



**King George V School  
Parents Teachers Students Association Limited**

*1<sup>st</sup> Floor Sarah Roe Conference Room, Wednesday 8<sup>th</sup> September 5.47-7.00pm*

The meeting was called to order at 5:47pm by Sarah Cook, Chair.

**Apologies were received from:** Colin Dyson (CD), Anita Samtani (AS), Helena Vincent (HV)

**Attendance:** Ed Wickins (EW), Roxana Lau (RL), Richard Bradford (RB), Holly Urquhart (HU), Fiona Yao (FY), Sarah Cook (SC), Louie Win (LW), Karin Broeksmit (KB), Fiona Bojan (FB), Marc Castagnet (MC), Philoria Ng (PN), Connie Kwan (CK) **PTSA Coordinator:** Rishika Chandiramani (RC)

**For Information but not present:**

PTSA Shop Manager: Carol Tsang

KGV Business Manager: Colleen Melvin

**Points outstanding from June 1<sup>st</sup> 2010 PTSA meeting that have been resolved:**

- It was confirmed that all Y7/8/9 student laptops starting Term 1 2010 have the facility for docking
- Sarah Howling Deputy Principal shall be invited to 5 January 2011 PTSA committee meeting to present a report on data
- Colleen Melvin shall be invited to attend the PTSA committee meeting, 3 November 2010 to give a presentation of her role as KGV Business Manager
- A verbal report was given for the 2010 Night Market in respect of the football tournament

**Points outstanding from 8<sup>th</sup> September 2010 PTSA meeting and to be discussed at 6<sup>th</sup> October mtg:**

- The Principal to report back on Health and Safety issues and security for buildings in view of the ESF report on safety. MC asked what had the school done to implement suggestions that had been made in that report.
- The PTSA Coordinator to report back on a program of events/seminars/workshops for both parents and students to be held in Term 2
- The PTSA Coordinator to report back on visits to other ESF secondary schools regarding product lines sold in the shops and successful events attended by both students and parents
- The PTSA Coordinator to report back on exchange of 2<sup>nd</sup> hand goods link on PTSA website

**Welcome by Chair:**

This was the last committee meeting for the 2009-2010 KGV PTSA Committee. The Chair thanked members of the committee stepping down for their contribution in particular Colin Dyson for his contribution in the Product research committee and Helena Vincent for her energetic contribution in events organization. The committee thanked Sarah Cook for her valuable contribution of 6 years to the KGV PTSA committee and as Chair for the last 2 years. The school and the students were thanked for their contribution and support to the PTSA.

The committee especially thanked Colleen Melvin, Business Manager and members of the support staff who helped with the issues that arose with the resignation of the PTSA Shop Manager in August.

## **1. Draft Minutes of May 5<sup>th</sup> PTSA Executive Committee Meeting approved**

The draft minutes of June 1st PTSA meeting were approved and seconded. These will be amended to take out personal references and uploaded as 'minutes' and put on the PTSA link to the KGV website. A copy of these minutes will be filed in the PTSA office.

## **2. Product Research (KB)**

- The committee noted that they would commit to the PTSA shop this year and focus on the adding and removal of product lines. She suggested PTSA staff and herself visit other ESF secondary schools PTA shops to see what stock they hold. It was noted that all items at the school should be sold through the PTSA shop. It was noted that for small quantities (eg some specialist sports uniform), teachers were still ordering separately. The PTSA representative shall discuss this with Colleen Melvin. The PTSA representatives to work with the Shop Manager and PTSA Coordinator to produce a comprehensive list of items sold in the shop, with suppliers, cost and retail price for specific quantities. It was also noted issues that had been raised with school uniform eg quality of fabric for girls' blouses (too thin and see through) and the skorts. This shall be discussed this with Colleen Melvin.

### **Sports items -**

- The committee noted parents' request for the long sleeve black base layer top for winter. It can be an addition to the PE uniform. There was a request for supplier to provide detailed size specifications. The PTSA representative will take care of this matter with Colleen Melvin for quick decision making. A further meeting with Colleen Melvin and Carol Tsang, PTSA Shop Manager shall be arranged to clarify ordering process.

### **Stationery –**

- The PTSA Coordinator reported that the new line of stationery items supplied by ELCO has arrived and is already on sale. It is doing well with the students.

## **3. PTSA Shop/Administrator**

- It was reported that the PTSA shop has stock of damaged PE shirts (CCC brand) which were marked down for \$60/pc and were selling slowly at the shop. It was suggested giving a phase out period for the old PE shirts. The committee noted the new tsunami PE shirts are being sold at \$120.00 were as the old PE shirts are for \$80.00.
- It was reported that some parents suggested a 2<sup>nd</sup> hand uniform and books corner within the shop. This suggestion was seconded by considering displaying books in the shop. It was noted that students arranged exchange between themselves. There was a suggestion to use the PTSA shop to exchange various items. It was noted that the PTSA website could be used for these exchanges, the PTSA Coordinator to follow up this idea.

## **4. Events**

- The committee noted that the PTSA would no longer be responsible for organizing an annual fund-raising event (eg Night Market) as the school had taken over this role. It was reported that the middle school students look forward to the night market. It was mentioned that the school will organize events involving aspects of the night market to other events such as Christmas Carol night and a ball with charity stalls and a raffle. They thought that a night market was not as profitable an event as another would be. In 2010 the night market raised only HK\$200,000.00 with a lot of effort involved. There was a discussion on this matter. The committee then suggested that the school should hold events involving the whole KGV community.
- PTSA to organize other events which are educational and helpful to parents and students. These will include seminars and workshops. Students were asked to carry out surveys.
- The committee suggested a parent and student workshop on "Bend & Extend" by Stretch Ltd., and maybe a talk on health and wellbeing matters in Term 1. It was noted that West Island School community workshop held evening workshop,) which had been circulated to the committee. The PTSA

Coordinator will report back on this to see if there was a possibility of planning some workshops for parents in Term 2.

### **Sponsorship**

The committee was asked for confirmation for sponsorship of three boats for Hebe Haven Yacht club. This will involve 60-80 students. The suggestion was accepted by the committee.

### **Senior School Welcome Evening 7<sup>th</sup> Sept**

The committee thanked Fiona Bojan and the PTSA Coordinator for attending and holding a PTSA table that evening.

### **Year 7 & Year 8 Welcome Evening, 14<sup>th</sup> Sept**

The committee was reminded to attend the social event, and encourage new parents to join the committee. The committee was asked if teachers had been invited and would follow this up. It was suggested contacting the charity committee to hold a stall at the event and senior and year 10 students to attend as well. The PTSA Coordinator will follow this up.

### **AGM 4<sup>th</sup> Oct and first committee meeting of new PTSA committee 2010-2011 (6<sup>th</sup> October)**

The committee was reminded to attend this event and asked for members to sign their nomination forms if they wish to continue to stand on the committee.

It was noted that the first committee meeting of the new PTSA committee 2010-2011 would be held on Wednesday 6 October 2010.

### **4. Report - Principal :**

A verbal report – The school started well in August for Term 1 of the new academic year. The vertical tutor groups have been working well. Exam results were pleasing. IB results were better than last years' with a higher percentage pass rate.

The committee asked the Principal about the schools' objectives for this academic year. He informed the committee that their focus was on: teaching quality, redevelopment, curriculum and health and safety.

The committee asked the Principal about details of the Strategic Fundraising Committee. It was noted that this committee was focusing on organizing a ball which would be held on 2<sup>nd</sup> April 2011 at Langham Place.

**Chair** - The report was distributed.

**Student Report** - The report was distributed.

### **Treasurers Report -**

It was reported that 80% of PTSA fees were collected and targets 90 %. Student cards are currently being processed. PTSA shop sales similar to last year. PTSA is now no longer an Association but now a company limited by guarantee. The old Association Accounts have been closed. Octopus system under review again as it has not been activated. PTSA staff to attend a comprehensive training programme on the use of Octopus in the PTSA shop. The accounts have not been done since June 2010 therefore there was an apology for this. The Treasurer will be presenting a full set of accounts at the AGM on 4<sup>th</sup> October.

### **5. AOB**

**PTSA Staff** – Rishika Chandiramani is now our new PTSA Co-ordinator working 3 days per week ie Mondays, Wednesdays and Thursdays. Carol Tsang is now our new PTSA Shop Manager and is employed on a full time basis working 5 days per week.

**Adjournment** - the meeting finished at 7:00pm

**Next Meeting** The date of the next meeting (1<sup>st</sup> KGV PTSA Committee meeting of 2010-2011) will be Wednesday, October 6<sup>st</sup> 2010 at 5.45, 1<sup>st</sup> floor conference room SRC.