



King George V School

Parents, Teachers, Students Association Limited

1st Floor Sarah Roe Conference Room, Wednesday 14th April 2010, 5:45–7:20pm

Apologies were received from: Fiona Bojan, Colin Dyson, Marc Castagnet, Anita Samtani, Ed Wickins, Peter Lau, Emily Ho

Attendance: Philoria Ng, Fiona Yao, Sarah Cook, Louie Win, Richard Bradford, Helena Vincent, Roxana Lau, Holly Urquhart, Karin Broeksmit, Janet Mackett, Connie Kwan

Note: The Chair welcomed the two new student reps Roxana and Holly. She also thanked Peter and Emily for all their hard work and enthusiasm during the time they were on the PTSA committee 2009-10

The meeting was called to order at 5:50pm by Sarah Cook, Chair.

1. Draft Minutes of March 8th PTSA Executive Committee Meeting approved

The draft minutes of March 8th PTSA meeting were approved and seconded by the committee.

2. Night Market

Fairy Tales Night Market 2010 Report (refer to email):

A wash up report was sent out through email this morning with comments and recommendations regarding the Fairy Tales Night Market held on 12th March. The final version will be sent out to committee after we have got feedback from Anita regarding the food vendors. More information may be added on the entertainment on the field/football competition area.

Some of the comments and feedback below will also be added onto the wash up report

Comments:

- It was mentioned that she thought the report covered everything and was well written
- It was noted that there should be a definite opening and closing of the event (eg HK personality, jazz band)
- It was interesting to note that most of the vendors including Alumni preferred a full day event rather than a 3 hour event. Others thought that a few hours was enough
- It was noted that the football was rather separate as outside all night and felt a little bit isolated by the rest of the events that were happening around school
- It was mentioned that it will be good if teachers/form tutors could be more enthusiastic pushing students to sell the raffle tickets. It was also suggested that 2 booklets should be handed out to students because they either forget or not reliable in getting a second booklet. However, it was mentioned this method was applied to last year's Arabian Night market and many second booklets was returned
- It was suggested it would be interesting to know how many booklets were sold and how many left over out of the 1700 students. FL will provide these figures and email to committee
- Sound system should have been better so that more people could have heard what was happening with the raffle announcement and auction
- Prizes for the Charity Auction should be advertised in advance on the website. The committee thought that it was not as successful as 2009's Night Market and it would be something to think about for 2011.

- It was mentioned that organizing the Night market is not the role of the PTSA chair. At CWBS they have a separate group of parents helping with events such as Night Market. It was suggested that a parent rep for each year group is elected so that this person could contact other parents in the same year group. It was agreed that the class contact system at CWBS helped with communication between parents and the school so the PTSA should look to setting something up like this. It was noted that there may be privacy issues so permission must be got from any parent before we publish any class contacts and their details.
- It was suggested that we could do something similar to CWB school where the school sends out a letter and ask parents in advance 'if they are willing to be added on the list to help'. This way it will be easier in each meeting to know how many parents are available to help in each event. It was noted that this could be included in the PTSA folder which will be sent to all parents during June 2010. The folder includes a booklet on the PTSA, details of uniform, a letter from the Chair and a timeline of our events.

Draft Income and Expense:

The breakdown of the Income and Expense will be announced when Treasurer returns. We roughly raised \$200,000.00.

Income: \$245,000

Expense: \$45,000

The amount that the PTSA will donate to the school for the replacement of examination chairs and tables will be put on May 5th agenda.

3. Product Research

A few points were mentioned:

1. **Water Bottles:** It was mentioned reducing the water bottle price from \$35 to \$30.

It was suggested that we could advertise to parents that reusing plastic water bottles is potentially harmful as studies have linked the plastic used in these bottles to incidents of cancer. It was noted that there has to be very strong scientific evidence to back this claim up.

Note: Committee voted YES for the reduction in Price

2. **HP Power Adapter:** It was mentioned that we could get the cost of power adaptors for \$230 and the retail price outside is \$280. It was also mentioned we will stock a small quantity of 2 different types for Year 7&8 (Current Year 7 and 8 have HP Compaq 2230s Notebook PC. Those Year 7 Students starting August 2010 is the HP Probook 5220m). To start with we will stock 50 of each adaptor.

It was suggested we could do a pre-order form so we can order according to the number of replies, this way we will not have over stock or under stock. This form can be put in the PTSA folder.

Committee was concerned as to how many adaptors we would sell. If the cost is \$230 and selling price in the shop \$280 parents may choose to buy outside. It was raised the issue of the warranty on the adaptors.

Note: Committee voted yes for the trial of selling HP adaptors of both types

3. **Recycling Paper:** Stock a small amount of selected stationery made of recycled paper.

Note: Committee voted yes

4. **Construction of PTSA back office:** It was mentioned that next week starting (Monday 19th April) the back office will be constructed to become a more welcoming area for parents to have a coffee

and chat. Some of the committee members were concerned about the building being knocked down, however it was mentioned that this may not happen until June 2011 and it is now time for the committee to vote to take a more proactive approach. The cost will be around HK\$13,000. Derek Yeung a KGV Alumni will be the contractor, it will take around a week to finish the whole renovation.

Note: Committee voted YES for the construction to go ahead

4. PTSA fees

ESF will be doing the invoice for the 2010-2011 PTSA membership which will be sent out along with the school fees in first week of June. The deadline for the return of the PTSA fee will be 3rd week of June and the fee will be \$300. FL will be providing ESF (Ken Tong) with a list of students whose life memberships expire in 2010-2012. ESF will avoid sending a letter to those parents which will cause confusion.

It was asked if the ESF will be billing those students who have not paid the membership fee this year, and it was mentioned that ESF is only responsible for the fees for 2010-2011. It was commented that it would be difficult to chase up those students since the school year is going to end in 2 months time.

5. PTSA Events (HV)

March 24th Easter Celebration: hoisted a lunch time sausage sizzler and home-made cakes and cookies made by parents to celebrate Easter. We raised \$5280.00 with the breakdown as follows:

Income

Sausage sizzle: \$7450.000

Cakes/Cookies: \$1228.00

Expenses: \$3459.20

We also took the opportunity to sell new & donated good and raised \$740.00. It was suggested selling the rest of this stock at other PTSA events.

Spring Concert: raised \$500 through donation of parents and teachers. We spend 1800 on expenses, but as agreed by the PTSA we will provide refreshments for school events, even though it means a slight loss.

21st April Healthy School Seminar: PTSA will once again be providing refreshments if anyone is available to help on the day. This will be advertised on the parents/teachers and staff bulletin on Friday 16th April. It was mentioned that a letter was received through the post for the New Year 7's regarding this seminar and was asked to return a reply slip to the school. Administrator will check who is responsible in the school for collecting the replies.

6. Report

Chair:

- Refer to the Night Market Wash Up report. A copy of this report plus all the updates will be circulated to the current PTSA committee and at the first meeting of the new PTSA Committee 2010-2011
- a meeting was held with a few committee members and business manager to discuss fund-raising activities and PTSA input
- School council meeting on 10 March was attended by one of our committee members. Student reps Melissa Zhang and Michael Jia were asked to organize a survey for the PTSA shop of what items students would buy

Student (PL&EH): No report

Treasurer:

(Refer to hand out)

- The contract with Tsunami will end in June 2011; this contract was approved by the former treasurer Merrian Howe
- The PTSA accounts will be presented at May 5th PTSA meeting. It was noted that a lot of work was done by the treasurers' accountant towards finalizing accounts. Treasurer was formally thanked for his contribution.
- COMpar meeting (29 April): Treasurer will attend the next meeting and all committee members should email their concerns to him by 23 April

Principal:**The following were noted:**

- Parents survey 270 have responded – overall very positive. The findings will be analysed and school council parent representatives will have input with this
- Work has started on the Banyan tree at the back of the canteen so there will be hoarding around this tree to protect it. This is taken as a positive sign that work will be able to be started on the redevelopment of the school next year, possibly at the end of Term 3 2011.
- CIS/WASC process (8-12 March): outcome very positive with all the recommendations that KGV thought there would be. Full report will hopefully be ready by the end of term.

Adjournment - the meeting finished at 6:55pm

Next Meeting The date of the next meeting will be May 5th at 5.45, 1st floor conference room SRC.