

Our Ref BLLS/Sec 2012-13/04
Dated 12/12/12

Minutes of the 1st BLLS Management Committee (2012-2013) held on 02 Dec 2012 at NUS Faculty Club

Meeting was commenced by welcome note jointly by the past and incumbent secretaries of the BLLS. Following management committee Members (immediate past and present) attended the meeting.

Members Present:

1. Sanwer Dito
2. Debnath Paul
3. Sayeed Md. Hussein
4. A A M Hafizul Haider
5. Md Ruhul Amin
6. Kamal Uddin Ahmed
7. Towhid Iftakher Hossain
8. A K M Jamal Uddin
9. Md Kukarram Hossain
10. Subrata Chanda
11. Md. Zahirul Islam

Members absent with apology:

1. Md Zahurul Hasan
2. Ms Nusrat Jahan Ratna

Following prefixed agenda were taken up in the meeting:

- 1) President's address
- 2) Secretary Handover
- 3) Treasurer Handover
- 4) Admin Matters
- 5) Academic Matters
- 6) AOB

1. President Address:

President welcomed the in-coming Members and deeply appreciated outgoing Members for their dedication in delivering their services to BLLS. President presented following operational outline for 2012-2013 management committee.

Policy outline

- a) School operation – continue long-term strategy – gradual reduction of MC’s direct involvement.
- b) Enhance liaison with BTTSAL
- c) Appointment of Vice Principal (immediate appointment on ad-hoc basis and then formalize it by EGM/AGM in due course of time)
- d) Excel in academic performance – “motivated teachers” is the key for it.
- e) Develop “My BLLS” feeling - pool teachers should be deployed for BLLS activities eg Cultural events, annual picnic and BLLS Nite etc)
- f) Set due attention to one of the core objectives – promote Bangla language and culture locally.
- g) Transparency in MC’s actions and activities
- h) Relation with the external bodies (other than BTTSAL) – recalling past decisions – to continue inline with that (maintain healthy relationship)
- i) Review School Guidelines (to make more relevant to the present situation) – it a norm that guidelines to adopt changed situations.
- j) Inspire / motivate BLLS Members to come forward and be actively involved in its activities.

Working Principles

- a) Members to know their duties – know BLLS Constitution
- b) Members to be proactive
- c) Members to work as a TEAM
- d) Members to work within their jurisdictions unless otherwise decided
- e) Mutual respect and representing BLLS in harmony in public
- f) Members should not hesitate in expressing themselves if unable to perform (once accepted this voluntary task, it is a binding)

Individual Responsibilities

- a) VP (Admin) to give a hand in school Administration and Finance works.
- b) VP (Academic) will develop his successor
- c) T I Hossain will act as Mentor to the newcomers and train them to the level so that they can perform their duties independently
- d) Mr. Amin will work closely with the secretary
- e) Mr. Paul to train the incoming Treasurer
- f) Mr. Hasan to organize / coordinate cultural activities
- g) Mr. Jamal will be in-charge of BLLS website and will come with a policy in maintaining it.
- h) Ms N J Ratna and Mr Mukarram Hossain will be in-charge of PR / develop interactions between the Members.

2. Secretary/Treasurer Handover

Handing over of duties took place between the incoming/outgoing treasurers and the secretaries.

3. Admin Matters

Following Admin related matters were discussed and assigned respective MC personnel accordingly to carry-out the activities. Each stakeholder need to follow-up committed time line as discussed.

- a. Notifying BLLS Members and other external bodies of the newly formed MC – **Secretary by 15th Dec 2012**
- b. Collecting and filing documents of last AGM (Nov 2012) – **Secretary by end Dec 2012**
- c. ROS filing updates – **Secretary 15th Jan 2013**
- d. Change of bank signatories – **Secretary/Treasurer Jan 2013**
- e. Form Sub-committee (SC) to recruit Vice Principal and accountant – explore whether Ms Lay Lay can continue – **VP Admin by Jan 2013**
- f. Prepare next year's calendar of BLLS events – **Secretary/Asst. Secretary- 31 Dec 2012**
- g. Booking confirmation of Auditorium for Ekushe – **President by 7th Dec 2012**
- h. Invitation from outgoing secretary concerning School Sub-committee (SSC) – **Secretary by 10th Dec 2012**

4. Academic Matters

VP (Academic) has given detail activities of BLLS School with a view to having the good facility for educating about 800 students by skilled teachers, who are also to be trained and assessed correctly by internal training, workshop and external assessors.

Meeting was informed that following Key initiatives to be taken for 2013:

- a) Continuous skills development: (Which will require to **Develop funds for training, Identify resources for language training, classroom management, presentation and office administration**)
- b) Improvement of school facilities (Identify requirements and arrange additional premises based on location or school based

- c) Transition to full professional team (Appoint Vice-Principal, so professional team to take more responsibilities and less engagement from Management Committee)
- d) Changes in School Governance structure (same as above)

Mr. Debnath Paul, VP (Admin) also raised following school related matters.

- a) Full review of existing School Guideline
- b) Engagement of resources in Book, Question paper, Marking (Introduce selection / assignment criteria based on BTTSAL requirement and availability of skills)
- c) Using technology (Introduce MOE directed and Bangla Language based e-Learning)

5. AOB

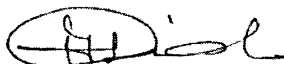
President informed the meeting on the opening of BLLS overseas chapter in Malaysia in near future, which was initiated by Dr. Shahab Uddin. BLSS Singapore should provide all relevant support to make it success except financial involvements.

Upon delivering his opening speech, Mr. President invited discussion on his address from the floor. In general all the points were well accepted by all the present Members and there was no different opinion against any of issues he mentioned in it.

MC members shared individual comments and views. Following key points were highlighted.

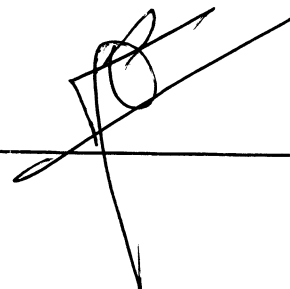
- a) Strengthening of "Teacher pool" (uplifting performance of existing teachers and sourcing new experienced Bengali Teachers)
- b) ROS formalities to be completed at the earliest
- c) Engaging a professional accountant firm should be explored.
- d) BLLS constitution to be published in website
- e) Mailbox to be checked every week by the Secretary
- f) Cash transaction by the students and parents to be stopped and necessary steps to be taken for collection of tuition fees by ONLY GIRO by 2013.
- g) Need for review of the School Guideline has been emphasized once again.

Recorded by:



Hafizul Haider
Secretary

Vetted by:



Sanwer Dito
President