

MINUTES OF ADVISORY COMMITTEE MEETING HELD ON 04.07.2023 AT 2.30 PM
VENUE: CEO'S OFFICE

Present:

1. Ms Shamsunnisa Binti M.A Abdul Jabbar	(CEO)
2. Ms Khairul Yanee Binti Ya'akub	(Head of Secondary)
3. Ms Shereen Lina a/p Isaac	(Head of Primary)
4. Mr Saravanan a/l Sambasibam	(Exams Officer)
5. Ms Ng Man Ling	(Senior Teacher)
6. Ms Noor Azlina Binti Abdullah	(Admin & Finance Manager)
7. Ms Misliza Binti Jalaludin	(HR Executive)

Absent with Apology:

1. Mr Muhammad Hadi Syafiq bin Mohd Najmi	(Head of Student Affairs and Discipline)
2. Ms Nur Hidayah Binti Mohd Sidek	(Personal Assistant)

Minutes of Meeting	Action
<p>1. <u>Call to order</u> Advisory Committee Meeting was called to order by the CEO at 2.30 pm.</p>	All
<p>2. <u>Amendments</u> 2.1 (4.4.2) The successful candidates are Joshua, <u>Dhaniya</u>, Ivan Pang and Kenza. 2.2 (5.7) Ms. Yanee already prepared the <u>calendar</u> for the next academic calendar.</p>	All
<p>3. <u>Confirmation of Previous Meeting Minutes</u> Since there were no other amendments, the minutes of the last meeting were passed for acceptance; proposed by Ms. Yanee, and seconded by Ms. Shereen.</p>	All
<p>4. <u>Matters Arising</u> 4.1 Update on Concert Day: 4.1.1 The new total amount collected from ticket sales is still to be added up and will be announced at the next meeting. 4.1.2 The next practice will be resume on the 17th, 18th, 20th, and 21st of July with two session's morning and after lunch sessions. 4.1.3 On 26th July which is Concert Day, teachers are to come at 3.00 pm whilst students will come at 4.00 pm. 4.1.4 Ms. Shereen recommended that the canteen be open during the concert time. 4.2 MIS Prom Night – the reimbursement of RM500 from Muzaffar Hotel has already been received after the deduction of admin fees of RM 75. The total of refund amount is RM 425. 4.3 CCA – 4.3.1 Mr. Hadi is planning to complete all club searches before the end of this month. 4.3.2 The CCA will be open to students beginning in July 2023. 4.3.3 Ms. Sham proposed implementing the merit system or assigning points to CCA in order to obtain an additional credential. 4.3.4 Another suggestion is to have the CCA in the morning and adjust the class timetable to prevent them from escaping the CCA. 4.3.5 Mr. Sara advises holding the CCA on Monday between 1.30 pm and 3.00 pm. The hour is still within the school day. To accomplish this, must cut 5 to 10 minutes of lessons from each subject during the CCA day. 4.3.6 The confirmation of CCA schedule will be finalized at the next meeting.</p>	<p>Info/ All</p> <p>Info/ All</p> <p>Info/ All/ Mr. Hadi</p>

<p>4.4 MIS Prefect – 4.4.1 Dhaniya and Kenza were officially appointed last week. While the other two candidates are pending. 4.4.2 Senior prefects, Ain and Eshly will be assisting the new prefects for the time being.</p> <p>4.5 Subject selection for Y9 – The questionnaire for subject selection is already done. Ms. Yanee will later decide which subjects to pick. 4.5.1 The RIASEC Test for Y6 will be conducted next week.</p> <p>4.6 Update on Cambridge Checkpoint Result – the result was released online on Thursday, 22nd June. 4.6.1 The students received printed copies on the same day. 4.6.2 Parents were informed regarding the results via Whatsapp group (Y6 and Y9). 4.6.3 On Friday, 23rd June, we received an email from Cambridge International regarding an error in the system coding which led to the new Cambridge Primary and Lower Secondary Checkpoint performance bands being calculated incorrectly for a small percentage of learners. 4.6.4 The coding error only affected the performance bands shown on the ‘Statement of Achievement’. The marks and score are correct. 4.6.5 On Friday, 30th June, Cambridge International has update us that the updated results will be sent on Tuesday, 11th July 2023. Hard copies of the results will be despatched to the school by the beginning of August. 4.6.6 A letter from Cambridge International about this issue was sent to the Y6 and Y9 parents on Saturday, 1st July 2023.</p> <p>4.7 The issue about Zack Tan Aow Jie, Y1 – His parents agreed for their son to continue in Y1.</p> <p>4.8 Teacher’s resignation – the teachers must submit the resignation notice within the stipulated period stated on the offer letter. Failed to do so or given not enough period of resignation notice, they need to fully pay to MIS.</p> <p>4.9 A delegation from China, 17th July 2023 – Admin in the preparation for the necessary, while the canteen has been informed about the menu on that day.</p> <p>4.10 Student’s affairs – Last week, Ms. Sham has spoken with Joshua regarding the inappropriate incident that he did with Natalie. He made a commitment that the incident wouldn't happen again.</p>		<p>Info/ All/ Mr. Hadi</p> <p>Info/ All/ Ms. Yanee</p> <p>Info/ All</p> <p>Info/ All</p> <p>Info/ All</p> <p>Info/ All</p>
5. <u>Agenda</u>		
Members	Agenda	Action
Ms. Yanee (Head of Secondary)	5.1 Ms. Yanee recommended reorganizing the Awards Day for every academic year. Since the 2022/2023 academic year will end soon, Ms. Yanee intended to hold the Awards Day for this year in September during the afternoon session.	Info/ All/ Ms. Yanee
Ms. Shereen (Head of Primary)	5.2 Ms. Shereen provided an update on the KG photographic session. The session will take place after 18 th July 2023.	Info/ All
	5.3 Ms. Shereen intended to prepare certificates to be awarded to students who performed well in the recent Spelling Bees Competition.	Info/ All
<p><u>Meeting Adjourned</u> The meeting ended at 4.30 pm. The next meeting is scheduled to be held on 18th July 2023.</p>		

Prepared by: Ms Nur Hidayah Mohd Sidek