

# Meeting Minutes

## PTASC 2017-2018

**Date :** 9, November 2017  
**Venue :** PMR/KIS

**Time:** 8.05 am

**Present:**

Steering committee

Nicole Gervasi	NG	Parent
Chin Li Kian (aka Kelly)	CLK	Parent
Brigitte Le Meur	BLM	Parent
Tang (aka Jenny) Fang	TF	Parent
Ivy Yap	IY	Parent
Mary Tek	MT	Parent
Milena Salgado Lynn	MSL	Parent
Karen Wallace	KW	Teacher Representative
Alan Connah	AC	Principal

**Minutes Taken By:**

MSL

	ISSUE	ACTION/DECISION	FOLLOW UP (ACTIONS TAKEN AND BY WHOM)
<b>1.0</b>	<b>Attendance/Apologies</b>		
1.1	Anne Le Goff (ALG), Ling Yuan (LY), Jenny Ngu (JN), and Pauline Ma (PM) sent apologies. Martini Tahir (MT) is overseas until the 6 <sup>th</sup> of December.	Apologies accepted	N/A
1.2	Student representatives have been chosen but have not been introduced to the PTASC.	<b>NG</b> to speak with Ms Laura Davies to know if the students have any needs the PTASC can support and to know who the representatives are.	
1.3	Board of Management (BoM) representative is yet to be nominated	BoM AGM planned for the 22 <sup>nd</sup> of November	
<b>2.0</b>	<b>Approval/Ratification of previous meeting minutes</b>		
2.1	AC did not acknowledge having possession of the previous meeting minutes.	<b>AC</b> to look for the email with previous meeting minutes and <b>NG</b> to send the minutes again.	
<b>3.0</b>	<b>Teacher Representative Report</b>		
3.1	KW introduced herself and complimented the PTASC on the work done for the International Day. No issues to report.	Appreciation cards made by the children will be send to the donors of the Int'l Day. <b>KW</b> will coordinate the production of said cards. <b>NG</b> to send an email to KW with the list of donors.	
<b>4.0</b>	<b>PTA Treasurer Report (led by IY)</b>		

4.1	<p><u>Petty cash.</u> The report is yet to be completed to incorporate the latest ice cream sales. A draft is attached to these minutes. As a preliminary, there is over RM2,725.43 in the petty cash. The base amount was decided to be RM1,500.00. All surplus must be banked.</p>	<p><b>IY</b> to meet with <b>JN</b> before the end of November 2017 to finalise the report and to bank the surplus.</p>	
4.2	<p><u>Ice Cream Sales.</u> A report is attached to this minutes. Total sales to the date of this meeting sum RM3,304.00 with a real profit of RM1,356.03. An ice cream price list and a sales tracking form are also attached to these minutes. Minor improvement is needed for the sales tracking form (addition of rows for new products).</p>	<p><b>IY</b> to send the new sales roster. All members must sign up.  The sales tracking form will be amended by <b>IY</b></p>	
4.3	<p><u>Secondary Sports Day.</u> A profit and loss statement is attached to these minutes. Total sales revenue was RM928.00 with a real profit of RM366.75. There are unsold leftover assets which have a minimum value of RM500.00.</p>	<p>Leftovers from this event will be used for upcoming events such as the “Production” and/or the Primary Sports Day.</p>	
4.4	<p><u>International Day.</u> A profit and loss statement is attached to these minutes; it requires some amendments on the approximate or total value of items donated for the lucky draw and others. In general, this was a very successful event, despite the lack of information available from previous years. The total revenue was RM22,222.00 with a profit of RM13,371.80 (but need some verification, as there might be an extra RM204.00 left unrecorded).</p>	<p><b>IY</b> and <b>JN</b> to meet/talk with <b>MSL</b> by the end of November to verify the profit not recorded in the statement.</p>	
	<p><u>Asset inventory listing.</u> A full listing is attached to these minutes.</p>	<p>New assets in the form of decorations for Deepavali and of small fences to be added by <b>IY</b> to the listing once quantities are verified in the next inventory check-up (see 7.2 below).</p>	
<b>5.0</b>	<b>Past events’ summaries</b>		

<p>5.1 <u>Deepavali.</u>  This event was marked by decorations throughout the week of the 9<sup>th</sup> to 13<sup>th</sup> October and a token for each child.  In general, it was a well-received event.  The PTASC appreciates the good efforts of all contributing parents and of the Indian community.  Decorations were reimbursed by the PTASC to the parents of the Indian Community to a total of RM250.00.  Decorations were hung in the main walkway and also a Kolam (drawing on the floor made with coloured chalks) was set in the corner of the walkway near to the PTA notice board.  Parents of the Indian community contributed to sweet and savoury snacks and a bookmark. Packs were assembled by parents with the aid of the PTASC, who provided the bags.  During the 13<sup>th</sup> October's assembly AC was presented with a token of appreciation from the Indian community.</p>	<p>It has been suggested to decrease the number of food items and to discard the idea of bookmarks as teachers (and parents) found many of those being thrown away or already littering the school and its surroundings.</p>	
<p>5.2 <u>Secondary sports day.</u>  This was a very successful event. AC noted the excellent participation of the children on this day, which was a great demonstration of sportsmanship; a very friendly and fun competition. PTASC provided enough drinks and NG made the point of this event not being about fundraising but as a support to the children and parents.  Regarding the provision of food for this day by potluck, it was decided not to encourage it on the basis of food freshness and quality (i.e. items may decompose with the heat).  The services of the canteen for these events are to be encouraged after feedback is passed on and improvements are made.  It was noted the food did not arrive on time and the distribution of lunch packs was somewhat disorganised.</p>	<p>All extra assets will be used in future events (see 4.3 above).  <b>AC</b> to be joined by Mrs. K. Watts (Head of Sports) in a meeting with the canteen operators. Improvements to suggest are:  -Better timing for delivery  -Labelling of food with the name of each child or having a list with the children who have ordered lunch packs to control the distribution of said packs.</p>	

<p>5.3</p>	<p><u>International Day (ID).</u>  This event was a major success. Held on the 6<sup>th</sup> of October, the school was decorated with the flags of the students' nationalities, a parade was organised by the school and held early morning, and lunch was sold at nine stalls through a voucher system, and hampers were silently auctioned. Students were grouped by nationalities or world regions to expedite the parade. This was well received by the community. The food stalls consisted of the following nationalities: Malaysia, Indonesia, Korea, France, Australia/New Zealand, China, the UK and the United Nations (Japan, South Africa, Italy, Belgium and Mexico). In addition there were drinks, ice cream and handcrafts stalls led by the PTASC. A stall was also setup to coordinate the games organised by the student council.</p> <p>AC praised the PTASC on the occasion and was very grateful on behalf of the school to all who contributed to this event with their generosity in kind and/or time. The main purpose of bringing together KIS community was fulfilled and performed with significant improvement from previous years. All the feedback received from parents, students and staff was positive.</p> <p>Main points to consider for following years are:  -Shade during the parade  -Snack time, as not all the students brought their own and were expecting to buy it from the stalls.  -Entrance to the main hall by the secondary students.</p>	<p>To consider setting the date for this event during the previous academic year in order to facilitate the organisation for the PTASC.</p> <p>To setup a committee exclusively dedicated to the organisation of this event. This committee should be assembled before the end of the academic year. <b>NG</b> encouraged the current members of the PTASC to become members of the ID organisation committee, especially if they will stand down from the PTASC.</p> <p>The school will continue exploring ways of performing the parade in order to have the children under the shade for the majority of the time. The setting of canopies for the students' games could be done the previous day to aid during this time, as well as setting two stages to ease the taking of photographs and the flow of the parade.</p> <p>The school will also remind the children and parents that no food will be sold during the snack time nor before noon and, thus, children must come with that meal packed from their homes.</p> <p>The school will continue encouraging the students to use the appropriate ways to enter the hall.</p>	<p><b>AC</b> agreed on having the next ID on the 12<sup>th</sup> of October, 2018.</p>
<p><b>6.0</b></p>	<p><b>Upcoming events</b></p>		

6.1	<p><u>Christmas.</u> The date confirmed to set decorations is the 4<sup>th</sup> of December.</p> <p>The date confirmed to distribute the Christmas tokens is on the 8<sup>th</sup> of December. NG will not be present on that day.</p>	<p><b>NG</b> will confirm with Mrs Russel if the decorations can be setup beyond the main walkway and towards the hall.</p> <p>At least one Christmas tree will be setup on the corner of the walkway, in front of the PTA notice board. Other decorations will be determined after the update of the store room inventory (see 7.2 below). As many members as possible of the PTASC must aid in this activity.</p> <p><b>NG</b> has donated the cookies to be distributed on the day. Two cookies will be given to each child, and members of staff. <b>CLK</b> and <b>MT</b> will lead the packing of said cookies in a way similar to that done for Deepavali. The PTASC will look for the support of parents for the packaging and distribution of the Christmas tokens The PTASC will encourage the use of eco-friendly packaging. <b>IY, MT, CLK</b> and <b>MSL</b> will look for options.</p>	
6.2	<p><u>Primary Production.</u></p> <p>The dates are set on the 6<sup>th</sup> of December (during school time) and on the 7<sup>th</sup> of December (evening).</p> <p>In previous years, the PTASC has both sold food and drinks or has organised a potluck. With the addition of the canteen to the school, ideally all food and drinks should be handled by them.</p>	<p>The PTASC will not sell food nor organise a potluck on this occasion. <b>AC</b> will ask Mrs Russel to request the canteen to stay open to sell food and drinks before the performance (evening of the 7<sup>th</sup> December). The PTASC will sell ice creams after the performance and probably drinks. No food will be sold during the performance.</p>	
6.3	<p><u>Christmas Fair (Charity).</u></p> <p>The date for this event has been set as the 12<sup>th</sup> of December from 2.00 to 4.00 pm</p>	<p><b>NG</b> will speak with Mrs Rose (Charity Committee Coordinator) to determine if there is anything specific needed from the PTASC.</p> <p>The PTASC will sell ice cream and water during the event.</p>	
7.0	AOB		

7.1	<p><u>BoM nominations.</u></p> <p>BoM is short of three members. The AGM will be held on the 22<sup>nd</sup> of November to vote for them.</p> <p>To date, no nominations have reached the school.</p> <p>AC requested the PTASC to identify members of the community who could do well in the BoM as liaisons. Characteristics needed include (not exclusively):</p> <ul style="list-style-type: none"> <li>-Love for the school/community</li> <li>-Balanced view of things</li> <li>-Good connection between the board and the parents.</li> </ul>	<p>Any members of the community with the needed characteristics should be encouraged by the PTASC to speak with <b>AC</b> and submit their nominations.</p>	
7.2	<p><u>Store room inventory.</u></p> <p>An update is needed after the recent events.</p>	<p><b>NG</b> will lead an informal meeting on the 27<sup>th</sup> of November, after drop-off, to go through the assets at the store room, mainly to identify the Christmas decorations.</p>	

Next meeting: **January 11th, 2018 – Venue TBC**  
The meeting adjourned at **10.05 am.**

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