

CHUNG HUA MIDDLE SCHOOL

No. 82, Lot 2440, Jalan Bunga Rambai.

P.O.Box No. 3, Kuala Belait KA1131, Negara Brunei Darussalam.
TEL: 673-3341590/673-3341591/673-3334547 FAX: 673-3334547
E-mail: chmskb@brunet.bn

PARENT-TEACHER ASSOCIATION



Our Ref: PTA/CHMS/AGENDA/2009_2

AGENDA:

1. Opening Remarks
2. Review and endorsement previous MOM dated 27th April 2009
3. Matters Arising of previous MOM dated 27th April 2009
4. Children's Day 2009
5. Activity Plan for 2009
6. A.O.B

Honorary Secretary,

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Our Ref: PTA/CHMS/MOM/2009_3

Meeting Notes of the 2nd Meeting of the 2009/2010 Management Committee of the Parent Teacher Association, CHMS, Kuala Belait held on Wednesday, 13th May 2009 at 7.30 pm at Conference Room, CHMS.


PTA Management Committee

Terry Douglas Jayasuriya	Honorary Chairman	Present
Jaime Lim Siew Lee	Honorary 1 st Deputy Vice Chairperson	Present
Keith Fernando	Honorary 2 nd Deputy Vice Chairman	Present
Roslani Binti Kamaluddin	Honorary Secretary	Present
Liew Shin Min	Honorary Assistant Secretary	Present
Gerard Sung	Honorary Assistant Secretary	Present
Tony Leong	Honorary Treasurer	Present
Wong Siew Chin	Honorary Assistant Treasurer	Present
Nur Liyana Abdullah Liew	Committee Member	Present
Michelle Chen Macaulay	Committee Member	Present
Bong Poh Yuk	Committee Member	Present
Ajayan P. Vasu	Committee Member	Present
Sherelin Wong	Committee Member	Apology
Grace Lo Siaw Pei	Committee Member	Apology

Prepared By,

HONORARY SECRETARY
[Rosliani binti Kamaluddin]

Endorsed By,


HONORARY CHAIRMAN
[Terry D Jayasuriya]

ITEM	DESCRIPTION
1.	<p>OPENING REMARKS</p> <p>The Chairperson, Terry D Jayasuriya welcomed and thanked all teachers and parents for their presence in the PTA Meeting.</p>
2.	<p>REVIEW AND ENDORSEMENT PREVIOUS MOM DATED 27TH APRIL 2009</p> <p>The minutes were reviewed and endorsed by the floor.</p> <p>The minutes was proposed by Keith and seconded by Ajayan.</p>
3.	<p>MATTERS ARISING OF PREVIOUS MOM DATED 27TH APRIL 2009</p> <p>3.1 The Chairperson, Terry D Jayasuriya mentioned that the school should add BND1.00 into the school fee during the beginning of the school in January 2010 for the PTA. This matter will be discussed again at the end of the year.</p> <p>3.2 Tony suggested that one memo should be given out by the school to the parents to inform them the existence of the PTA in Chung Hua School and also inform them the names of the committee members of PTA. Jaime mentioned that this will be done in due time.</p> <p>3.3 Keith suggested we can do a survey by distributing paper/questionnaires to all parents to ask some questions and feedback. Questions such as awareness of the presence of the PTA and its activities. But Jaime Lim mentioned that she would like to know the content of the questionnaires before submitting it to the Principal.</p> <p>3.4 Jaime Lim mentioned that parents should not hesitate to come to the office if they have any problems with their children at school. Their children will not be black-listed. It is good for the improvement of the school.</p> <p>3.5 There is a suggestion box at the entrance gate of the school. It will be checked on a regular basis.</p>
4.	<p>CHILDREN'S DAY 2009</p> <p>4.1 The Chairperson informed that the PTA would like to participate in the Children's Day activity this year.</p> <p>4.2 Jaime Lim informed that the Children's Day will be postponed to 6th June 2009.</p> <p>4.3 Coupons (50 cents each) will be used during the activity.</p> <p>4.4 Need 2 rooms with projectors and posters on the wall.</p> <p>4.5 Cotton candy and popcorn will be at the school compound. 10% from the sale will be for the school and 30% for PTA. This matter needs to be discussed with the vendors if they agree.</p> <p>4.6 PTA committee will sell drinks. Fizzy drinks are to be avoided.</p>
5.	<p>ACTIVITY PLAN FOR 2009</p> <p>5.1 Ship Trips - PTA can organize Belait river cruise for students. It's a 3-hour trip up the river which cost approximately \$300 for a group of 25 persons. Keith will help to check if financial arrangements can be made to have it free from his company.</p> <p>5.2 Trips to OGDC. Few teachers and parents can join the trip. Students will be around 40 pupils per trip. Terry will follow-up with OGDC on this matter.</p> <p>5.3 Talk on safety. Most preferred days are Thursday or Saturday afternoon.</p> <p>5.4 Goal settings for students especially for Form 3 and 5 students to motivate them. Bong mentioned that the</p>

ITEM	DESCRIPTION
	<p>internet forum had been set up and invited all members to participate actively in the forum to give comments and suggestions and may be found at the following link: http://z4.invisionfree.com/Chung_Hua_PTA/index.php?</p> <p>5.5 To set up some activities on 30th May 2009 after the examination and before the school holidays.</p> <p>5.6 Liew reminded that a date should be set for the confirmation of the discussed activities of the PTA for Children's day such as popcorns, candy floss so that further preparations can be made.</p>
6.	<p>A.O.B</p> <p>6.1 Bong would like to give a demo on the CHMS-PTA Forum at the next meeting, if the Internet can be made available.</p> <p>6.2 Community Service needs to be carried out through the PTA, and therefore, some activities need to be lined up for July.</p>
7.	<p>CLOSE OF MEETING</p> <p>There being no other business, the meeting adjourned at 9.35 p.m. The date of the next meeting will be Wednesday, 1st July 2009 at 7.30 pm.</p>

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