



INTERNATIONAL SCHOOL SUVA

Parent Teacher Association Annual General Meeting

Meeting Date: Wednesday 29th November

Time: 1.30pm

Venue: ISS Staffroom

Attendees: Louisa, Darain, Jo, Emma, Becky, Paul, Michelle, Laura, Sara, Tara, Will, Bec, Stephania, Liliana, Cyril, Danielle, Thomas, Becki, Pauline, Ali, Fiona, Bina, Kareni (23 attendees in total, which meets the quorum required, as per the constitution).

Agenda		
Agenda Item	Minutes	Notes
Welcome	<ul style="list-style-type: none">• Thank you for joining us for the AGM• Rap up of the year by Louisa	<ul style="list-style-type: none">• There has been an enormous amount of changes throughout the year. When Louisa started there were only 3 people part of the PTA. Now we have 7 new nominations.• Events the PTA have been involved in this year include; the annual bake sale, free dress days, stay & play, sports day, fun day, school disco, and coming up the teacher appreciation morning tea and big day out / in.• Thank you to all the year level reps for getting info to the whatsapp groups to communicate to the community.• Big thank you to all volunteers for their time, effort and support.
Constitution	<ul style="list-style-type: none">• Approval of amendments	<ul style="list-style-type: none">• Changes have been made to the constitution. The amendments were sent out to the school community on the 9th of November.• The last review was 2020 and prior to that 2014.• Two new roles have been introduced; The BULA

		<p>Project coordinator and the IMPACT Fund coordinator. There will no longer be a Fun Day coordinator. Fun Day is not a whole year event, and the PTA will work together for Fun Day.</p> <ul style="list-style-type: none"> ● Other updates include the listing of 3 schools to 2, more clarity with financial control, PTA code of conduct, that any events held on campus follow the school policies and future proofing. ● A big thank you to Becky for going through the constitution line by line and making all the changes. ● It's critical we get the constitution right, it's how PTA functions. We think it's now in a good place. ● All those present in the room and via zoom voted in favour of passing the amended constitution.
<p>Finances</p>	<ul style="list-style-type: none"> ● Treasure's Statement from Sara ● Next year's budget 	<ul style="list-style-type: none"> ● The statement includes spending from January to September 2023. ● Standard ISS auditing is provided by the ISS accounts team. ● Majority of PTA funds comes from Fun Day. ● Surprisingly we made over \$2k from the readathon. ● Significant amount of saving from previous years, mainly because we hadn't committed to some purchases. ● We didn't spend much on CAS last year but with the revamp we're hoping to spend more next year, as well as for the Bula Project. ● We only spent \$260 on social events so maybe this is something we could be spending more on. ● Over the next financial year we have just over \$50k. The PTA agreed that we'll spend about \$40k of funds and keep 10k in reserve, but will review this throughout the year - 6 monthly. <ul style="list-style-type: none"> ○ 50% Bulla ○ 40% Impact ○ 8% Social ○ 2% Admin

		<ul style="list-style-type: none"> ● Click link for Treasures statement in detail. ● Social spending explained. It's for things such as bbq's, ice blocks for stay & play, disco, mix & mingle, etc. ● All those present in the room and via zoom voted in favour of the proposed budget.
BULA Project	<ul style="list-style-type: none"> ● Laura to provide a summary of the BULA Project 	<ul style="list-style-type: none"> ● The Bula committee was set up in response to the survey reflecting the communities wishes of how they would like the money spent. ● Thank you for all the donations and successful fundraising events. ● Elevating the grounds and beautifying the school were some needs identified. There are many areas that need enhancing. ● Seating and greening were the two main focuses, ● Fatboys have been introduced which we hope the kids will love. Two have been delivered so far with another 6 on the way. ● Bench seating will be added to the walkway, made by maintenance. ● We are also adding a couch in front of Miss Becki's office.
IMPACT Fund	<ul style="list-style-type: none"> ● Becky to provide a summary of IMPACT 	<ul style="list-style-type: none"> ● IMPACT = Involvement for meaningful action and community transaction. ● PTA sponsors funds to help students in their community projects or personal projects. ● Kids are able to apply for funding. The percentage varies depending on primary or secondary. ● There is a form that the students can access via a school platform. They have to go through the teacher first or CAS / TASA coordinator. Then it comes to the PTA IMPACT team, which is Becky and Sara. ● A percentage of the money must be fundraised by the student and IMPACT will contribute a

		<p>percentage.</p> <ul style="list-style-type: none"> ● Only 2 requests have been received this year. One from primary and one from secondary. We are hoping to receive more requests next year. ● This initiative is student led and is also a great learning experience for the kids.
Voting	<ul style="list-style-type: none"> ● New members to be voted in ● Roles decided (time permitting) <p>Louisa Fisher: President Darain Faraz: Vice President & Communications Michelle Perreira: Secretary Sara Sharyar-Davies: Treasurer Emma Yazbek: Activities Coordinator Rebekah Mue: IMPACT Coordinator Laura Sasvari: BULA Coordinator Tara McDade: Primary Parent Representative Jo Batten: Secondary Parent Representative Pauline Tudreu: Primary Teacher Representative Shelly Forbes: Secondary Teacher Representative</p>	<ul style="list-style-type: none"> ● Sara and Emma are not on the list for election because they are pre existing members who have held their positions. Also applies to the teacher representatives, Fiona and Pauline. ● When Fran left we had to make an interim committee which we voted in, but these roles couldn't be made official until the AGM today. ● All those present in the room and via zoom voted in favour of electing the 7 members listed presented: <ul style="list-style-type: none"> ○ Becky ○ Laura ○ Michelle ○ Louisa ○ Tara ○ Jo ○ Darain ● Everyone, teachers and parents, are also members of the PTA. So we encourage them to get involved and assist where they can. ● PTA positions decided. All those present in the room and via zoom voted in favour of electing the PTA members and roles, listed on the left.
Other Items	<ul style="list-style-type: none"> ● Any other questions or concerns? 	<ul style="list-style-type: none"> ● PTA committee planning meeting that was proposed for next Tuesday, will now be held at the beginning of next year.