

**MINUTES OF THE MZUZU INTERNATIONAL ACADEMY PARENT
TEACHER ASSOCIATION (PTA) MEETING HELD ON WEDNESDAY
1st NOVEMBER, 2017 FROM 6pm AT C & M SUPER STORE**

In Attendance

Mzuzu Academy Management & Staff

1. Peter Yates - Principal
2. Webster Nyengo - Financial Advisor
3. Sarah Yates - Head of Primary
4. Mattias Chiumia - Head of Secondary
5. Wesley Hara - Chemistry Teacher - Secondary School
6. Khetase Tembo - Year 2 Teacher
7. Emily Mkandawire - Year 6 Teacher
8. Minnie Dzowela - Head of Administration
9. Lucy tembo - Administrative Assistant
- 10.Emily Mkalira - Receptionist

Parents

1. Esther Kawanga
2. T. Chumachapera
3. Zohra Matundu
4. Brave Nyirenda
5. Claudia Mkandawire
6. Emmanuelle D. Roy
7. Kiyaz Maharroof
8. Rebecca Rushen
9. Dr Kulyk Oleksanar (Alex)
10. Wezzie A. Nyirenda
11. Paul Kubwalo

12. Willy Chipeta
13. Bonnie Theu
14. Gloria Nkhwazi
15. Indira Chimaliro
16. Sheetal Patel
17. Chetan Patel
18. Varsha Yadav
19. Jenipher Mkandawire
20. Maria Matangadzira

MINUTE/PTA/2017/001 CHAIRMAN'S OPENING REMARKS

1. The meeting started just after 6pm.
2. The Chairman introduced himself as Mr Yates and Principal of Mzuzu International Academy.
3. He informed all present that in the absence of an elected Chairperson, he was going to Chair the meeting; but only until the Chairman of PTA was elected.
4. Mr Yates was pleased with the attendance, it being the first meeting of the PTA and welcomed everyone present.

MINUTE/PTA/2017/002 ROLE OF PTA

1. Mr Yates informed members that the PTA's main function was to support the learning of Mzuzu International Academy; ensuring that all children are learning in a safe and conducive environment.
2. Mr Yates also pointed out that PTA's were important as they presented an opportunity for parents to meet and share ideas about how they can improve the welfare of both their children and the school.
3. He further pointed out that it is through PTA meetings that the school management is able to communicate issues affecting students and the school to the Parents.

4. Mr Yates stated that the PTA's role is one of support; the management of the school being the responsibility of the Board of Trustees and appointed administration.

MINUTE/PTA/2017/003 WHAT PTA IS NOT

1. Mr Yates made it clear to the parents and teachers present that a PTA was not a decision-making body.
2. He, however, assured members that the school would listen to the views of the PTA on all matters affecting the school and their children when making the final decision(s) on issues raised at such meetings.
3. In the same vein Mr Yates also told parents that the school has a body of well trained professionals that are committed to the success of their children.
4. He also assured the meeting that Mzuzu International Academy has a Board of Directors who govern the running of the school; and that it is this Board that has the final authority on important decisions made by the school management.
5. Mr Yates, reminded the meeting that his role as Principal of the school was only to facilitate the PTA meetings.
6. The Head of Primary, Sarah Yates enquired from the Chairman if in the absence of teachers, the PTA, could still function, as a Parents Association.
7. Mr Yates responded that the idea is to have as many parents as possible working with the school with a view to helping the school for the betterment of Mzuzu International Academy – the answer being yes.

MINUTE/PTA/2017/004 ADOPTION OF THE CONSTITUTION

1. Copies of the Constitution were given to all parents and teachers present at the meeting.
2. The Constitution was discussed and adopted by all members.
3. Mr Yates informed members that the adopted Constitution would have to be ratified by the Board before becoming an official working document of the Mzuzu International Academy's PTA.

MINUTE/PTA/2017/005**ELECTION OF OFFICERS**

1. The following parents were elected as Committee members of the PTA:
 - a) Mrs Zohra Matundu - Chair Person
 - b) Dr Kulyk Oleksanar (Alex) - Vice Chair Person
 - c) Mrs Claudia Mkandawire - Secretary
 - d) Miss Esther Kawanga - Treasurer
 - e) Willy Chipeta - Representing Year 1
 - f) Bonny Theu - Representing Year 2
 - g) To be filled - Representing Year 3
 - h) Mrs Rebecca Rushen - Representing Year 4
 - i) Jenipher Mkandawire - Representing Year 5
 - j) Elizabeth Nkhwazi - Representing Year 6 (elected in Absentia)
 - k) Sheetal Patel - Representing Year 7
 - l) Mrs Priscilla Chiumia - Representing Year 8 (elected in absentia)
 - m) Miss Wezzie Nyirenda - Representing Year 9
 - n) Yadav Varsha - Representing Year 10
 - o) Emmanuelle D. Roy - Representing Year 11

2. The Principal handed over the Chairmanship to the newly elected Chair Person, (Zohra Matundu) who went on to chair the rest of the meeting.

MINUTE/PTA/2017/006**INITIAL PTA PROJECTS**

1. Mr Yates informed members that as a new school, MIA operated on a zero budget, and that to a greater degree it was still being funded by sponsors in the US.
2. Members were informed that enrolment at the Primary was at 120, but can take up to 140 students.
3. Mr Yates also informed members that the school hoped to maintain its upward trend in numbers particularly in the secondary section. Should the right conditions prevail, the school will consider looking at A levels.

4. Mr Yates informed the parents that the school administration is constantly looking at ways of enhancing staff packages
5. In view of the above, Mr Yates told the meeting that there was an urgent need for alternative revenue streams to meet capital projects; hence the proposal to build structures that would also be hired out to the public at a fee.

MINUTE/PTA/2017/007 PROPOSED PROJECTS

1. It was with this background that the Principal singled out the following projects for the PTA to work on:
 - a) Upgrading the school's computer rooms
 - b) Providing extra furniture and books
 - c) Building a sports hall
 - d) Building a school assembly
 - e) Buy a new bus – school enrolment has increased and current buses are not enough.

MINUTE/PTA/2017/008 PROPOSED PRIORITY PROJECTS

1. Mr Yates advised the parents to start with manageable projects.
 - a) Fun days
 - b) Sports Competitions
 - c) Quiz nights with parents
 - d) Film nights on a big screen
 - e) Sponsored walks
 - f) Bouncy castles
 - g) PTA Raffles
2. It was agreed that Mr Yates and his colleagues should come up with a list prioritising important projects for the parents to use as a guide.
3. Parents agreed that the first project should be manageable, achievable with a wow factor.

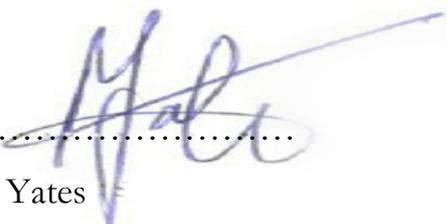
- 4 It was observed that in general people tend to only join in if the project is successful.
- 5 It was generally believed that a lot more parents will join the PTA once they see projects succeeding.
- 6 It was agreed that alongside the School Christmas production on Wednesday, 13th December 2017, parents would also join in to feature some of their initial fund raising projects.

MINUTE/PTA/2017/009 DATE OF NEXT MEETING

1. It was agreed that PTA meetings should take place at least six (6) times a year.
2. It was agreed that the next PTA Committee meeting will be held on 21st November, 2017 at 6.30pm at C&M Super Store.

MINUTE/PTA/2017/010 PRINCIPAL'S CONCLUDING REMARKS

1. On behalf of Mzuzu International Academy, the Principal thanked everyone present at this meeting and hoped that things would continue to improve.
2. He told parents that they were a very important part of the MIA school community and appreciated their support.
3. The Principal informed parents that this was a very busy time for the school, but urged them to feel free to come and visit the school to look at the school as well as see their children in action at any time.
4. He challenged the meeting that it was no longer good enough to be known as just a good school but rather as a very good international school.
5. The Principal concluded by saying, 'these are our children and we have to get it right for them' by working together.

.....

 Peter Yates
 PRINCIPAL

.....

 Minnie Dzwela
 TAKING NOTES