

Minutes of the Panaga School Parent Teacher Association (PTA) AGM Tuesday 26th September 2023

Location:	Teraja Staffroom, Panaga School
Meeting Start:	6.05pm
Meeting Finish:	7.10pm

Attendees:

PTA:	Maree Tupper (President)	Kamila Rosa-Celik (Treasurer)	Vacant (Secretary)
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Panaga School Senior Leadership Team:	Brian Platt (Principal) Mandy Russell	Aimee Boase Donna Bonham	Cyla Ahmad
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Panaga School Teaching Staff:	Shelagh Green	Louise Ramsden	Danni Cairns
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Parents:	Kerry Forsyth Marc Ripoche Lene Nordnes Mohammed Salah	Riham Atef Mohd Ali Amran Alias Marianne Melham Zoë Tysoe	Yahya Amur Janet Wijsman Leah Winkel Jade Lampp
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	Item	Comment/ Discussion
1.	Welcome from President	Maree opened the meeting thanking all those for attending and noting the great turnout and 'thanks' to the parents for their support and coming along. Around the table introductions were made by all, and a request to fill out the sheet (being passed around) for attendance.
2.	PTA Vacancy - Secretary	Donna Introduced the PTA team and noted that there was a vacancy. Kerry Forsyth was proposed by Maree to take up the role of Secretary. Votes were put to the floor, with Donna noting that two votes were required and those in favour to raise their hand. Two votes were received. Welcome to Kerry!

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3.	Introduction/ Role of the PTA	<p>Maree officially opened the meeting and, with Donna, explained the role of the PTA within the school, outlining that the primary function of the PTA is to provide fundraising support for the school. Fundraising for items that are needed/ identified throughout the course of any school year, for items out with the main school budget and for the type of items that would be purchased locally and not through a formal Purchase Requisition (PR) process for example. Pledges for funding for small purchases/ projects can also be made by the teaching staff/ student council throughout the course of the year.</p>
4.	Budget Update/ Allocation	<p>Kamila confirmed we are starting the year with 6822.50 BND in the PTA funds.</p> <ul style="list-style-type: none"> • The PTA currently has a routine set of activities for fundraising during any school year and is looking for a priority list of activities for the year as well as inviting any new ideas. • The cash from the PTA fundraising is working for the school all year round. <p>In total 4351BND was raised last year, the projects which brought in the main funding were:</p> <ul style="list-style-type: none"> • December disco raised 1325 BND (260 tickets sold) • June disco raised 1360 BND (272 tickets sold) • Calendar which raised 1042BND. • Tea Towels which raised 514BND. <p>Last year's funded items included new plants and a replacement greenhouse for 150 BND (project still ongoing) and funding towards the Mendaram and Rampoyah Science Day 500 BND.</p> <p>Two pledges from last year are still to be realised.</p> <ul style="list-style-type: none"> • 100BND for P1 woodworking materials. • 300BND for beanbags for the P3 outdoor area.

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5.	2023/2024 Fundraising	Kamila outlined the current ideas for fundraising and PTA events for this year:
5A.	2023/2024 Fundraising	<p>Bake Sales – Various Dates (All School)</p> <ul style="list-style-type: none"> • These were a very good fund booster last year and were very popular. They are run by the students and the children love getting involved. The student council like this activity also and their feedback was that they are keen to keep doing this. Jade suggested we could include this in the International Day event also, and have the children host their own stall on the day.
5B.	2023/2024 Fundraising	<p>School Disco – Planned for Term 1 (7th December) and Term 3 (Date TBA) (Location/ Venue: Rampoyah Hall)</p> <ul style="list-style-type: none"> • The school disco is a stable fundraising activity for the PTA. For those at the meeting who are new to the school, Donna gave a summary of the format and timings per class group for the school discos. • Currently there are two discos planned: one in Term 1 and one in Term 3. • There was some discussion about potentially using a Term 2 disco to start facilitating the children’s transition between classes and Louise noted that it is such a popular event why not look at hosting during term 2. Donna noted that term 2 is already looking quite busy for activities but will look at dates and see if it would be possible.
5C.	2023/2024 Fundraising	<p>Ice Lolly Sale - Various Dates (All School)</p> <ul style="list-style-type: none"> • Maree and Kamila explained these were very popular with the children last year, so would love to repeat this at Sports Day as well as other times of the year. • Kerry and Kamila had been investigating the possibility of having an ice cream van come to both sites, but logistics, managing classes queuing, costs, and options for those with food allergens have meant this can’t progress.
5D.	2023/2024 Fundraising	<p>Wear it Pink Day – Breast Cancer Charity Event 19th October (Location/ Venue: Rampoyah Hall)</p> <ul style="list-style-type: none"> • This is a regular event which has been hosted at the school; a coffee morning fundraiser for breast cancer awareness, with bakes being donated by the school community. The children are encouraged to wear pink to school on this day and donate. This year instead of separate events Outpost would like to support the school efforts are donating an item to help boost fundraising. A tentative date of 19th October has been agreed, Donna is awaiting one of the team at Panaga Health Centre to confirm they can make it.

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		<ul style="list-style-type: none"> • Please note that although hosted by the PTA, all proceeds raised at this event will go to a local breast cancer charity. • Donna made a plea for volunteers to help set this up at school, e.g., decorating the Rampoyah hall etc.
5E.	2023/2024 Fundraising	<p>“Safe Turn” – Dates TBA (All School)</p> <ul style="list-style-type: none"> • Kamila talked us through a new idea for this year – a biking program for the children to complete. As this is a new idea it is still in the early stages of planning, but we are hoping to involve the local police, Brunei Cycling etc and have the children undertake a programme with some basic bike manoeuvrability, a helmet check, a simple bike maintenance check. At the end the children receive a card or certificate to say they have taken part. • As part of community support, Outpost are looking at sourcing high-vis vests for the children to be handed out on completion also. • This item received lots of positive feedback and discussion in the room.
5F.	2023/2024 Fundraising	<p>School Calendar – Dates TBA (All School)</p> <ul style="list-style-type: none"> • For those at the meeting who are new to the school Kamila showed the current and previous school calendars which are popular for Panaga families to send/ take away as gifts/ mementos of time here. Kamila summarised that last year the PTA made a competition from the photo entries and hosted a red-carpet unveiling event, where the school choir attended etc. • The calendar project has been running for a while, and to revive it Jade suggested we could make the calendar an academic one, which runs July to July and where possible incorporate the school and Brunei and school planned holiday days. In terms of the dates the move to J.I.S was discussed and may look to make the next calendar an 18 month one, and then move to 12 months (July to July). • Also suggested was changing the format to that of a wall planner, in say A1 size, so it could go on your wall, rather than the current A4 flip style. Another suggestion was for the children to submit artwork for the pictures, rather than running a photo competition as in previous years. Options are to be investigated with Brunei Press for different formats for consideration.
5G.	2023/2024 Fundraising	<p>Cookbook – To Coincide with International Day (All School) (Location/ Venue: Teraja)</p> <ul style="list-style-type: none"> • Kamila explained that this is an idea that regularly comes up as a fundraising suggestion, so this year we are going to run with it as a project, Outpost would also like to support it. • The general idea is that we will invite entries from the community to go into the cookbook, with an idea that it’s a ‘taste from home’ or similar theme. Depending on the number of entries, the children (with Student Council

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		<p>coordinating?) will vote on the recipes for the book. The children will also design the cover (competition) and help illustrate the recipes, section breaks etc.</p> <ul style="list-style-type: none"> • It seems to make sense that publication and sales of the final product should be available in time for international day which is on 04th May this year. • Some ideas and brainstorming ensued and details need to be worked such as can we produce a digital copy, can we include where to source ingredients/ substitutes, should we section by continent/ meal type etc? Danni suggested it would be good to involve the children through incorporating a digital format whereby the children can scan a QR code which leads them to a video of the person/ family who submitted the recipe, making the recipe. We would promote the QR codes at international day. The children could make some of the videos themselves. Danni to look at suitable platform for hosting the media (Adam can support also).
5H.	2023/2024 Fundraising	<p>Other and Discussion</p> <ul style="list-style-type: none"> • Maree said some another idea which she would like to pursue is a community picnic/ carnival/ family day. With rides, food stations a bouncy castle, band/ music etc. Jade suggested an outdoor movie night with popcorn and a BBQ run by the parents. A carol concert was also suggested. • Suggestion to have food stations at the Sports Days as well as the Ice-lolly sales. • It was noted that for events like this we would need to consider the ‘blackout dates’ – which raised a query from Mohd Ali “what are the blackout dates?’ Donna, Cyla, and Jade gave a summary of what the black-out dates represent in Brunei, and that we must respect the restrictions during black-out dates when hosting events. • Kamila noted that she would love to have any volunteers who can help with some simple sewing, as she plans to turn the remaining tea towels into cushions to donate to the school admin office, Panaga library, school etc. Danni said that the P7 to M2s could do this as part of their sewing learning. Kamila/ Danni to discuss. • Reham suggested to host a wellness/ wellbeing day for the children, Jade suggested extending this to one session for the teachers and one for the children. Also noted was that there is an outdoor learning day coming up and one of the parents (Adriana Ferrari) is already looking to help facilitate something like this. To be explored. • Leah asked if the PTA do anything for teacher appreciation like treats in the staff room etc. Brian reiterated that at the Class Reps meeting the previous week this was also discussed. The preference is to do an end of year teachers appreciation event, incorporating leavers etc. Kamila noted also that all teachers were given a tea towel last year and such like, and that things are generally done for the teachers over the course of the year.

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6	Pledges	The following pledges were proposed for project/ item funding:
6A.	Pledge 1	<p>Mendaram/ Rampoyah Science Day – 500BND</p> <ul style="list-style-type: none"> Shelagh made a pledge for funding to support the Mendaram/Rampoyah Science Day. Last year the final cost was 506BND, so she requested 500BND to cover this year’s costs. This will take place in Term 3. Discussion to extend this to Teraja/ Melilas – 500BND to be set aside for the upper school for the same event. <p style="text-align: right;">Action: Kamila.</p>
6B.	Pledge 2	<p>Scholastic Book Club Term 1 – 25-30BND</p> <ul style="list-style-type: none"> Shelagh gave a summary of the Scholastic Book Scheme, explaining that the school gains 20% credit for all sales, which is then used to replenish books in the school library. Scheme will go live in October meaning any books ordered would be here for the end of Term. It was proposed to provide some funding to simply purchase paper bags for the book orders, which go to the families. <p style="text-align: right;">Action: Kamila.</p>
6C.	Pledge 3	<p>Creativity Day in Term 2 (09th November) – 500BND</p> <ul style="list-style-type: none"> Louise advised of a new event in school “Creativity Day” and pledged 500BND for resources (like science day). Parents and volunteers are invited to a meeting on 11th October to discuss planning for this event. <p style="text-align: right;">Action: Kamila.</p>
7A.	Summary from the Principal	Brian thanked the PTA, emphasizing that a vibrant PTA plays a vital role in working with the teachers and the wider community. He also noted that a community focused PTA, parent and teachers working together sends a great signal to the children also.
7B.	Summary from the PTA	Maree reiterated that the PTA really does need the support of the parents. Kamila and Maree both emphasized how important parent volunteers are to realise the success of the PTA events and that without parent volunteers the fundraising efforts simply can’t go ahead. Anyone can get in touch with the PTA either via the school office or simply by catching them at school or in passing.

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8.	AOB	Reham asked if school field visits were being organized and if the costs for these are covered by the PTA. Donna and Danni advised that the costs always depended on where the children were planned to go and the activity or event they were attending. Mandy also confirmed that costs are kept to a minimum. Reham agreed these trips were vital and an important part of school as they stay in the children's memories.
		Meeting closed at 7.10pm, everyone was thanked for attending.