



## Parent Supporters Group

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### December PSG Meeting Minutes

Wednesday 6 December 2017

Began 9:05am, ended 10:30am

Parents Room (Room 213, upstairs of Early Primary building)

#### 1. From Ms Sarah (Principal)

##### *Teacher Recruitment*

*We started the teacher recruitment process for the next academic year in October. This process starts early to ensure that we are able to select the best teachers within an international market. The majority of international schools are also starting at this time of the year. If we leave recruitment until later in the year, most of the best teachers have already found their next position. Starting to search for teachers in October means that we also have to establish which of our teachers wish to stay or decide not to extend their contracts (we offer 2 years with 1 or 2 year extensions). This is a normal process for all international schools. This year we expect about 45 teachers to be leaving us (40 left 2 years ago). Teachers move on for a variety of reasons, personal and professional. In only 4 out of 45 of these cases, we as a school have decided not to renew the contract of the teacher. The school works very hard to develop and keep the best teachers but every year there will be a turnover of staff, as in any international school environment. Although we are sad to see good teachers move away, this is also an opportunity for us to bring in new talent and expertise that matches our ambitions for the future of the school. There are also exceptional cases at the end of Term 1 where 4 teachers are leaving, 3 are due to personal/family reasons and 1 is to explore a new professional opportunity with a school that starts its calendar year in January. It is not common for contracts to be broken or for teachers to leave mid-year. Penalties are in place to deter teachers from breaking contract. As a leadership team, we will ensure no child's learning is affected and do everything we can to ensure a smooth transition to the next teacher. In some cases, the teachers have been replaced with new external teachers, in other cases, classes have been assigned to our current experienced teachers. If you have a concern about a teacher leaving that you think will affect your child then please come and speak to the Leadership Team.*

*Kind regards*

*Ms Sarah Osborne-James*

*School Principal*

#### 2. Quick review of November PSG Meeting minutes and the recent PSG activities

- ❖ **Korean and Chinese Cooking Classes:** Thank you to Korean and Chinese parents who hosted the cooking classes. **Next cooking classes will be Scandinavian cooking on Wednesday 10 January, and German cooking on Wednesday 31 January.** Please contact Sarah Collie or Carina Persson at [regentsparentscookingclass@hotmail.com](mailto:regentsparentscookingclass@hotmail.com) for reservation.
- ❖ **Loy Krathong:** Thank you to all parents who helped the traditional Thai event.
- ❖ **Dodge ball tournament:** 30,000 THB raised through entry fee, which will go to the Disabled Women's Home. The PSG sold sausage sizzles, cupcakes and snow cones and raised 11,960 THB, which is to support PSG activities.
- ❖ **PCC training:** Held on Wednesday 22 November. The training covered the role and responsibilities, the safeguarding and data protection policy.

*Black = Meeting agenda*

*Blue = Response to PSG*

*Red = Need from PSG*

*Green = Need from School*

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- ❖ **Green Grub by Parents:** Held on Friday 24 November and Friday 1 December as Christmas Green Grub.

### 3. Follow up items and responses from SLT (Senior Leadership Team)

- ❖ **Music instrumental lesson administration fees:** The school will not charge parents for the fee from Term 2. Instead, the school will allocate funds each year for “servicing instruments” and make this an annual commitment.
- ❖ **School bus - Can parents accompany their young children to/from school on the school bus? :** The school will deal with requests on a case-by-case basis.
- ❖ **Secondary boys shorts:** Available to Years 7 and 8 boys. S/M/L/XL/XXL sizes are in stock in the Finance Office.
- ❖ **Fancy dress day for Halloween:** Approved by SLT.
- ❖ **Visa application procedures for school trips abroad:** It is the responsibility of parents to obtain visas for school trips abroad. However, the school will consider a way to support parents (e.g. providing documentation needed, suggesting local visa/travel agencies). Still awaiting further information from SLT.

### 4. Treasury information (as of Wednesday 6 December)

- ❖ **PSG main fund:** 37,192.50 THB
- ❖ **Secondhand uniform sales\*:** 1,520.00 THB
- ❖ **Green Grub fund:** 12,463.50 THB
- ❖ **Parents Cooking Classes Fund:** to be confirmed

\*The PSG is asking parents for more donations for our Secondhand Uniform Shop. If you have any unwanted uniforms, PE kit, house colour shirt and school shoes, and you would like to donate them, please drop off them at Parents Room, Room 213 upstairs of Early Primary building. There will be a collection box. (Please ensure items are clean, with no holes and are in wearable condition)

### 5. Parent volunteers update

- ❖ **Change of PSG Committee members:**
  - Sharon White has stepped down as Co-Secretary.
  - Sarah Collie and Carina Persson have taken over the role of Parents Cooking Class Coordinator from Darlene Baker.
  - Christine Foulon has taken over the role of Green Grub Coordinator from Sandy He, and Carina Persson as a treasurer for the Green Grub fund.
- ❖ **Still need Coordinators and volunteers for the following events.** If interested, please contact Carolyn Whitehouse at [PSG\\_Chairperson@regents-pattaya.co.th](mailto:PSG_Chairperson@regents-pattaya.co.th) or Yuko Tsuji at [PSG\\_Secretary@regents-pattaya.co.th](mailto:PSG_Secretary@regents-pattaya.co.th)
  - **Teacher Appreciation Day (Tuesday 16 January)**
  - **International Day (Friday 9 February)**
  - **Movie Night (Date to be confirmed)**
- ❖ **Parent Class Contact (PCC)**
  - **Still need volunteers to cover all classes in Primary and all tutor groups in Secondary.** Please contact Gina Linane at [psg.classcontactcoordinator@gmail.com](mailto:psg.classcontactcoordinator@gmail.com)



❖ **Primary Golden Table**

About 20 parent volunteers registered. Louise Gillies is working on the rota.

**6. Parents Cooking Class schedule**

The PSG will schedule the cooking classes not to clash with the monthly PSG meetings for next year.

**7. PE Department's request for help with sport CCAs in Term 2 and 3**

PE Department is looking for parent volunteers for coaching sports CCAs such as valley ball, cricket, rounders, athletics and softball. Parent volunteers needed also for coaching FOBISIA activities such as T-ball, football, athletics and basketball. If you have coaching experience and interested, please contact Carolyn Whitehouse at [PSG\\_Chairperson@regents-pattaya.co.th](mailto:PSG_Chairperson@regents-pattaya.co.th) or Gina Linane at [psg.sportscoordinator@gmail.com](mailto:psg.sportscoordinator@gmail.com)

**8. Concerns/suggestions/requests from Parents**

If you have any concerns, suggestions and requests about the items below, please contact Carolyn Whitehouse at [PSG\\_Chairperson@regents-pattaya.co.th](mailto:PSG_Chairperson@regents-pattaya.co.th)

- **School canteen:** Regarding any general issues.
- **Thai and MFL lessons:** Regarding levels, standard of learning.
- **Water server:** Cold or room temperature water?

**9. Key events**

- 1) **Christmas Fair "Carols by Candlelight" (Friday 8 December)**
- 2) **Welcome Coffee Morning (Wednesday 10 January)**
- 3) **Teacher Appreciation Day (Tuesday 16 January)**
- 4) **International Day (Friday 9 February)**
- 5) **Movie Night (Date to be confirmed)**

**10. Next PSG Meeting**

Wednesday 10 January 2018

9:00-10:00am Welcome Coffee Morning at the tuck shop area

10:15-11:30am January PSG Meeting in Parents Room (Room213, Early Primary building)

**11. Contact**

PSG Chairperson

[PSG\\_Chairperson@regents-pattaya.co.th](mailto:PSG_Chairperson@regents-pattaya.co.th)

PSG Secretary

[PSG\\_Secretary@regents-pattaya.co.th](mailto:PSG_Secretary@regents-pattaya.co.th)

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