

**The British Section
Parent Staff Association**
SHAPE International School
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*International, Inspiring,
Incredible*

Minutes of the Parent Staff Association (PSA) – 15 June 2021

		Remarks
Present	Denise Welsh Vicki Manders-Trett Cathy Finnie Lynne Robertson	Chair/ Parent Secretary/ Parent Communications Manager/ Parent School Business Manager (SBM)/ Treasurer/ Parent

Serial (a)	Topic (b)	Action (c)
03	ToRs and Constitution a. End of Year Report.	a. The report will be finalised by the end of the school year to incorporate the final 'dress up day' money into the published accounts – Chair b. The report will be published on the school's website - Treasurer c. A link to the school's website will be sent to the full Committee for their awareness – Sec
04	Communication	

Last updated:
June 2021



Serial (a)	Topic (b)	Action (c)
		a. The DRAFT summer flyer will incorporate the information that the Chair is stepping down - Communications Manager ** COMPLETE **
05	Event Planning	a. Non-school uniform day 30 Jun 21 - Chair
08	Any Other Business a. New Chair.	a. An appeal for nominees will go out in the Jun PSA Flyer for any candidates and again in Aug/ Sep after the summer rotation. b. All of the Core Committee members personally thanked the current Chair, Mrs Denise Welsh, for all the time, effort and energy that she has contributed to running the PSA - All
09	Next meeting	TBC after the school holidays.

{Signed on Original}

Vicki Manders - Trett

Secretary

* Please note that all action nominees are annotated in bold.