



King George V School

Parents Teachers Students Association Limited

1st Floor Sarah Roe Conference Room, Tuesday 1st June 2010, 5:50–7:00pm

Points agreed and noted at this meeting:

- Future PTSA seminars to be advertised at Shatin College – the new PTSA Coordinator to liaise with PTA Administrator at Shatin
- Advertising for seminars and events to be improved e.g. PTSA website, all bulletins and parents who have signed up to be personally contacted one week before the event
- To contact the PSE Team (Ellie Hitchings) at KGV for Health and Wellness talks for students to take place after school (eg 4pm) e.g. Foot problems, spinal health and stress. PSE team have finalized new curriculum which will be published to parents on LIONE
- To contact Kelly Lo, Business Manager, Dr Vio & Partners who can find speakers for these talks specifically for students
- Final purchasing guidelines with Tsunami
- Parent representatives attending sub-committee meetings would like to be more actively involved in that area eg curriculum
- The Product research sub-committee would meet before each PTSA meeting and report back

Points outstanding from this meeting:

- A final verbal report on the football games at the 2010 Night Market
- To confirm if docking applies to all new year 7,8 and 9 student laptops starting Term 1 2010
- To invite Sarah Howling Deputy Principal to a PTSA committee meeting to give a report on data
- For the Principal to report back on Health and Safety issues and security for buildings

1. Draft Minutes of May 5th PTSA Executive Committee Meeting approved

The draft minutes of May 5th 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

- The committee noted that HP had provided a quotation for products to be sold in the shop and this has been sent to the PTSA Treasurer. It has been agreed to order one item of each product. A pre-order form to be placed on the PTSA web site with all products. A copy of this pre-order form with all products to be included in the PTSA folder which will be sent to all families by the end of June 2010
- The PTSA treasurer to look at profit margin on items

Sports items -

It was agreed to ask a number of students who excelled at a particular sport on what they required in connection with sport items. This issue will also be advertised in the student bulletin.

Stationery –

- The committee looked at a number of items supplied by ELCO eg A5 – A4 note books, box files etc. A number of items were chosen and a list of these together with prices to be circulated to the committee.
- The committee noted that students could help the supplier with the design. Students could also organize a KGV logo competition to design a sticker (for the use of either their laptop or file)

Healthy eating –

- The committee discussed selling a range of healthy food products in the shop
- The PTSA rep would attend a Healthy Eating Committee Meeting (8 June). It has been suggested that the PTSA shop could stock the right healthy food product. The PTSA need to check if there are any issues with Sodexo and confirm when the contract with KGV is up for renewal.
- The committee noted comments from the student representatives on the quality of food provided at school. The portions were too small, it was quite expensive and not very tasty.

3. Events (HV)

- The committee noted that the 26 May seminar on stress (under pressure feeling blue) was fairly well attended with 32 parents from both KGV and Shatin. The feedback was very positive and parents suggested that a similar seminar should be organized for students at a convenient time eg 4:00pm
- A PTSA questionnaire was given out to parents who had attended. 10 were given back and will be passed to the new PTSA coordinator
- It was noted by the PTSA representative helping to organize events that the PTSA needed to focus on more seminars for parents (in the evening starting at 6:00pm) and students (after school at 4:00pm)
- The final event organized for this term is a sausage sizzle on Thursday 10 June
- A request was noted ie would be possible for the PTSA to organize a student event eg a Year-7 pizza party. The committee commented that it would all depend on whether we could find volunteers for this activity

4. Reports

Principal There was no report from the Principal.

Chair The report was distributed.

Student The report was distributed.

Treasurer

- Current Status on accounts – No accounts this month because the PTSA coordinator was unable to finish them and left on 1st June 2010. However, a lot of work has been done sorting out inventories which will change the nature of the accounting system to become more accurate.
- Octopus System – Reader is late and shall be delivered by the end of June.
- Tsunami – We have reached an agreement on contractual terms, they were again late on delivery.
- Recruitment – The committee noted that several candidates had been interviewed for the PTSA Shop Manager job and final interviews on 2nd June. Ester Lai, the current PTSA shop manager would not be applying for the job. The new specifications for the Shop Manager's job included an accounting qualification.
- Strategic Funding Committee – The new PTSA co-ordinator and treasurer to attend the next meeting in the middle of June.
- ComPar – No update as meeting is on 3rd June

5. AOB

PTSA Staff – The committee noted a new PTSA coordinator had been appointed (Janet Ko) working for 3 days a week and be specifically looking at the proposals to engage parents.

Shop Manager – A second interview would be carried out for the Shop and Accounting Manager and the decision would be reached very soon.

The committee noted that guidelines would be set for Shop Manager. Esther Lai, current Shop Manager has been employed for nearly 13 years and she will be leaving on the 25 June. The Chair asked the Committee to be present at 12:00pm on 23 June to present EL with a crystal momento.

Adjournment - the meeting finished at 7:00pm

Next Meeting The date of the next meeting will be September 1st at 5.45, 1st floor conference room SRC.