

## **Sotogrande International School Parent Teacher Association**

**General Meeting Tuesday 20th February 7.30pm at the Hairy Lemon Bistro, Sotogrande Port**

**Present:** Estrella Medina, Donna Morrison, Jurgen Germeys, Barbara Peacock, Danielle Bostoen, Dennis O'Connor, Dineen Garcia, Tracey Stoneham

1. **Apologies:** Ruta, Maureen Smith, Maddy Machlachlan

2. **Approve minutes of previous meeting:** TS proposed and JG seconded the approval of the minutes of the meeting held on 12th December 2017. All general meeting minutes are published on the school newsletter and the PTA Facebook page.

3. **Chairperson's report:** BP welcomed all attendees. A number of parents were in attendance who had not previously been to a PTA meeting, so BP introduced the committee members and described their roles. BP then described the function of the Advisory Board. It became apparent that most parents in attendance did not know what the Board was for or how to raise an issue with the Board. BP to inform the Advisory Board that the PTA would like to see another mailshot to all parents to raise awareness of the Advisory Board.

DM asked if new parents are told about the Board, and if it is included within the new parents handbook. BP to check.

4. **Financial Report and Disbursements:** DB described how much the events held so far this year have raised and what has so far been paid out.

DM stated that some teachers, parents and students don't really know what the PTA spend money on. DM also noted that staff and students don't know how to ask for funding and what the criteria is for approving or declining a request for funding. JG described the method of requesting funding and decision making. It was suggested that this information be published somewhere, along with information on how to reach the Advisory Board, perhaps a tab on the School Newsletter.

A parent asked when are the funds reported? At the Annual General Meeting each year.

A parent asked if the funds belong to the PTA or the school? They belong to the PTA and are held in a separate bank account.

BP proposed and DM seconded the approval of the financial report.

5. **Events:** The next event is the Race Night on 16th March. Each ticket will cost €25 and will include dinner and a welcome drink, plus entertainment. The event will be advertised in the next newsletter. The Race Night is not designed as a money making event, but as a social gathering for parents.

The following event will be the summer White Party. DC asked if this could coincide with the KP Primary Sleepover again, to help parents out with babysitting. Need to make contact with KP team. Other upcoming events will include support at the school sports days and swimming galas.

DG noted that the Spanish Department are still keen to put on a Feria de Abril event, which the PTA is willing to support financially, but not manage.

Agreed that it would be a very good idea to add events to the school calendar as soon as they are confirmed, indeed some events which happen every year could be added at the start of each year.

6. **Communications:** DC and DG discussed the PTA mission statement with Jak Kearney, as the school has recently been through a similar process. The school sent out a questionnaire to stakeholders. The PTA could do something similar, the results of which could then be analysed.

A parent suggested that the PTA has an image problem, that parents are not keen to join in with the committee as it is perceived negatively.

A parent asked if there was a maximum term of service on the committee. In her previous school it had been two years. At SIS, elections are held annually, although there is no maximum length of service.

A parent asked if there could be a representative parent from each part of the school on the committee, e.g. a parent from Early Childhood, Primary, Secondary and Diploma, plus staff representation.

General thoughts are that the PTA needs to refocus. It may be that we have to change the Articles. TS will send the articles to all committee members and gather opinions on what changes if any are required. We will also need to seek a lawyer opinion to see if it is possible to change the Articles. Suggested that the PTA ask for opinions on what parents and staff want from their PTA by including a short questionnaire on the next newsletter and go from there.

**8. Any Other Business:**

A parent asked that the fireworks at the Autumn Fayre be started earlier so that younger children can enjoy them. BP to discuss with MM.

**9. Date of Next Meeting:** Tuesday 17th April 2018 9.15am in the Cantina