



## MELAKA INTERNATIONAL SCHOOL

### MINUTES OF ADVISORY COMMITTEE MEETING HELD ON 03 OCTOBER 2023

VENUE: Online Conversation

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. Mr Muhammad Hadi Syafiq bin Mohd Najmi	(Head of Student Affairs and Discipline)
	6. Ms Noor Azlina Binti Abdullah	(Admin & Finance Manager)
	7. Ms Misliza Binti Jalaludin	(HR Executive)
	8. Ms Nur Hidayah Binti Mohd Sidek	(Personal Assistant)

#### Minutes of Meeting

##### 1. Matter arising

- 1.1** The academic team will reintroduce Mandarin and Moral subjects in the current school timetable.
- 1.2** Currently, the intensive English class is held parallelly with normal English lessons. However, some of the parents disagree with this timing. They insist that their kids need to undergo normal lessons during school hours and sit for intensive English classes after school.
  - 1.2.1** Fundamentally, the intensive English class is not an additional tuition to improve English proficiency. This is a special class to teach English to those who are literally weak in English.
  - 1.2.2** The intensive English class after school can be held with a charge imposed.
- 1.3** Some of the Muslim parents requested to put the 'not heavy' subjects during Friday prayer. It seems problematic to execute for all classes; primary to secondary.
- 1.4** The University of ESSEX wants to come and give a briefing to the students on 12<sup>th</sup> October, 3.00 pm – 4.00 pm. Ms Priscilla is in the middle of discussion to change the time from 2.00 pm to 3.00 pm.
- 1.5** Sunway University invited MIS students to attend their Open Day on 4<sup>th</sup> November. They provided us with buses and food on that day.
  - 1.5.1** The visit is free with a maximum of 2 buses. Each student can bring only one parent.
  - 1.5.2** Ms Priscilla will compose a message to circulate to parents regarding this matter.
- 1.6** Yossif's mother (Y11) requested for her son to sit in online classes for a month. They will return to their hometown of Saudi Arabia for a family reunion.
  - 1.6.1** Ms. Yanee already explained the difficulty of doing online classes between two countries with different time zones.
  - 1.6.2** Ms. Yanee promises to put every teacher's notes or any question online in the Google Classroom.
- 1.7** Update for CCA –
  - 1.7.1** A total of 110 students have submitted the form and registered with their interested club.
  - 1.7.2** Feedback from 1<sup>st</sup> CCA last Monday:
    - a) Rollerblade clubs were held in the room. Hence, the room needs to be cleaner from dust and any sand.

b) Fans in the Taek Kwan Do clubs' room need to be repaired. The fans are very slow even though the speed are already turned up to full speed.

**1.7.3** Ms Adeline from Drama Club requested to form a WhatsApp group with parents.

a) She wants to update parents regarding the clubs' activities and drama competitions that students will join.

b) She planned to do a show at the end of this term.

c) She provided a contract and requested a lump sum in advance as payment for her contract.

**1.8** Mr. Hadi is still looking for a bowling coach for next term CCA.

**1.9** Mr. Sara suggested Ms Lakhsmy as the new examination assistant who can replace Ms Jamuna's position. She can be taught and informed about the additional task as an examination assistant. Ms. Sham agreed with the selection.

**1.10** Ms. Azlina proposed RM150 as a budget for decoration for every class.

## **2. Agenda**

<b>Members</b>	<b>Agenda</b>	<b>Action</b>
<b>Ms. Sham</b>	<p><b>2.1</b> Student affairs – A serious quarrel incident between Paris Y10 and Ananya Y9 happened during Awards Day rehearsal. After much deliberation and advice from a lawyer, the decision has been made according to the student handbook.</p> <p><b>2.1.1</b> Paris will be expelled since she had several severe cases and a warning was given in March 2022.</p> <p><b>2.1.2</b> Ananya will be suspended for 3 days; she has never misbehaved and has not gotten any warning from school.</p> <p><b>2.2</b> Ms. Sham will not be around for a couple of weeks; 7<sup>th</sup> – 23<sup>rd</sup> October 2023.</p> <p><b>2.3</b> Ms. Sham delivered the mandate and trust to the Advisory Team to take care of the school as best as possible.</p>	Info/ All
<b>Ms Yanee</b>	<p><b>2.4</b> Withdrawal of Mandarin Subject – Ms. Yanee received a withdrawal letter for Mandarin Subject from two Year 7 students; Syaza Erisa and Heyrish. They requested to sit in the library during the Mandarin period.</p> <p><b>2.5</b> Father of Rachel, Y11 requested for his daughter to go back at 11.30am every Monday. She will return back to school at 2.15pm for CCA session. It is because her class finish and she does not take Physics, ICT, and Biology subjects. As per the information, Rachel is staying at the condo next to MIS.</p> <p><b>2.6</b> On the 9<sup>th</sup>, 10<sup>th</sup> and 11<sup>th</sup> of October, Ms. Priscilla will have a talk with the Primary and Secondary students regarding Metal Health, Relationship, and Bullying. The timing will be confirmed later.</p> <p><b>2.7</b> As per the teacher calendar, there are 3 major events throughout this term; i.e. Halloween Day, Children's Day and Christmas TCD.</p>	Info/ All
<b>Mr. Sara</b>	<p><b>2.8</b> Update on the November Series Exam:</p> <p><b>2.8.1</b> All the admin materials and question papers were successfully received for the November Series Exam.</p> <p><b>2.8.2</b> The exam timetable was sent to the private candidates and their parents.</p>	Info/ All

	<p><b>2.8.3</b> The invigilation timetable was sent via Whatsapp to the invigilators on Monday, 2<sup>nd</sup> Oct 2023. The hardcopy timetable will be distributed on Wednesday during the training for the invigilators session.</p> <p><b>2.8.4</b> MIS may have a surprise security inspection in this exam series, as the last inspection was in November 2019.</p> <p><b>2.8.5</b> Ms. Lakshmy has been appointed as the Exams Secretary. She is currently attending an in-house training session, after 3.00 pm.</p> <p><b>2.8.6</b> An email was sent to the teachers regarding the submission of exam papers for Assessment One for Y6, Y9, and Y11.</p> <p><b>2.9</b> Ms. Sara suggested not to offer the exam for Y11 in Business Studies and Mandarin, as the teachers are new to the system and need time to adapt the system in the Assessment 1.</p> <p><b>2.10</b> Mr. Sara urged to put the MIS student handbook on the MIS official website and circulate this to all students and parents as all of them can access them online.</p>	Info/ All
<b>Mr Hadi</b>	<p><b>2.11</b> Gate closing time –</p> <p><b>2.11.1</b> Mr. Hadi received a complaint from Mr. Fahmi, the father of Idzhar regarding the school's gate closing time. He suggested that the gate closing time be shifted to 8.00 am instead of the current time 7.45 am.</p> <p><b>2.11.2</b> The proposal is to simply take note of the students who arrive after 7.45 am without actually closing the gate to ensure smoother traffic flow.</p> <p><b>2.12</b> Sports equipment replacement –</p> <p><b>2.12.1</b> Mr. Hadi is in the process of finalizing a proposal for the replacement of sports equipment.</p> <p><b>2.12.2</b> The proposal will be reviewed together with Ms. Yanee before passing it to Ms. Azlina.</p> <p><b>2.12.3</b> He hopes that the school can provide the necessary support for acquiring the items required to enhance the sports programmes in the school.</p> <p><b>2.13</b> The incident involving Paris and Ananya –</p> <p><b>2.13.1</b> Mr. Hadi has thoroughly reviewed the reports regarding the recent incident involving Paris and Ananya. In an effort to address this matter comprehensively, he will explore the incident via CCTV footage from a hall.</p> <p><b>2.13.2</b> Mr. Hadi will prepare the warning and expulsion letters for both parties involved.</p>	<p>Info/ All</p> <p>Info/ All/ Mr Hadi/ Ms Yanee</p> <p>Info/ All/ Mr Hadi</p>
<b>Ms Shereen</b>	<p><b>2.14</b> Hi-Tea for Staff event – Ms, Shereen wants to organize a Hi-Tea event for staff as an appreciation for the last Concert Day. The suggested date is on 25<sup>th</sup> October (Wednesday) after 2.30 pm. The venue is at the meeting room.</p>	Info/ All

