



---

**Attendance:**

Management/Administration: Nedzat (Head of School)

PTA Committee: Mira, Birgitte and Khaled and Juanita van der Watt (PTA Coordinator and ISH Marketing and Communications Officer)

Principals/Teachers/Coordinators: Mustafa Gezen (Upper School Principal), Mr Stef Fleet (Primary School Principal), Ms Joanna Okolowicz and Rose Fittler

Parents: 62

**Welcome and Introduction by Juanita (meeting started at 08.40 - moved to the canteen)**

Welcome to the first meeting of 2019|2020. Thank you to everyone for coming - what a great turnout! A quick introduction to the ISH Head of School, principals and 2018|2019 PTA Committee.

**Speed dating**

Quick get to know you exercise with neighbours. Meet someone new :)

**2018|2019 Update**

Mira (current chair) spoke about the great initiatives from last school year including lots of events as well as the donations of iPads to the school library. Thank you to all our volunteers. All PTA funds for the year were used, with the last of the funds set aside in advance to cater for the back to school picnic and PTA coffee morning on the first day of school.

**About the PTA**

The PTA is a volunteer organisation that:

1. support parents, teachers and students
2. strive to nurture a positive relationship between home and school
3. welcome and support our school community
4. support initiatives that enrich school life
5. promote a sense of community and connectedness.

All parents are automatically part of the PTA. Each family is required to pay an annual DKK 250 PTA fee at the beginning of each school year, which is used to fund PTA initiatives and events throughout the year.

We hold monthly meetings until - ALL parents are invited.

- On the last or second last Thursday of every month from 08:30 to 09:30 in the Conference Room or Canteen
- We discuss a number of school-related issues, events, projects, topics and suggestions
- We publish our dates on the school calendar and on our PTA section on the website

- We also notify parents regarding upcoming meetings and events via the ISH communication channels
- Email pta@ish.dk to add something to the agenda
- The meeting minutes are published on the school website (if you cannot make it – you can still stay updated)

### **Class Parents**

Juanita thanked all the Class Parents who signed up. We had a great turnout with almost all classes in PYP having Class Parents now, however although we had some for MYP and DP, we still require sign-ups for a number of classes.

It was also mentioned that by signing up as a class parent, automatically adds the parent to the volunteer communications list and therefore class parents do not have to sign up to the volunteer list again.

### **PTA Committee 2019 | 2020**

Juanita thanked the 2018-2019 PTA Committee - Mira, Alana, Birgitte and Khaled - and parents for their dedication and support during their last term. Some of the PTA event and project pictures were shared.

Mira and Alana will not continue as part of the committee in the new year. We wish them all the best in all future endeavours. They will definitely be missed at all the PTA events and projects.

*We are grateful to Birgitte and Khaled who indicated that they are willing to continue in their portfolios. Khaled will continue as Treasurer and Birgitte was nominated as the Chair. Should Birgitte not decide to take up the Chair position, she will continue as the Events Coordinator. Please note though that all parents can volunteer or nominate themselves to take up any of the roles. Should there be more than one parent for certain roles, a sub-committee or work group will be created for the portfolio.*

At the next meeting we will be voting in our new committee. A Google form and notice will be sent out soon where parents can nominate themselves or another parent for the Steering Committee or sign up as a volunteer. Parents need to note that we build a database of Volunteers so that we can easily communicate and let them know when there are opportunities to assist or support at the school. Nominations for the Steering Committee are to reach the School by no later than 15 September 2019. Volunteers are urged to sign-up as soon as possible, however parents can sign-up as volunteers throughout the school year.

There are a number of roles available:

### **Chair**

- Oversee the smooth running of PTA with the support of the Vice Chair and PTA Coordinator
- Chair PTA meetings
- Act as liaison between parents and the administration

- Create agenda and facilitate monthly PTA meetings together with the PTA Coordinator.
- Write a monthly message to the parents.
- Advise parents and help welcome new families.

#### **Vice-Chair**

- Assist the PTA Chair
- Perform the duties of the PTA Chair in her/his absence

#### **Secretary**

- Take the minutes of the monthly PTA meetings
- Publish the minutes of the meeting with the help of the PTA Coordinator

#### **Treasurer**

- Keep records of all receipts on expenditures made during his/her term of office.
- Management of PTA event accounting and payments.
- Yearly financial reporting at the PTA annual general meeting.

#### **Events Coordinator**

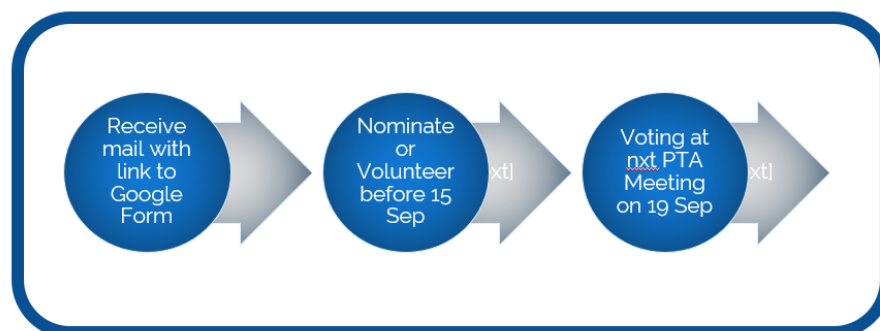
- Oversee and coordinate PTA events.
- Advertise PTA events with the help of the ISH Communications Officer.

#### **Parent Volunteers**

Subscribe to be a Parent Volunteer and help when you can but always be updated of what is going on and when help is needed.



#### Process re Steering Committee Elections (Annual Term)



Remember to also register for the [Volunteer List](#)! Links will be available soon.  
Class Parents are immediately part of the Volunteer Group therefore if you have signed-up as a Class Parent you are already on the Volunteer List and do not have to sign up again

#### **Moms Club changing to Parents Club**

Jenna volunteered to take over the Mom's Club activities and coordination. She announced that the Group will soon be changed to the Parents Club. This is a social club where parents get together for coffee, lunches and activities that they see fit.

## **School Events**

We had lots of great events last year and thank you to everyone who helped out.

Juanita showed a list of events planned for the year.

## **Halloween**

Halloween will be one of the first school-wide events for this year and it will be held on October 31. This will be in coordination with Mr Fleet and Chiara from ASCP.

Stef and Juanita asked parents to volunteer to run a “swop the halloween costume” initiative on the ISH Community Site and/or at the school.

## **10 years of ISH**

This year we are celebrating 10 years of ISH so we will be looking for ideas and involvement from the PTA:

## **Lunch Trial**

There will be a lunch trial for all students starting in September. Please check Managebac for all the information and make sure to fill in the google form in regards to your child’s allergies/dietary requirements. We are super excited to see how this goes.

## **Pet Policy**

Stef would love some parent volunteers to share their ideas regarding pets on the school ground. A discussion will be coordinated.

## **Lost and Found**

We have LOTS of lost property and would love to work with the parents to work out the best way to manage it moving forward. Nicola and Olivia volunteered to assist with the coordination of our Lost and Found Section.

## **Any other business**

- Please note moving forward the PTA meetings will be held in the canteen.

**Meeting ended 09:40**

## **Next PTA Meeting:**

Thursday, September 19, 8:30-9:30 (meeting will start at 8:40)

Location: Canteen

If you would like to add a topic to the agenda for this meeting, please email [pta@ish.dk](mailto:pta@ish.dk).