



Attendance:

Management/Administration: 0

PTA Committee: Ellen Kjerkegaard, Karolina MacAulay

Teachers/Coordinators: 1

Parents: 3

Welcome by Karolina (meeting started 08.30)

2018 Secondary School Prom - Karolina

Karolina showed some photos from the Secondary School Prom, which was held on Saturday, April 7th. A big thank you to Ellen Kjerkegaard who was the leading parent behind the Prom and who invested a lot of time and energy on making the event successful.

Volunteers needed for Edible Books on April 23 - Karolina

On Monday, April 23rd, ISH will celebrate the 2018 World Book Day by holding our second annual Edible Books Day! All community members are invited to participate in the event by creating an "edible book" - a cake or other edible creation with a book theme. Participants should write down their recipe and bring their dish and the book that inspired you to the canteen on the 23rd of April! Read more about the event and sign up as a participant [here](#).

We are looking for parent volunteers for the Edible Books Day. Please add your name next to the task that you can help with in [this google doc](#) if you would like to help.

2018 AGM - Karolina

The 2018 Annual General Meeting will be held on Sunday, April 22 at ISH, starting at 11:00. The official function of the AGM is the election of members of the Board of Directors, however there will also be time to discuss proposals of activities in the upcoming academic year, and the floor will be open for questions and comments.

PTA Grants - procedures for applying for grants and approving grants - Karolina

The two PTA grants discussed and approved by parents at the March PTA meeting have now been approved by the board: A grant of 13 000 DKK 2018 went towards the recent Secondary School Prom for MYP 5, DP1 and DP2 students and a grant of DKK 2000 will go towards a snack bar during the Diploma Programme exams.

At the meeting, Karolina showed a proposal for a PTA grant application form. The parents at the meeting agreed that it would be a good idea to use this form when applying for future PTA grants. It will be published in the PTA section of the website.

We also agreed that we should publish information of all approved PTA grant in the PTA section of the website in order to be very transparent about how the PTA funds are allocated. Ellen will fill in the grant application forms for the two grants that she and the Prom committee applied for (Prom and DP snack bar).

Karolina has discussed with the Head of School and board what the procedure for approving grants should be, and the feedback is that in order to approve this procedure should be followed:

1. The student, teacher, parent submits a grant application for to Karolina with details about their project.
2. Karolina presents the grant application at the next PTA meeting. The parents present at the meeting vote about whether the grant should be approved.
3. If the grant is approved by the parents at the PTA meeting, Karolina forwards the grant proposal to the Head of School, who presents the grant application at the next board meeting.
4. Karolina informs the applicant about the final decision from the board.

Once a grant has been approved, the applicant will be given an excel sheet in order to keep track of expenses (thanks for putting that together, Ellen!). All purchases need to be accounted for. If something is paid for by invoice, that invoice can be paid directly by the school. If something is purchased in a store, the applicant should save the receipt so that the school can reimburse the amount.

If you have any questions or comments to the above, please send an email to pta@ish.dk.

Mother Tongue Workshop - Chiara

The April PTA meeting ended with a short lecture/workshop about language acquisition and mother tongue led by Mother Tongue Programme Coordinator Chiara Giani. You can view the slideshow from the presentation [here](#).

Meeting ended 9.45

Next PTA Meeting: Tuesday, May 1st from 16:00 am. Location: Conference room (by the reception). If you would like to add a topic to the agenda for this meeting, please email pta@ish.dk.