

KIS

PTA Exec meeting

11 October 2022

ATTENDEES

Lilya G, Eliza, Marina Y, Marina Sh, Mia, Fatima, Jodie and Natalia.

AGENDA

Rules of WhatsApp chats

- Need to decrease the amount of messages in the chats
- Chats are becoming clogged and important messages are missed.
- Limit the time for essential messages: 07:00 - 22:00
- Find out what the KIS rules for communication are and be consistent with those rules
- Class reps can decide what the rules for their class are (trust class reps)
- **Main group (Food, events and exec) stick to English**

Calendar for meetings

- Lilya will post google calendar on Exec chat
- All liaisons to add meeting to calendar
- Exec: Every Tuesday at 14:00 (not next week)
- Liaison and principal meeting: Once a month
- Liaisons and reps: Two meetings before Christmas (put in Calendar when you know dates)
- Food committee: 26 October
- Event committee: 28 October

Food meeting report back

- Minutes from Indira will be sent on food WhatsApp chat

Teachers appreciation day

- Food table (list) of who's bringing what to be reposted in Exec group (Liza)
- Liza will make labels for food that she knows (from the table)
 - a. What it is and who it comes from
- Drinks purchased by Liza confirmed
- Edelweiss to confirm what drinks they brought (Mia)
- Canteen confirmed plates, cups, teaspoons, forks, glasses and boilers (Liza will check again)
- Table clothes will be ready on Wednesday (Marina Sh)
- Liaisons to remind principals about TAD (Mia, Marina Y and Fatima and Jodie)
- Pumpkins are at school

Love notes

- Liaisons remind reps to remind parents about the love note. Can be brought before Friday morning (Mia, Marina Y and Fatima and Jodie)
- Provide a table with paper and markers outside school (by lost and found) and by kindergarden reception to remind parents/students (Dennis)
- Get volunteers to stand at these tables on Wednesday and Thursday (Liza will send message on events group)

Schedule for the TAD

- Table by Tatiana (at school reception) to receive food will be ready by 07:00
- Send message to parents to mark their dishes with name of parent, name of child, and what the food is (all Liaisons tell class reps) - (Mia, Marina Y and Fatima and Jodie)
- PTA stock room is available if anything else is needed
- Get volunteers to help on the day (**WHO will send message on events chat??**)

ACTION ITEMS

1. WhatsApp chats: Find out what the KIS rules for communication are (Lilya)
2. Post important meeting dates on Calendar (link sent by Lilya G)
3. Motivate parents to encourage their children to write love notes (all)
4. Get volunteers for TAD (help setting up love wall and food)

Notes:

PTA meeting with OB - ask about COASH athletic competition