many teachers will be at the meetings? 3-4 and the rest will be parents.</li> <li>• What is the nationality mix? BC wants a gender balance and mix of nationalities.</li> <li>• Question was asked about the role of PTAs: <ul style="list-style-type: none"> <li>➤ Enhancing life of school</li> <li>➤ Fundraising / being involved in events</li> <li>➤ School trips</li> <li>➤ St. Andrew’s Day was an example of an event.</li> </ul> </li> </ul>		

<ul style="list-style-type: none"> <li>• Are there any school trips planned? BC mentioned individual trips in subjects and summer school at NAE schools in Thailand/Switzerland may be possible. Exchanges between schools and pupils. January/February - Theatre KidsFest trips.</li> <li>• BC asked for agreement that everyone who volunteers has been duly elected. Round of applause for those elected.</li> <li>• All committee members stood up to show their faces and were asked to stay behind to arrange the next meeting. AGM will be the next meeting for open attendance. PTA to decide format and structure of future meetings.</li> </ul>		
<p>4) A.O.B.</p> <ul style="list-style-type: none"> <li>• Will NAIS support charities? Yes, and this will be done on a House basis – children in each House will decide. School will be supporting the Box of Hope appeal.</li> <li>• Parents will be able to have a list of Committee Members.</li> <li>• Will PTA email addresses be available to parents? Yes, but no WhatsApp groups please!</li> <li>• Funds raised for School Library? Yes and also parent volunteers to support the library. BC explained that pupils will be able to take out books using their Octopus cards.</li> <li>• Can there be a room available for parents to meet and have coffee? BC explained that we are looking at this.</li> <li>• More information about the School Advisory Board? Board Committee consisting of 10 members – 6 parents and 4 others. Members will discuss the school’s development plan and provide input on major changes.</li> <li>• BC thanked everyone for attending the meeting.</li> </ul>		
<p>DATE OF NEXT MEETING (Committee Members only)</p> <ul style="list-style-type: none"> <li>• Wednesday 12 November at 7pm (classroom)</li> <li>• Refreshments will be provided by the school</li> </ul>		

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## PTA COMMITTEE MEMBERS (x 25)

- Tien Do (Year 4)
- Gemma Simmonds (Year 2)
- Heath Zarin (Year 1)
- Michela Rivolta (Year 1)
- Haixin Huang (Year 2)
- Monica Perez (Years 1 and 2)
- Fiona Frappell (Year 1)
- Shigemi Standing (Year 4)
- Maria Del Carmen Martinez (Years 1 and 7)
- Lexie Sanderson (Years 2 and 4)
- Helen Vandeweghe (Years 2 and 4)
- Kateryna Arnautova Tan (Year 1)
- Kirstin McGregor (Year 1)
- Jessica Bruser (Year 1)
- Patrick Chan (Year 1)
- Irene Wong (Year 5)
- Ira Noor (Years 1 and 3)
- Mary Berry (Years 1 and 3)
- Jo Walpole (Year 2)
- Carey Gracias (Year 3)
- David Du Li (Year 2)
- Susan Mair (Years 3 and 4)
- Shirley Adrain (Year 1)
- Yu Xin (Years 1 and 4)
- Hong Wanling (Year 2)