



**Minutes of Maragon Parent Teachers Association**  
**Annual General Meeting**  
**22<sup>nd</sup> February 2011**

1. Opening done by Edwin Chetty.
2. An attendance register was sent around. Apologies were received from PTA Executive Members, Mike Wills and Gideon van Niekerk. Confirmation of Quorum was noted by Rachelle Hewson.
3. Agenda – new items, adoption
4. Approval of previous minutes – not applicable
5. New Matters

- **Introduction of the PTA:**

Edwin Chetty explains the PTA's mission, aim and objectives. He reiterates that transparency is vitally important.

***Mission statement***

“Transparently fostering goodwill and serving the Maragon community”

***Aim:***

As an Association we aim to contribute to the development and improvement of all aspects of school life:

- Academic
- Moral values
- Sports
- Culture
- Extracurricular activities
- Equipment
- Organisation

## ***Objectives:***

The PTA's objectives include:

- Uniting parents, teachers and learners
- Encouraging, a spirit of mutual goodwill, loyalty, fellowship and cooperation;
- Enabling good communication between the Maragon Community;
- Raising funds to benefit the learners collectively;
- Displaying complete transparency in all matters affecting parents, teachers and learners of the Schools;
- Communicating a positive image of the Schools, internally and to the wider community.

## ***Structure***

The Maragon PTA, as the name suggests, is structured and calls for the collaborative relationship between parents and teachers for the good of the children and for the good of the schools.

### *Roles and portfolios of the Executive Committee*

#### *Roles & Portfolios*

Mr Edwin Chetty:	Chairperson
Mrs Debbie Swanepoel:	Deputy Chairperson
Mrs Pam Johnson:	Secretary
Mrs Esmarie Strydom:	Treasurer
Mrs Rosemary Roberts:	PR and Marketing Officer
Mrs Rachelle Hewson:	Communications Officer
Vacant:	Sub-Committee Coordinator
Mr Quentin Lynch:	Sports Representative
Mr Michael Wills:	Cultural Representative

### *Teacher Representatives*

Mr Deon Visser:	High School Headmaster
Mr Harry Bateman:	High School Deputy Headmaster
Mrs Rose Armitage:	High School Representative
Mr David Maree:	Primary School Deputy Headmaster
Ms Carole Haskins:	Primary School Representative
Mrs Ashleigh Bateman:	Head of Foundation Phase
Mrs Lindsey Olgiati:	Pre-school Representative
Mrs Elizabeth Beetge:	Pre-school Representative

- **Appointment of Auditors**

**D Kalmin & Co.** - Appointment as PTA auditors.

These auditors have been chosen as they are currently the appointed auditors for Maragon Private Schools.

It was initially thought that the PTA could make use of the same auditors chosen by the school, as they were the appointed auditors for Maragon Private Schools and that the fees will be assumed by the school. However, we have since learnt that there could potentially be a breach of independence protocols. Therefore, the PTA will be responsible for auditing fees.

- **Review of Finances – Done by Mrs Esmarie Strydom (PTA Treasurer)**

<b>Maragon PTA: Income Statement 2010</b>	
<b>Revenue</b>	
Golf day proceeds	R 105 387
MySchool income	R 6 706
<b>Other income</b>	
Interest received	R 18 894

<b>Operating expenses</b>	
Bank charges	R 1 834
Bursary payment	R 11 900
Golf day expenditure	R 76 600
Interhouse quizzes	R 2 000
Maragon Mothers that Care	R 4 166
Maragon PTA Banners	R4 047
<b>Profit</b>	R46 297
Money Market account balance	<b>R 275 493</b>
<b>Total Assets</b>	<b>R 309 980</b>

- Cash balances:
  - Cheque account: R46 297
  - Money market account: R275 493

- ***Report on individual projects***

**Grade 11 learner bursary – Report back by David Maree**

Our community project, the Achievement Recognition Program, currently sponsors five grade 11 learners. Maragon schools and houses these boys in house run by one of Maragon’s teacher, Mr Louis Buitendag. The Maragon PTA funds one boy at a current amount of R2000, 00 per month. They also have the community at large who make donations and/or contributions. For this David thanks the PTA and the community. These are children we will one day be proud of.

## **Maragon Annual Golf Day & MMTC – Debbie Swanepoel**

The golf day is not just a fund raiser, but a Maragon get-together day. It has become a special and prestigious day on the Maragon calendar. It has also raised funds for the PTA, and therefore to the benefit of our children, with many of our parents getting involved with sponsorship.

The MMTC, Maragon Moms That Care, involves making a meal for a family in time of need, or taking a teddy to a child who is in hospital. We care and try and show our philosophy by living with care with those around us.

The MMTC meets the first Wednesday of each month at 7 am in Grand Hall Foyer.

The MMTC is currently running a 'Save Dom Day' on Saturday the 26<sup>th</sup> February in the hall from 09:00 to 10:00. The Sunflower organisation will be there to give us the information on how to become a bone marrow donor. The procedures will be explained and forms will be made available to all who would like to be tested.

## **MySchool- and Makro Cards – Rosemary Roberts**

The MySchool card started about 8 years ago at Maragon. This is a means to raise money which goes towards the fund raising of the PTA. It is very easy: fill in the form with Maragon Private School as the beneficiary and submit the form, either by phone, fax or online, or hand in at the school office.

Currently, of the 1 650 children at Maragon, only 180 families, or cards, are being used. These cards currently generate funds of around R3 000 a month.

Makro card – Parents need only approach Makro and ask for Maragon Private School to become the beneficiary and the school will be linked immediately to their card.

A suggestion was made by one of the parents to send these forms out with the children with a competition incentive at Easter time. This will be considered.

- **Report back from Maragon Management**

(Pool, Pavilion, Security)

This report back was done by Mr Deon Visser on behalf of Mr Gideon van Niekerk.

***Overall perspective:***

The school Management has prioritised all the major building developments and it was decided that the new Pre-school buildings will be built 1<sup>st</sup>, as space is running out.

The new premises will be on the Northern side of the school. This will also open up more parking spaces and alleviate the traffic flow. The levelling of the ground will begin in the next 4 to 6 weeks.

The school entrance is also being revamped. There will be two lanes upon entering the grounds; the first lane will be for visitors (those with no sticker) and the second lane will be for Maragon sticker holders.

The robot, upon exiting, will have a filter arrow to turn right.

A detail brief will be included in the next Maramag.

### ***Security***

Final quotes are being reviewed and CCTV cameras will be erected in the next 4 to 6 weeks.

### ***Pavilion***

Due to Municipal red tape, the school has been unable to start the erection of the pavilion, but it has been designed in detail. Construction will commence in 2012.

The pavilion is taking preference to the pool for two reasons, namely:

- shade
- the pool is to be a state-of-the-art construction that will suit the already magnificent property.

Questions were raised as to why Maragon needs a state-of-the-art pool. Parents also wanted to know why the communication, with regards to the pool, was not filtered to them. It was also questioned whether Maragon would host major swimming events.

Mr Maree responded to these questions. He stated that the pool was necessary as there was no similar in-door kind of pool on the West Rand. It was therefore, needed. The pool would be of an international standard and Maragon would host major events.

The pool will be built after completion of the pavilion and after careful feasibilities have been done. The school management has certain ideas regarding the pool, however,

this needs to fit into a realistic budget and maintenance cost, otherwise this will become a potential burden on school fees.

A question was raised as to where there was shade within the school grounds, so that children could wait in these areas after school.

Response: There were shaded areas outside the new Admin blocks, especially erected for the children waiting for transport.

A question was raised whether Maragon High School children were allowed to wear a hat?

Response: Maragon High School caps are available and may be worn by the children.

- **Vacancies in the PTA Executive Committee**

There is a Sub-Committee Coordinator vacancy. This role was previously filled by Mrs Kelly Stephens.

Responsibilities of this role:

- The Sub-Committee Coordinator is responsible for coordinating all sub-committee activities determined by the executive committee.

Proposals or volunteers were requested

- Mrs Marlize Havenga volunteered and was it was seconded by Mrs Debbie Swanepoel.

## **6. General**

A parents' supporter kit is made available, consisting of a golf shirt and a waterproof jacket. Pricing would soon be available and then orders from parents would be taken.

The floor was opened for questions:

**Q:** Will soccer ever be introduced at Maragon Private School?

**A:** A survey is currently been conducted. It was sent to parents via email the previous week. A request will be made for the survey to be resent as it appeared that a few parents did not receive the email.

**Q:** Are there other forums, other than the PTA, for pre-school concerns?

**A:** The class teacher is available before school until 08:00. The principal of the pre-school, Mrs Enone Minnaar is also available. Each class has a class mom. It was advised that the parent approached the principal or teacher to find out who the class mom is for their child's class.

**Q:** Many cell phones are being stolen in the High School. What action, if any, is being taken?

**A:** The High School had addressed this issue with the children the previous day. If a child, or children, are caught stealing a cell phone, the police would be called and the child/ren would be removed from the school grounds under the care of the police. A financial reward is being offered to information that will lead to the identification of the child/ren involved in the theft of cell phones. Once the CCTV cameras have been installed, safe areas will be created for the belongings of children. Parents were assured that this issue was not being swept under the carpet and all avenues are being explored. However, parents must bear in mind that children may not be physically searched by the teachers.

(Naome, a parent responded a while later, and volunteered a solution to the cell phone thieving. She will be able to track any MTN cell phone, leading to the phones to be found and either scare the perpetrator off or lead them to the catching of the perpetrators.

**Q:** (Gerard Metzger). Maragon brand is a great brand. However, is Maragon School twinned with any other institution to make it even better? Mr Metzger felt that Maragon should be strategizing and forming alliances to establish Maragon, not just as a building, but as a formidable, quality private school, with real values and ethos.

**A:** Mr Visser stated that the high school is only eight years old. Maragon has an academic department which travels and does research throughout the country and world. The school endeavours to learn from others and pick up from best practice. This information is translated into our teachers, school ethos and values. Mr Maree added that the primary school is involved with cluster meetings; meetings where heads of departments or ordinary teachers meet to discuss and share ideas. Maragon is in negotiation with ISASA and will be establishing clusters on the West Rand.

**Q:** Why were parents only issued with one car security disc per family?

**A:** Originally, each family was only issued with one disc. However, this has been revised and each family, upon request, will receive another car disc at no charge. Parents are requested to approach Pat Crichton in the Admin office and ask for a car

disc form. Once this has been completed by the parent and returned to Pat Crichton, the school will record the tag number of the new disc and issue the second disc to the family.

**Q:** The High school communication is a cause of concern. Can the school look at a system where parents are notified of events and fixtures?

**A:** Parents should consult the Maramag, where the term planner can be found. However, because fixtures often change, the school will investigate an interactive link on the website. In the meantime, parents can phone the office where the secretaries will do their best to answer any queries. Mr Visser has also spoken to all the Masters In Charge of extra-curricular activities to address the matter.

**Q:** How is Maragon addressing the traffic congestion in the mornings, both inside the school and outside?

**A:** There are three male teachers in the parking lot in the morning assisting with traffic. However, where patience is required, parents are often rude and abusive. There was also a request from a parent for the school to address private transport individuals/companies dropping off and picking up learners on a daily basis. These individuals stop anywhere and do not adhere to the rules. Mr Visser will look at solving the problem of the private transport buses stopping anywhere and backing up the traffic.

**Q:** Pre-primary children can only be dropped off at school from 07:15. Some parents find this inconvenient as their place of work is in town. Can an earlier time be looked at?

**A:** Please make an appointment with the relevant phase head or principle.

Mr Edwin Chetty thanked everyone for attending and closed the meeting at 19:40.

Minutes drawn up by: Pam Johnson  
Carole Haskins  
Rachelle Hewson

Date: 25 February 2011