

MINUTE OF CALVARY LINK PARENTS TEACHERS ASSOCIATION MEETING HELD ON 19TH OCTOBER, 2014 AT THE SCHOOL PREMISES

The meeting started at exactly 2:45pm with an open prayer said by Mr. Augustine C. Houde.

Attendance: 39 people participated during the meeting, 8 teaching staff, 5 non- teaching staff and 28 parents and guardians.

Approval of Previous Minute: there wasn't any previous minute to be read since it was the first meeting held. The house therefore suggested that the meeting should be continued

AGENDAS:

1. **Welcome Address and Mission Statement of the School:** Mrs. Gifty Attiogbe, the proprietress of the school gave a welcome address. According to her, she had a passion to set-up a school which will impact the fear of God in children and also provide the highest and best quality education that is both accessible and affordable to all. She also made it clear to the house that the school has increase in population from six children to sixty pupils less than three years. However, she said with passion that, the demand of a school bus, by most parents has become her major challenge whiles she stated that, the school is not financially ready to buy a bus and requested the assistance of the P.T.A and individual members.
2. **Election of P.T.A. Executives:** The following people were nominated by some individual members of the house and were approved by the house into the following offices;
 - i. Mr. Augustine C. Houde – Chairman
 - ii. Mr. Kwakye Mensah – Vice Chairman
 - iii. Mr. Daniel Ofori – Treasure
 - iv. Mr. Amo-Mensah Emmanuel – Financial secretary
 - v. Mr. Seth Osei-Kofi – secretary
 - vi. Mrs. Veronica Odoi – Organising secretary

They accepted their positions and pledged the house to work diligently to promote cooperation and development of the association. They also demanded the support of the individual members of the association.

OTHER MATTERS

On other matters, the Chairman appointed, suggested on a nine member committee to draft a constitution for the association. The following people devoted to be part of the committee;

- i. Mr. Amo-Mensah Emmanuel
- ii. Mrs. Ellen Evans Solomon

- iii. Mr. Daniel Ofosu
- iv. Mr. Seth Ankamah
- v. Mrs. Lydia Agbado
- vi. Mrs. Beatrice Adjei Sarpong
- vii. Mrs. Nora Odonkor
- viii. Mrs. Veronica odoi
- ix. Mr. Seth osei-kofi

SUGGESTIONS

- The Vice Chairman appointed Mr. Kwakye Mensah said that fees defaulters should plan on how to pay fees. He suggested parents can pay fees in instalment that is at the beginning of the term, at the mid of the term and before the end of the term to ensure smooth running of the school.
- Mrs. Nora Odonkor added that, parents and guardians should make sure their wards come to school early, especially the crèche and nursery department. She also added that, parents should make provisions of food or snacks for their wards breakfast.
- Also, Mrs. Beatrice Adjei suggested that, there should be provision of tap water rather than fetching in a bowl. She said this because of the cholera outbreak during that time. Mrs. Gifty Attiogbe reacted to her suggestion saying that since the area has water connection problem, it a challenge for the school to provide the tap water. She added that, the school has to buy water to fill the poly tank always which is very costive. Moreover, the water in the bowl is changed during the day whenever they are unclean. She also said that, hand sanitizers have been provided to the various classes to ensure safety.
- Mrs. Beatrice in her suggestion again stated that, the school should make sure every child has departed before closing the entrance gate. She also said, a teacher can be employed or arrange with parent who would by any reason cannot come to pick his/ her child early, that teacher can stay in the school until their parents come for them whiles they would be paid for an extra work.
- Finally, Mr. Daniel Ofosu and Mr. Seth Ankamah respectively praised the teacher for their great and remarkable performance in impacting the best into the children. They encouraged the teachers to put up their best performances in bringing up the children in God fearing manner.

In Conclusion, the house accepted that, meetings should be held once every term. However, the executives pleaded to the house that, since there was a need to have a constitution to govern the association, the association should organise another meeting before the end of the term which the house agreed on 7th December, 2014

The meeting ended at exactly 4: 24pm and the closing prayer said by Mr. Seth Ankamah