

PTA 2015/2016 – AGM Minutes

Date – Monday 1st June 2015

Time – 6.00 – 6.30 pm

Location – Chapel

IN ATTENDANCE

PP1	Victoria Schwarz	VS
PP2	Bianca Marques de Oliveira	BMO
PP3	Suzanne Lundgren Lloyd	SL
P1	Laura Covre	LC
P2	Robert Davies	RaD
P3	Roberta Darahem	RoD
P4	Chris Kypriotis	CK
P5	Susan Alexa Hume Purdie	SP
F1	Maria Menezes	MM
F2	Mariana Taraaf Conte	MTC
F3	Angélica de Diego de Cardenas	ADC
F4	Beatriz Madureira	BM
F5	Kyone Ogura S. e Silva	KO
L6	Leda Machado	LM
U6	Denise Zaclis Antao	DZA

Head & Senior School	Ms Simpson	LS
Deputy Headmaster	Mr Morgan	PM
Bursar	Mr Sapsezian	NS
Admin & Comms Manager	Mrs Godwin da Silva	HGS

Welcome from the Head and presentation of school and PTA members

Ms Simpson thanked all present for their willingness to represent the parent community through the PTA and welcomed them. She expressed her excitement to see the projects the PTA would seek to undertake over the course of the academic year. The new PTA members introduced themselves and gave an indication of any previous involvement with the PTA, or with the school due to being Old Pauleans. The school members also introduced themselves and explained their roles within the school. Mrs Godwin da Silva introduced herself as a key link for communication with the school.

Apologies for absence

Apologies for late arrival were received from Mr Robert Davies, who arrived at 6.20 pm.

The role of the PTA

Ms Simpson gave an outline of what she envisaged the role of the PTA to be. She gave particular emphasis to the fact that the PTA should serve as a means of facilitating effective communication between parents and the school, and not act as a third party “sound board” for gossip or complaints. The PTA should support the school’s communications by disseminating information among parents effectively. It is important that the PTA’s communications are consistent and aligned with the professional message the school wishes to convey, and Heather will play an important role in supporting this as the school’s newly appointed Communications Manager.

Part of the PTA’s role is to raise money for the school’s charities through activities and events throughout the year. Another key role of the PTA is to serve as an example for both pupils and parents, fostering an ethos of helping other people. It is also expected that the PTA will contribute to the school community by organising social events for parents, developing a sense of belonging among the parent body. Ms Simpson emphasized that there is much to be learnt from listening to the PTA, and that the school valued meetings with the PTA as an opportunity to understand parent views that can then inform strategic decision-making.

Ms Simpson explained that there will be 3 PTA meetings with the school per term, and that there will be Pre-Meetings with the PTA of each school with the respective heads prior to each of them. Based on these discussions, the Secretary proposes the agenda for the meeting with the school, so that the school can prepare to discuss and give an informed response to the items in question. Ms Simpson also clarified that additional meetings with the school can be requested by the PTA as necessary.

Sharing of parent contact information

Ms Simpson explained that when parents sign the school contract, they are given the option of ticking a box to say they do not wish to share their details with the PTA. The details of all parents who did not tick this box in the contract will be passed on to the PTA at the start of the academic year. Some concerns were expressed that often the PTA’s own contact details for parents are more accurate than the data the school holds. It was agreed that when parents contact the PTA in order to request for details to be changed, the PTA’s first response should be to direct the parents to the school, who

must update their records. Mr Morgan clarified that at present, changes to parent contact details are made directly in the school's database. The school is currently in the process of launching a new Parent Portal, which is similar to the Firefly system used by pupils. Parents will be able to set up a username and password, and control their contact details directly on the portal. The PTA will play an important role in encouraging parents to do this. The school does send out a request for parents to update their contact details on a yearly basis when the contract is sent out, however changes can occur during the year.

Election of the PTA Officers

Angélica de Diego de Cardenas nominated Robert Davies for the position of Chair. The motion was seconded by Kyone Ogura S. e Silva. It was unanimously agreed, and Robert Davies accepted the post.

Susan Purdie was nominated and unanimously voted in as Secretary.

Kyone Ogura S. e Silva nominated Denise Antao for the position of Treasurer. It was unanimously agreed, and Ms Antao accepted the post.

Robert Davies made his first address to the PTA as Chair. He reported that the PTA had enjoyed a productive year and had enjoyed finding out about the school's new Head. He indicated that although he knew many people on the PTA from previous years, he looked forward to meeting the new members, and to understanding what the new PTA hoped to achieve.

All new members introduced themselves to Mr Davies.

Denise Antao expressed her support for the school, and praised the overall journey that pupils experience from entering the school to leaving at sixth form. Her daughter is in her final year at the school, and Ms Antao therefore expressed her desire to enjoy one last year of being an integral part of the school community.

Proposed dates for PTA meetings (Term 1)

The following dates were confirmed for meetings with the school during Term 1:

Thursday 13th August, 8.30 - 9.30, in the school chapel

Thursday 1st October, 8.30 - 9.30, in the school chapel

Thursday 26th November, 8.30 - 9.30, in the school chapel

The new PTA will now liaise with Heather to set the dates of the pre-meetings.

AOB

No further business. Meeting adjourned at 6.30 pm.