

PARENT-TEACHER ASSOCIATION
SMK BANDAR UTAMA DAMANSARA (4)
PETALING JAYA, SELANGOR D.E.

MINUTES OF THE 8TH PTA ANNUAL GENERAL MEETING, 2009

Date : 28 February 2009
 Time : 9.30 a.m.
 Venue : SMK BUD (4), P.J. Open Hall
 Attendance : Teachers: 54 persons
 Parents: 109 persons
 Please refer to Appendix for details

AGENDA	ITEM	ACTION
1.	1.0 Opening Address	
	1.1 The Principal Mr. Tay Keng Lee, PPN, welcomed and thanked the parents for their attendance. He was impressed by their encouraging response.	General information
	1.2 Mr. Tay Keng Lee's service in SMK BUD (4) took effect from 16/2/09, officially taking over the helm on 28/2/09. After a month here, he found SMK BUD(4) to be a good school with good support staff, teachers and senior assistant. He praised the clerical staff of this school for being efficient, diligent and going beyond the call of duty. However, students' discipline needed improvement.	General information
	1.3 The principal intends to raise the school's performance. With the co-operation of both parents and teachers in the various programmes planned, he is confident that it can be achieved.	General information
	1.4 An Extra Class Programme has already been implemented for weak students in Form 3 Raya, 3 Kekwa, 5 Raya & 5 Kekwa. These classes have an extra period added to the class time-table every Monday, Tuesday and Wednesday.	General information
	1.5 Under the "Program Gilapan Permata" weak students will undergo intensive Bahasa Melayu classes to raise SPM performance from 94.6% to 100% passes. Parents will be kept informed of future programmes through the school's bulletin.	General information
	1.6 Changes in the school time-table and subject teachers are due to unavoidable circumstances. These changes were made for the students' benefit.	General information
	1.7 Mr. Tay Keng Lee had held the post of secretary of the PTA in SMK Seri Kembangan for 19 years. According to him, the principal acts as advisor to the PTA, but has no right to ask the treasurer to issue any cheque. Cheques can only be issued after approval by the PTA.	General information
	1.8 Mr. Tay Keng Lee revealed that many facilities in this school are either spoiled or damaged. For example, tow of the Science laboratories are without power supply. Thus, PTA assistance is urgently needed.	PTA
	1.9 Mr. Tay Keng Lee would like parents to offer constructive suggestions and co-operation for the betterment of the school. However, they should not burden the teachers. He assured the parents that he would do he is best to raise the reputation of the school.	General information

2.	<p>2.0 Speech by the PTA Chairman's representative</p> <p>2.1 En. Mohd Fahizul bin Khairi, representing the PTA Chairman, thanked the parents and teachers for sparing the time to be present at this meeting.</p> <p>2.2 En. Mohd Fahizul also announced that Mr. Tonny Sio, the PTA Chairman has officially resigned from the post. The PTA committee of 2008 had carried out activities in the absence of the chairman and his deputy.</p> <p>2.3 The PTA working in tandem with the school held two motivation sessions for PMR & SPM 2008 candidates. Both sessions received positive response from students and teachers.</p> <p>2.4 According to En. Mohd Fahizul, a difference of opinion arose among the school management, PTA Committee and parents. He opined that it is important for the school and parents to have good relationship. Problems should be handled through courteous discussion rather than through the blog. The school environment needs to be conducive for learning as it is the place to cultivate mutual respect and foster harmony.</p> <p>2.5 During the previous year's (2008) PTA AGM, the Chairman and Deputy Chairman were appointed even though they were not present. Throughout 2008, the Chairman attended meeting twice while the Deputy Chairman none at all. En. Mohd Fahizul reminded parents that appointees need to be committed and bear no hidden agenda.</p> <p>2.6 The PTA did not receive any payment form the billboard advertiser, Meru Utama.</p> <p>2.7 The MOE has requested all schools to standardise the PTA Constitution nation wide. This year, the MOE has made the generous gesture of giving an allocation to the PTA. Cheques cannot be signed under compulsion by the advisor. Only signatories designated by the PTA Constitution can do so.</p> <p>2.8 En. Mohd Fahizul tendered apologies for any unintentional mistakes committed by the 2008 PTA Committee in the course of carrying out their duties.</p>	<p>General information</p> <p>General information</p> <p>General information</p> <p>General information</p> <p>General information</p> <p>General information</p> <p>General information</p> <p>General information</p>
3.	<p>3.0 Passing of the Minutes – PTA AGM 2008/2009</p> <p>3.1 Mrs. Joyce Lim drew attention to item 4.11 which is incomplete in the previous minutes. Correction will be done.</p> <p>3.2 Pn. Sherill and En. Mohd Fahizul highlighted that their attendance at the previous AGM were not recorded. Error will be rectified.</p> <p>3.3 Mr. Lai doubted the authenticity of the minutes of the previous AGM. In the previous meeting he had questioned the PTA account which was not presented in the correct format and there was no balance sheet in the PTA's Financial Statement. However, both queries were not minuted.</p> <p>3.4 As the PTA advisor, Mr. Tay Keng Lee gave the undertaking that he would ensure that the minutes of the AGM 2009 and account for the year would be prepared accurately and meticulously. Minutes of the PTA AGM 2009 would be distributed 30 days from the date of meeting.</p> <p>3.5 With the attendees' agreement to the above amendments of the minutes, Pn. Roshayati Mat Jusoh proposed that the minutes of the previous AGM be passed. Mr. lai seconded the motion.</p>	<p>PTA 2008</p> <p>PTA 2008</p> <p>General information</p> <p>General information</p> <p>General information</p>

	<p>the 2009/2010 session. The results are as follows:</p> <p>6.2.2. Chairman: Dato' Aminuddin Baki Bin Esa</p> <p>6.2.3. Deputy Cahirman: Mr. Chan Chuck Yan</p> <p>6.2.4. Honorary Secretary: Mdm. Leow Hoay Suan</p> <p>6.2.5. Honorary Treasurer: Mdm. Ong Ling Ling</p> <p>6.2.6. Parent Committee Members:</p> <ol style="list-style-type: none"> 1. Mdm. Joyce Lim 2. Mdm. May Chooi 3. Mr. Steve Yong Kong Voon 4. Pn. Sherilla Mohd Dan 5. Mr. Ong Che Hing 6. En. Mohd Fahizul bin Khairi. <p>6.2.7. Teacher Committee Members:</p> <ol style="list-style-type: none"> 1. Mr. Sivkumar Ramachindran 2. Mr. Ravindren Veloo Nair 3. Pn. Nur Suhanawati Hussain 4. Pn. Nor Azah Zulkaply 5. Mdm. Tang Quai Sim <p>6.2.8. Auditor (Parent Representative): En. Kamarul Azhar Auditor (Teacher Representative): Mdm. Lee Siok Khim</p> <p>6.3. The assembly unanimously decided that the PTA Chairman, Dato' Aminuddin Baki Bin Esa, the Secretary, Mdm. Leow Hoay Suan and the Treasurer, Mdm. Ong Ling Ling be empowered to handle all banking transaction in accordance with provision in the PTA Constitution.</p>	General information
7.	<p>7.0 Speech by the Selangor Education Department</p> <p>7.1 The Selangor Education Dept. Representative informed the assembly that no funds may be collected until it is first approved in the PTA AGM, then subsequently by the Selangor Education Dept.</p> <p>7.2 All PTA activities must be discussed and green light obtained in the PTA Committee meetings.</p> <p>7.3 Any problems faced by the parents and teachers should be at eh school level, failing which, complaints may be lodged with the District Education Office. The role of the PTA is to assist parents and students.</p> <p>7.4 The representative also mentioned that the Ministry of Education is giving a special allocation to school PTA's this year.</p> <p>7.5 The representative apologised for any resultant dissatisfaction.</p>	<p>General information</p> <p>General information</p> <p>General information</p> <p>General information</p> <p>General information</p>
8.	<p>8.0 Other matters.</p> <p>8.1 The principal sought parents' agreement to collect RM44.50 as school fees from every student. This proposal received unanimous agreement.</p> <p>8.2 Mr. Lim Hong Sim requested that minutes of the meeting be distributed to the parents before the AGM.</p> <p>8.3 A mother raised the issue that some parents could not afford to pay school fees. The principal replied that the affected parents may apply to the PTA for help.</p> <p>8.4 Dato' Aminuddin Baki proposed collecting annual PTA fees amounting to RM30.00 per family. This proposal was unanimously accepted.</p> <p>8.5 En. Mohd Fahizul proposed that the PTA adopts the new PTA Constitution, ie, 2004 version, in line with MOE's</p>	<p>General information</p> <p>PTA</p> <p>General information</p> <p>General information</p> <p>PTA</p>

	<p>requirement. As the new Constitution needed to be studied before it is accepted for adoption, Dato' Aminuddin Baki proposed that the assembly agree to leave the responsibility to the PTA Committee, 2009/2010. Pn. Tang Quai Sim supported the motion. This proposal was unanimously accepted.</p> <p>8.6 Mr. Ong proposed that cheques not exceeding RM1000 may be issued without approval from the PTA Committee, cheques of RM1000 – 4999.00 require approval from the PTA Committee and cheques valued RM 5000 and above require approval at the PTA AGM. This proposal was unanimously approved.</p> <p>8.7 The principal requested parents to propose PTA activities for 2009. the following are proposals raised:</p> <p>8.7.1. En. Amir Soffian Abdul Razak proposed that PTA hold fund-raising activities such as Canteen Day, Charity Dinner and others. This proposal was unanimously accepted.</p> <p>8.7.2. The principal proposed that the PTA award incentives to high achievers in PMR and SPM exams. If every SPM 2008 candidate who scored 8 As and above is awarded RM10.00 per 1A and 2 best students who scored 13 1A are awarded an additional cash prize of RM300.00 each, the total cost amounted to RM10,000. This proposal was unanimously accepted.</p> <p>8.7.3. Dato' Aminuddin Baki proposed that excellent teachers be duly rewarded as a form of motivation and recognition. Teachers who conduct extra classes are to be paid as well. Pn. Rose supported this proposal. Miss Vasantha Rohini called for the fair implementation of this incentive. The assembly agreed to its implementation.</p> <p>8.7.4. Pn. Rose proposed that motivation workshops for Form 3 & 5 be continued. This proposal was agreed upon unanimously.</p> <p>8.7.5. Dato' Aminuddin Baki proposed that the PTA Committee be tasked with increasing PTA activities in the interest of the students and the school. En. Amir Soffian supported this proposal. The assembly agreed unanimously to the proposal.</p> <p>8.8. En. Mohd Fahizul raised the issue of the billboard placed in the school compound as posing a threat to students' safety. The principal explained that MOE had given approval to Syarikat Meru Utama to build the billboard during the tenure of the first principal Mdm. Liu Ling Ling. The contract approving the said billboard was made between Meru Utama and MOE. The assembly unanimously agreed that the PTA Committee of 2009/2010 and the school conduct checks and take appropriate action.</p> <p>8.9. The principal informed the assembly that the time school starts has been rectified from 7.35 a.m. to 7.30 a.m.</p> <p>8.10. The principal added that repair to damaged school facilities is being carried out, e.g. the field, toilets and laboratories.</p> <p>8.11. The principal mentioned that the school lacks Students' Integration for Unity Program (RIMUP). He intends to celebrate multi-racial festivals at school to enhance unity among all.</p>	<p>General information</p> <p>General information</p> <p>General information</p> <p>General information</p> <p>School/PTA</p> <p>General information</p> <p>General information</p> <p>School/PTA</p> <p>General information</p> <p>General information</p> <p>General information</p>
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	<p>8.12. The school made changes to the class time-table or teachers out of need and in the interest of the students. The school is still short of 8 teachers. Pn. Elysa Thoy Yeok Peng requested that the two teachers being transferred out be retained and she queried their transfer since the school is facing a shortage of teachers. The principal replied that the school is working on retaining these teachers and is awaiting result of the appeal.</p> <p>8.13. Ms. Vasantha Rohini said that all teachers are good teachers who have been appointed by the MOE. New teachers could inject fresh spirit to the school. All teachers will do their best. Although good teachers are being transferred out, let other schools benefit from their good work. Mr. Steve Yong added that the teacher's role is to educate. All teachers need to work together for the good of the students and school.</p>	<p>General information</p> <p>General information</p>
9.	<p>9.0 Concluding Speech</p> <p>9.1 The Chairman appeals to all parties, i.e. teachers, parents and PTA committee to work hand in hand for the benefit of the school and students. He also conveyed thanks for the appointment and support given to the PTA Committee of 2009. The meeting ended at 1.00 p.m.</p>	<p>General information</p>

Should there may any ambiguity, the Bahasa Melayu version shall prevail.

Prepared by:



Leow Hoay Suan

PTA Secretary

SMKBUD (4), P.J.

Verified by:

Dato' Aminuddin Baki bin Esa

PTA Chairman

SMKBUD (4), P.J.