

## MINUTES



**King George V School**

**Parents, Teachers, Students Association Limited**

*1/F Conference Room, Sarah Roe Centre, Wednesday 13<sup>th</sup> January 2010, 6:00–7:40pm*

**Apologies were received from:** Anita Samtani, Peter Lau, Emily Ho

**In attendance:** Philoria Ng, Fiona Yao, Sarah Cook, Louie Win, Janet Mackett, Richard Bradford, Helena Vincent, Colin Dyson, Marc Castagnet, Fiona Bojan, Connie Kwan, Ed Wickins, Karin Broeksmit

The meeting was called to order at 6:00pm by Sarah Cook, Chair.

### **1. Draft Minutes of December 2<sup>nd</sup> PTSA Executive Committee Meeting approved**

The draft minutes of December 2<sup>nd</sup> PTSA meeting were approved and seconded by the committee. A copy of these minutes will be filed in the PTSA office.

### **2. Night Market**

#### **1. Poster Competition**

The chair thanked Fred Croft for organizing the poster competition for the Night Market. The winning poster that was chosen will be printed and sent out to parents with a letter near the end of January. Stephanie Yuen and Tiffany Cheung won the first prize.

#### **2. Parents Letter**

Parents will receive a letter outlining details of the Night Market, together with a separate volunteer form. A draft copy of both documents will be sent to the committee for review. The letter + volunteer form + 2 colour A4 copies of the winning poster will be sent out (mailshot) week beginning 25<sup>th</sup> January. It was noted that Dee Saunders had kindly agreed to help collate all the material.

#### **3. Licences**

We have 5 licenses to apply for and most of them will be sent out during this week. KCC was thanked for sponsoring our liquor licence.

#### **4. Raffle Tickets**

We will have 1 booklet with each ticket value at \$20 and each booklet will contain 5 tickets. 1 book of tickets will be sent out to all students/ teachers/ support staff week **8-12 February**. If all tickets from this are sold then around \$200,000 will be raised. Additional books of tickets will then be available from the PTSA office (Frances) who will log all the names of the students who sell additional books. The PTSA will give a prize to the House who then sells the most additional books eg a pizza party

**PTSA Goal : for every student/teacher/support staff member to sell one book of tickets and for students to be sufficiently motivated to sell more books in order to win the house competition.**

It was noted that the distribution and resupply of raffle tickets will be organized by PTSA administrator and PTSA committee members.

#### **5. Cash or Coupons**

Most of the committee voted to use a **cash** system at the Night Market, due to ease and efficiency. Treasurer to set up a reliable system to deal with this decision. It was noted that cash was used for the Arabian Night Market 6<sup>th</sup> March 2009. .

### **3. Timeline**

It was mentioned a few points in connection with the commercial stalls:

- For popular food stalls like Pepperonis or Gelato how much more are we going to charge them since they are very attractive to students and get a lot of business. MC suggested charging them 3X the original price
- If vendors require extra lighting how much will it cost?
- It was suggested that if a commercial stall sells pizza, they only sell pizza as in past experience at CWB they sold pizza and soft drinks. These vendors also should specify how much space they require as last year Pepperoni's took up at least 4 table spaces. It was also advised to contact CWB PTSA (Lindsey) for some vendor contacts, as it was noted that there had not been much response from vendors to date. It was mentioned that such vendors was charged 7000 HK\$, It was proposed to check price and also to have the space provided clearly mark in the contract details with vendors AND on the ground, on the day of the fair by the person in charge of the stalls

#### **4. Events**

(More information filed in the PTSA office)

It was noted that on 16<sup>th</sup> December at the sausage sizzle, the wrong type of sausage had been ordered. Administrator to check sausages on arrival at PTSA and make sure they are the pre-cooked type.

It was noted that on 17<sup>th</sup> December, one of the problems was the money collected through the sale of PTSA drink/food was put in the same collection box as the donations to the Charity Committee organized by Mr. St Paul. It was noted that in future, a proper money box would be used for all PTSA events so that cash can be collected separately. In this way, the PTSA would know exactly how much it made from an event.

It was suggested we should make the carol concert and staff lunch on the same day so if the food is not finish it can be used for the next event on the same day.

It was mentioned that the teachers all really enjoyed the teacher's lunch (8<sup>th</sup> Dcember) and it was much appreciated. It was noted that more parents could be contacted to prepare food for next year.

#### **5. Product Research**

Some sampled recycled books were shown that the school could use. It was mentioned that support from committee members to visit the shop to further understand how the recycling is achieved. It was commented that the paper cannot be 100% recycled otherwise it be will be a different colour so the sample was only 70% recycled ie it was a mixture of recycled and normal in order to achieve the near white colour. It was suggested to try to approach Esther of the shop with a few samples and prices and see if we could sell at the PTSA shop, Esther to approach Colin

It was mentioned that research should be done towards a games bag which could separate the wet clothes from the dry clothes (similar to a net). It was noted that students like a more funky design in house colours. Therefore, it was suggested that PTSA could perhaps liaise with D&T to think of the best designs for this product. It was also suggested that a sub-committee be formed to discuss products that could be sold in the shop.

#### **6. Reports**

**Chair:** No report this month

**Student:** No report this month

**Treasurer:**

**UNIFORM:**

The tracksuit top that was returned to Tsunami in November was not delivered last Friday and after Esther checked it, it seems the sleeves were too short (4 inches) compared to the next size. Other issues include the tracksuit/drama sizes were not in proportion as the waist measurement is bigger than the next size up. It was noted that Tsunami were providing poor quality workmanship which has been an ongoing issue and needs to be resolved.

## **MEMBERSHIP:**

It was suggested that if the missing memberships are still not paid by end of February 2010 those students will have to be charged 15% higher for each item. The committee agreed on this strategy.

## **OCTOPUS READER**

It was mentioned the benefits that an Octopus reader would bring to the PTSA shop ie it can help with efficiency and inventory control. The system can be connected to the barcode reader so that each item can be tracked. The committee voted to install the octopus system in the PTSA shop.

## **Principal: (more information filed at the PTSA office)**

The following were noted:

1. **Capital Levy:** if parents had any concerns they should contact the principal who would forward these to the appropriate person at ESF
2. **Recruitment at KGV:** It was noted the low number of resignations; there were currently 11 advertisement for teaching positions at KGV
3. **Fund raising for the future:** It was noted that there will be a fund raising committee which will be divided into two groups.
  - **Executive** – Paul Varty, Alex Chan, Ed Wickins, Colleen Melvin
  - **Strategic** – Parents rep (treasurer), head student, ESF head of development and others would make up this group.

Meetings would be once a term and Treasurer will represent the parent committee to attend.

The purpose is to develop fundraising for the following areas:

1. For 2 new buildings at KGV once funding is officially confirmed from ESF (Performing Arts and Science Block). Work on the 2 new buildings will start in 2011 and hopefully to be finished by 2013.
2. Library (learning resource centre) which has facilities similar to a public library
3. Half peel block will be used for discussions/ exhibition etc.
4. Indoor sports facilities such as a heated swimming pool so that students can swim all year round
5. Co-curricular activities/CAS.

It was noted that the KGV community would be looking to raise \$5 X 3million (for each projects of 2-3-4) to fulfill objectives.

## **8. Any Other Business**

The treasurer attended the ComPar meeting in November 2009 and mentioned reported back on the decision by ESF to implement a Capital Levy for the purposes of renewing buildings at various ESF schools.

It was noted the following issues raised by PTSA committee members for the next ComPAR meeting on 21 January 2010:

- Long term goal – indoor facilities
- Political – confirmation on building
- Reduction of class size
- PTSA Membership fee collection 2010-2011

**Adjournment** - the meeting finished at 7:45pm

**Next Meeting** The date of the next meeting will be February 3<sup>rd</sup> at 5.45, 1<sup>st</sup> floor conference room SRC.