

**The British Section
Parent Staff Association**
SHAPE International School
SHAPE
BFPO 26

Tel: 0032 (65) 445283
Email: SHAPE.ASBM@modschools.org
Website: www.britishsectionshape.com



*International, Inspiring,
Incredible*

Minutes of the Parent Staff Association (PSA) – 17 November 2021

		Remarks
Present	Heather Travers (HT) Vicki Manders-Trett (VM-T) Lynne Robertson (SBM) Claire Fernie (CF) Chris Jones (CJ)	Chair/ Parent Secretary/ Parent School Business Manager (SBM)/ Treasurer/ Parent Parent Parent

Serial (a)	Topic (b)	Action (c)
01	Welcome and introductions a. The Chair and all attendees introduced themselves so new members knew who everyone was.	a. Apologises: Mrs Gunther.
03	Financial Update	a. Point of Interest: The PSA made €60 on the last day of the Autumn term when the children donated money to wear their own clothes.
04	Marketing and Communication Manager's Position - vacant	a. Collate bullet points so committee members can use this as a 'guidance' to encourage a volunteer to fill this position – Sec

Last updated:
November 2021



Serial (a)	Topic (b)	Action (c)
		** UPDATE – completed and included with these Actions **
05	Event Planning	a. Volunteers to help decorate Santa’s Grotto for the forthcoming Community Children’s party (4 Dec 21) - All (names to Sec) b. Assist with the execution of the Community Children’s party (5 Dec 21) – All (names to Sec) i. Confirm if the photographer is available - CF c. Non-school uniform day 17 Dec 21 (TBC) – SBM to confirm with Headteacher d. Investigate if pro-loved school clothes can be included in the SHAPE House ‘clothes’ swap events – Chair
07	Governor’s Update a. NSTR - Re-establishing itself after a prolonged period of absence (due to COVID) and a large turnover of Board members.	
08	Any Other Business a. PSA Table Banner.	a. Investigate the purchasing of a PSA table banner to advertise the group when conducting events - CJ
09	Next meeting	19 Jan 22 (virtually using Microsoft Teams).

Vicki Manders - Trett

Secretary

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