

MINUTES



King George V School

Parents, Teachers, Students Association Limited

1/F Conference Room, Sarah Roe Centre, Wednesday 3rd February 2010, 5:45–7:40pm

Apologies were received from: Janet Mackett

Attendance: Philoria Ng, Fiona Yao, Sarah Cook, Louie Win, Anita Samtani, Richard Bradford, Helena Vincent, Colin Dyson, Marc Castagnet, Fiona Bojan, Connie Kwan, Ed Wickins, Emily Ho, Peter Lau, Connie Kwan, Karin Broeksmit,

Notes: The Chair noted that Amelia Lintern-Smith was invited as a guest but was unable to attend the meeting. Amelia actively assisted with the decorations of the Arabian Night Market in 2009 and was happy to help in this role again for this year. MC confirmed that he will get in touch with her on the budget for decorations of the Fairy Tales Night Market, 2010.

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

1. Draft Minutes of January 13th PTSA Executive Committee Meeting approved

The draft minutes of January 13th PTSA meeting were approved and seconded by the committee. A copy of these minutes will be filed in the PTSA office.

The AGM minutes (29th September) and AGM Adjourned minutes (13th January) are 'draft' and will be approved at the 2009-2010 PTSA AGM held either in late September or early October 2010.

2. Night Market

Raffle Prizes (more info filed at the PTSA office)

Commercial Stalls – It was reported that we have so far 23 confirmed tables and are still negotiating a price with Iscream. If the weather is dry, the commercial stalls will be placed at the edge of the field and located in the road in front of the school. It was noted that the Football Challenge will be played on the field. If the weather is wet, commercial stalls will be placed in the ground floor classrooms.

Food stalls – It was reported that parents had been enthusiastic in their response to organizing a food stall and she was still waiting for responses from Korean/Chinese parents. A meeting with all food stall organizers will be planned after CNY. Pizza box has been confirmed and Simon (Sodexhu) will heat up the pizza for us. Kay Edwards has agreed to buy all the drinks necessary for a bar and provide volunteers and run the bar on the night.

Licence applications – The lottery licence and liquor licence have been issued. We are currently waiting for the TPPE and Games licences.

Raffle Tickets. Each student, teacher and support office staff will receive one book of tickets (5 tickets @ \$20 each) during the week 8-12 February. A room will be organized and Rota of volunteers to help put tickets in specially printed envelopes. It was noted that some students will be organized to help out during the lunch time breaks. The committee was asked when they were available to help during the week and to let PTSA administrator know.

Parent letters - It was noted that a letter, a volunteer form and 2 colour A4 posters have been sent to all parents. It was asked how the event will be advertised and it was noted that parents have been asked to put up the colour posters in their local supermarket, block, and club to advertise the night market.

Advertising of the Night Market – It was noted that a banner would be put up on Tin Kwong Road at the beginning of March. The committee would be sent a couple of images from the company producing the banner and will be asked to choose one. The NM will be continually advertised through all the bulletins and on the noticeboards at school.

Other updates on the Night Market:

Student Games Stalls:

It was noted that the students have organized a new student council to organize game stalls and other student stalls. They will be able to finalize the number of stalls by this week.

Charity Auction

It was mentioned that the auction will take place in the hall from either 7-7.30 or 7.30-8pm. Brian Hodgson, a parent and professional auctioneer will be running the event as in 2009. It was noted that approximately 15 prizes would be offered and a notice about the charity auction would be placed in all the bulletins. It was suggested that funds raised from the auction be given to the Haiti Disaster Fund. The committee approved of this, providing that this intention was announced at the start of the auction by the principal.

Currently, the raffle tickets note that **Funds raised from the Night Market will go towards replacing examination chairs and tables.**

Any advertising of the Charity Auction will have the wording that ‘funds raised from the Charity Auction will go towards the Haiti Disaster Fund’

Haunted House

It was confirmed that the Charity Committee had agreed in principal to run a **Haunted House**. This has been very popular in previous fairs. It was noted that DS1 will be free for the location of **Haunted House**. It was also mentioned that in the past, the revenue raised from admission to the haunted house will be split 50/50 between PTSA and the charity committee. The committee approved of this.

Female Football Team

It was noted that a Football Captain was required for the Ladies Team. The chair will advertise in the parent newsletter to see if anyone is interested in coordinating this event.

3. PTSA Events

12th February – Chinese New Year Lunchtime Celebration (1.25-2.10)

It was noted that Debbie Mann has agreed to coordinate with the sausage sizzle and will provide a team of volunteers. We have 8 parents who offered to make some Chinese dishes to celebrate Chinese New Year. We have invited the Shaolin Martial Arts Society from HKUST to perform the lion dance for us this year. The committee was asked if they have any decorations they could use for decorating the stalls. It was mentioned that the PTSA Administrator will pre-sell the tickets one week in advance and will also advertise the event in the teacher and student bulletin.

4. Product Research

A sub committee on Product Research has been set up, chaired by a committee member. The time of the meetings has been fixed before the monthly PTSA committee meeting. 3 committee members, Business Manager and a student have formed the core of the committee. One aim of the committee was to focus on how the PTSA shop could be improved to increase sales.

The first meeting of this new sub-committee was held on 3rd February before the PTSA committee meeting.

The following items were discussed:

- The PTSA should be selling **all sporting gear** needed by all students. Currently, different departments order different types of sporting gear for specific year groups. It was mentioned that Tsunami provides sporting gear to the school but not to the PTSA. It was suggested that the PE department should liaise with business manager and business manager liaise with PTSA. This way, stock can be counted properly and more accurately if the PTSA stocks and sells all uniform needed by the students in the school. Also to see if a better price can be negotiated if all items ordered from the same supplier and in this way there would be more profit to be made. It was also noted that currently, because of the ordering situation, no profit is made
- CD suggested improving the look of the PTSA shop. He also mentioned selling second hand books in the PTSA shop. PL/EM noted that most of the second hand books are SAT books, since the IB programme has recently been introduced in the school, most student have kept their books for further studies, because they are quite expensive. It was suggested we could have an online book sale on the KGV website which could be easy to handle. It was also noted that space was quite tight at the PTSA shop as there was not enough space to stock so many items.
- Committee member, Principal and business manager to visit the company producing recycled paper. The quotes are similar to the cost of the books sold at the PTSA shop at the moment. A price list will be produced for the treasurer.

Note: The committee agreed for the PTSA to take over the ordering of all garments for all sports at KGV and the selling of these items in the PTSA shop

5. Reports

Healthy Eating Meeting (emailed to committee)

COMpar (21 January)

MC noted that he will be sending round some notes when the ComPar meeting minutes of 21st January are distributed. However in summary 3 points were raised:

- The decision to go ahead with the proposed 2 new buildings at KGV is still pending from the HK Government. The reason is that they are dealing with KJS first as this is a larger project and it is estimated that there will be an answer after CNY.
- It was noted that the issue of Mandarin will be discussed in the next COMpar meeting
- Collection of PTSA fees with the annual fees (usually in June each year). ESF are still experiencing IT problems but it is hoped that the collection of 2010-2010 PTSA membership fees from all ESF schools will happen this year

Chair:

- It was noted that she has met with various people who are in charge of areas of the Night Market
- The chair will meet after CNY with both vendor and food coordinators to focus on where all the various stalls will go depending on wet/dry weather
- An email has been sent round in connection with a **Healthy and Wellness Committee regarding 2 lectures by Dr Vio that may appeal to parents**. The committee voted to organize these lectures as part of a PTSA programme in Term 3 2010 (one in April 2010 and one in May 2010). Chair to contact deputy principal to organize dates for these lectures and then they will be advertised to parents via the bulletins. It was noted that there would be no charge to those parents who had paid annual PTSA membership fees.

Student: (more information filed at the PTSA office)

Treasurer:

Following areas were noted:

- The net profit was 671,000. The opening balance is not yet fixed due to the stock/garment outstanding. The breakdown of uniform/stationery stock/inventory is not correct therefore the balance sheet cannot be shown. The principal thanked the treasurer for this hard work and was pleased to see the P&L account.
- There are still outstanding membership fees not paid. A sign in the PTSA shop will be put up commencing 1 March to the effect that non members pay 15% extra. It was suggested that a letter from the principal could be sent to all parents with outstanding fees.
- Octopus meeting (emailed to committee) – the IT people attended the Octopus meeting yesterday. They said that the optical reader can last for 5-7 years, so even if only one year warranty it is still worth it. In principal the octopus reader is not an issue, however Business Manager was very concerned with the privacy of students, because the octopus system will enable us to see which student bought which item.
- Stephan (ICT) has sourced a free inventory system. However this needs to be linked with the Octopus reader and it will cost \$3,000.00. It was noted that since the inventory software is free it is therefore reasonable to have this linkage for efficiency. The Octopus reader can be delivered to us at the end of March.
- Octopus also has a service costing \$2,000 for backup of any lost data, or if data is not loaded. The maximum number of days is 7. It was noted that this should not happen as the data should be uploaded every day, therefore the service does not need to be used.
- One of the problems is that students do not get issued with their Octopus card early enough in the term as term 1 starts August 19th. The Student Octopus card scheme starts later in the year. It was suggested that we should talk to MTR about the efficiency of getting the student octopus card. Another problem is the top up of the octopus card because purchasing uniform is quite a large sum of money, and students may not have enough money on their card. Therefore the committee suggested getting an open access reader at an extra \$5,000 but this would give more flexibility. It was also suggested trying out the system for a period of 6 months with both octopus and cash system and seeing how everything works out.
- **NIGHT MARKET:** treasurer has decided that a cash system will be used at the night market. Each PTSA stall (except commercial stalls) will have someone who is trustworthy in charge, who will handle the float. It will be decided who will be collecting cash from each PTSA stall during the evening at a later date.

Principal:

The following was noted:

- A 374 page self evaluation report is now available on CD ROM
- 11 staff vacancies had resulted in 8 firm appointments. This year there were only 3 applicants from UK and the rest were from HK or internal applicants, which compared to last year was relatively low rate from overseas.
- RB mentioned that there were some technical problems with Lionel in connection with students choosing their preferences for Challenge Week (October 2010). However the problems have been resolved and students can access it again. The source of the problem seemed to come from students repeatedly clicking the 'refresh' button which caused a server problem. It was mentioned that his daughter found that accessing Lionel from home seems relatively slow compared to using the network at school. The situation will be looked into further, since it seems like an 'unfair system'.

8. Any Other Business

It was noted that there needed to be much better advertising of PTSA events on all the available boards at school ie the PTSA noticeboard and the one in reception. PTSA administrator will make some signs and decorate it after each event. Perhaps some creative students could also help with some of the more artistic side if we provide all the wording for them to work on.

Adjournment - the meeting finished at 7:40pm

Next Meeting The date of the next meeting will be March 3nd at 5.45, 1st floor conference room SRC.