

No. S 6

EDUCATION ORDER, 2003

**EDUCATION (PARENT-TEACHER ASSOCIATION (PTA))
REGULATIONS, 2004**

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EDUCATION ORDER, 2003

EDUCATION (PARENT-TEACHER ASSOCIATION (PTA))
REGULATIONS, 2004

In exercise of the power conferred by section 128(2)(i) of the Education Order, 2003, the Minister, with the approval of His Majesty the Sultan and Yang Di-Pertuan, hereby makes the following Regulations —

Citation.

1. These regulations may be cited as the Education (Parent-Teacher Association (PTA)) Regulations, 2004.

Interpretation.

2. In these Regulations, unless the context otherwise requires —

"office-bearer" means a member of the committee established under sub-regulations (1) and (4) of regulation 5;

"Parent-Teacher Association" means a Parent-Teacher Association established under regulation 3.

Establishment of Parent-Teacher Association.

3. (1) There shall be established in every school a parent-teacher association to be named as the Parent-Teacher Association (in these Regulations referred to as the PTA) consisting of —

(a) all the teachers teaching in the school;

(b) the parents of the pupils attending such school; and

(c) the head teacher or the principal of the school as an *ex-officio* member and the PTA's adviser.

- (2) Every parent and teacher in the school shall be a member of the PTA.

- (3) For the purposes of these Regulations, the PTA is not a society within the meaning of any law relating to the registration of societies.

Aims and limitations of the PTA.

4. (1) The aims of the PTA shall be —

(a) to provide a forum and service for the welfare, development and progress of the pupils in the school;

(b) to assist and complement the effort of the school in meeting the material requirements and needs of the pupils in their activities;

(c) to enable parents and teachers in the school to exchange ideas and information on education in general;

(d) to give opportunity to the parents and teachers in the school to consult each other as to the manner of improving the standard of education of their children in general; and

(e) to enable parents and teachers in the school to increase the finances of the school and upgrade the physical facilities for the purpose of upgrading the teaching and learning facilities.

(2) The activities of the PTA shall be directed to the welfare, development and progress of the pupils in the school where the PTA is established.

(3) The PTA may, with the permission of the head teacher or the principal promote curricular and co-curricular activities inside or outside school, by utilising the skilled and specialised manpower from amongst members or non-members of the PTA for the purpose of upgrading the academic achievement or the overall progress of the pupils.

(4) The PTA shall be allowed to collect any contribution which is determined in the annual general meeting from members and the Registrar General shall be notified of the decision.

(5) The PTA shall not extend its jurisdiction to matters connected with the administration of the school, the employment and conditions of service of teachers and other staff in the school.

(6) The PTA shall not be the machinery for the settlement of disputes or other related matters as between the PTA and the head teacher or the principal or the staff of the school where the PTA is established, the District Education Officer, the Ministry or the Government.

Organisation and management.

5. (1) The PTA shall be established by the head teacher or the principal in every school.

(2) The PTA shall be managed by a committee in accordance with the constitution of the PTA.

(3) The committee shall comprise of not less than 5 and not more than 15 members who are elected in the annual general meeting of the PTA.

(4) Without prejudice to the generality of sub-regulation (2), the District Education Officer may appoint not more than 2 individuals who are non-members to be committee members in the case of government schools and in the case of private schools, the appointment shall be made by the Board of Governors of the school.

(5) The individuals mentioned in sub-regulation (4) shall be persons who have integrity, interest and proven to be able to contribute positively to the development of education.

(6) The District Education Officer or the Board of Governors shall obtain the approval of the Registrar General in respect of the appointment made under sub-regulation (4).

Registration of the PTA.

6. (1) Where a PTA has been established by a head teacher or principal, he shall submit to the Registrar General an application for registration of the PTA as contained in the First Schedule.

(2) The head teacher or the principal shall submit together with the application a copy of the draft of the constitution of the PTA which shall provide the matters specified in the Second Schedule.

(3) The Registrar General may, upon being satisfied that an application for registration having been duly made, register the PTA and issue a certificate of registration as contained in the Third Schedule.

Right of Registrar General to attend meetings.

7. The Registrar General or his representative shall have the right to attend all meetings of the PTA.

Power of the PTA to possess property etc.

8. The PTA shall have the power to possess, use and dispose of any of the PTA's moveable or immovable property which in the PTA's opinion is to facilitate the PTA in the proper exercise of its powers and duties under these Regulations.

Fund and audit.

9. (1) There shall be established and managed by the PTA a fund into which shall be paid all donations or contributions from any member towards the purposes of the PTA.

(2) The PTA shall keep or cause to be kept a proper account and other records in respect of the PTA's operation and shall also cause to be prepared a statement of account for each financial year.

(3) The account of the PTA shall be audited annually by 2 persons who are not committee members and who shall be nominated and elected by the members of the PTA.

(4) The PTA with the consent of the annual general meeting shall be allowed to obtain the service of an accredited auditor for the purposes of auditing the PTA's account.

(5) The head teacher or the principal shall be allowed to inspect the account of the PTA.

Administration.

10. (1) The head teacher or the principal of the school where the PTA is established shall assist the clerical and stationery needs of the PTA.

(2) All other needs of the PTA other than those mentioned in sub-regulation (1) shall be the responsibility of the PTA.

Power of Registrar General in relation to exercise of functions etc.

11. (1) If the Registrar General is satisfied, either upon a complaint or otherwise that an PTA or the members of the PTA —

(a) have been acting or are proposing to act unreasonably with respect to the exercise of any power conferred or the discharge of any duty imposed by or under these Regulations or by the constitution of the PTA; or

(b) have failed to discharge any duty imposed upon the PTA or members of the PTA by or under these Regulations,

the Registrar General may —

- (i) give such directions in writing as to the exercise of the power or the discharge of the duty as appear to the Registrar General to be expedient, with which directions it shall be the duty of the PTA or members of the PTA to comply; or
- (ii) suspend or dismiss all or any of the office-bearers of the PTA and, notwithstanding the provisions of any regulations or the constitution of the PTA, appoint such person or persons as the Registrar General may think fit to have and to exercise all the functions of the office-bearers of the PTA for such period as the Registrar General may direct.

(2) If at any time, for an PTA in any school there is no office-bearer, the Registrar General may appoint such person or persons as the Registrar General may think fit to exercise the functions of the office-bearer of the PTA for such period as the Registrar General may direct.

No affiliation with bodies outside the school.

12. The PTA shall have no affiliation with any political party or trade union or other organisation or PTA registered or incorporated under any written law in force relating to it.

FIRST SCHEDULE

EDUCATION ORDER, 2003

EDUCATION (PARENT-TEACHER ASSOCIATION (PTA)) REGULATIONS, 2004

**APPLICATION FOR REGISTRATION OF A PARENT-TEACHER ASSOCIATION (PTA)
(regulation 7(1))**

To:

The Registrar General of Educational Institutions and Teachers
Ministry of Education
Brunei Darussalam.

I seek to apply for the registration of the proposed Parent-Teacher Association (PTA) as per the particulars below —

1. Particulars of the PTA —

(a) Name:

.....
.....

(b) The place where business is to be carried on or meetings are to be held,
and postal address (if different):

.....
.....
.....
.....

(c) Number of members:

.....

(d) The PTA's financial year commences on the:

.....

(e) The names (including any aliases), identity card number and colour,
occupation address of the office-bearers, the designation held, telephone
number and e-mail address.

.....
.....
.....
.....

2. 2 certified copies of the constitution of the PTA are enclosed.

Dated 200
(Signature)
(Name)
(Designation)

SECOND SCHEDULE

EDUCATION ORDER, 2003

EDUCATION (PARENT-TEACHER ASSOCIATION (PTA)) REGULATIONS, 2004

MATTERS WHICH ARE NECESSARY IN THE CONSTITUTION OF THE PTA
(regulation 7(2))

The following matters shall be provided in the constitution of a PTA —

- (a) the name and the registered office or registered postal address of the PTA;
- (b) the purposes of the PTA;
- (c) the place where meetings of the PTA are to be held, if such place be different from the PTA's registered office;
- (d) the membership and manner of appointment of the committee and the designations, powers and functions of the office-bearers of the PTA;
- (e) the sources of the PTA's income;
- (f) the authority or authorities for expenditure from the funds of the PTA;
- (g) the keeping of accounts of income and expenditure of the PTA and the publication of such accounts to the members of the PTA annually;
- (h) the quorum required for the transaction of business in any meeting of the PTA;
- (i) the annual general meeting and the extra-ordinary general meeting; and
- (j) the manner by which the constitution of the PTA may be amended.

Date 200
(Signature)

(Name)
(Designation)

THIRD SCHEDULE

EDUCATION ORDER, 2003

EDUCATION (PARENT-TEACHER ASSOCIATION (PTA)) REGULATIONS, 2004

CERTIFICATE OF REGISTRATION
(regulation 7{3})

It is certified that the Parent-Teacher Association of

.....
(Name of School)

.....
(Address of School)

.....
has been registered under the powers of the Registrar General.

Registration No. :
Registered on this: day of 200
Signature :
Name :
Designation :
Official Stamp :
Date :

Made this 13th. day of Zulkaedah, 1424 Hijriah corresponding to the
6th. day of January, 2004.

PEHIN ORANG KAYA LAILA WIJAYA DATO SERI SETIA
Haji AWANG ABDUL AZIZ BIN BEGAWAN PEHIN
UDANA KHATIB DATO SERI PADUKA HAJI AWANG UMAR
Minister of Education,
Brunei Darussalam.