

**Minutes of Meeting for the Panaga School PTP Meeting of September 22, 2011 the held at
Teraja Staff Room**

Attendance

Present	Apologies
Stacy Webster	Zeenat Hamzat
Michelle Bergler	Sarah Gray
Alison Eng	
Faribourz Adli	
Lex Backer	
Janneke Luyten	
Marion Rego	
Margit Peelen	
Ben Ezeh	

Opening

The meeting started around 7.20 pm.

Introduction

Lex who the chaired the meeting proposed a round-the-room introduction which was adopted. Consequently a session of self introduction by the attendees was conducted. Each attendee stated name, brief background including number/details of children and reason for the interest in PTP.

Elective Positions

A new member wanted to better understand the roles and responsibilities associated with each elective position before deciding which position to run for. Hence, the incumbents for each position explained their roles and responsibilities. They also based on their experience painted clearer picture on the demand of the positions.

In the pre-election discussion, it was agreed that two new positions be included in the set of elective positions for this year. These are;

- Class Parent Coordinator
- Communicator

The Election

Elections were conducted that resulted in the following outcome;

Position	Name
Chairperson	Faribourz
Secretary	Stacy
Treasurer	Lex
School Board Member	Janneke
Class parent Coordinator / Communicator	Marion / Magit
Cultural Assembly Coordinator	Alison

AOB

The following items were discussed and agreed at various point during the meeting;

- It was agreed that each PTP member should send a picture and brief introduction of self to Stacy for publication on the school website and bulletin boards of the two school buildings. Email information shall be included in the content that will be published.
- It was discussed and agreed that member's addresses and phone numbers will not be published for the public. The PTP members will share their contacts amongst each other.
- It was discussed and agreed that every member should send ideas of activities that the PTP should execute this year to Stacy, who should collate and forward to the Chairperson – Faribourz.
- In this respect, an idea to organise a focused fundraising and charity event for the children of SMARTER was mentioned by Marion, as she will not be available for the next meeting. The idea was noted and shall be discussed alongside the other ideas on 27/09.
- Next meeting is on Tuesday, September 27. Agenda for the meeting is as already shared by Lex. Any additional items for the agenda can be sent to Faribourz.
- Meeting frequency, day and venue was discussed and agreed as follows;
 - Frequency should be monthly
 - Meeting day to be retained as is – i.e. Tuesday at 7.00pm.
 - Meeting venue – the possibility to rotate the meeting in member's homes was muted. No decision reached on venue, subject to be discussed further in subsequent meetings.
- The Secretary (Stacy) shall send out a notice of meeting detailing the agenda, date, time and venue days prior to any meeting.

Closing

- The meeting closed at 8.40pm.