

IPTA External Committee Meeting Minutes

Place : KIS Room 100
Date : **7 March 2017** (Tuesday)
Time : 08:30am - 09:30am
Attendance : IPTA : Esther (Chairperson), Birgit, Emona, Marisa, Kim, Vivian
and Stephanie;
Mr. Chadwick (Principle), Ms. Maisie Chan (Vice Principle), Ms
Glenda Khoo (head of Primary), Mr. Edward Chan (Financial
member from school) Marco (Secondary student Council, Head Boy)
Absence : Winnie

Agenda Points

1. Open the meeting

1.1 Choice of meeting Chairman

Esther chaired the meeting.

1.2 Choice of meeting Secretary

2. Cambridge presentation

Mr Chadwick reported that representatives from Cambridge will present medals to the awarded students at the presentation night. The school is expecting around 40 people to attend this ceremony. He invited IPTA to provide light refreshments before and after the ceremony. IPTA will prepare refreshments like brownies, biscuits, tea and coffee, etc. and Champagne (non-alcoholic) to celebrate afterwards.

3. Projects Ideas

3.1 Library Renovation

- a. Mr Chadwick suggested to put the name of IPTA on the interactive whiteboard in the library for showing the appreciation of



donations from IPTA.

- b. Mr. Chadwick will request Diana (Librarian) to set up a list of books with price for parents to choose to donate to the library.
- c. IPTA requests the budget of the projects for consideration of sponsorship from IPTA. Ms Khoo will contact Diana about the budget needed.

3.2 Greening KIS Project - Gardens in Green Area/Roof Top

Mr. Chadwick reported that The Green day assembly has raised \$8000 for this project. There are three options to give the money:
The Gardens in green area, around school and roof top.

The project of solar panel on the roof top. Mr. Chadwick stated that the idea about getting students incorporate with a new (pioneer) company in this project. He added that the energy bill is expected to be reduced by 50% by using solar panel. IPTA reflected the concern on costs of investment and maintenance in this projects in the long run.

Maria has a charity project going on.???

3.3 IT - Equipment to enhance IT in education and teaching

Mr. Chadwick reported that some laptops are coming in soon. The Google classroom seems received positive feedback by teachers and students. There are four teachers are using it as a trial, and more teachers show their interest in the Google classroom trial.

The school is seeking for donations/ sponsorship for purchasing some stands for Ipad from IPTA, and company, etc. Esther suggested that IT-infrastructure is more an investment for school itself. It's a direction school wants to go, PTA is for extra's. So on this moment no sponsorship for IT.

3.4 Setting up a new Counseling Room

Ms Chan reported that apparently no room is appropriate for as



counseling room. The available room/space has to be renovated in a more welcoming environment. Reasonable setting like sofa, table, light etc is required. It is suggested to check IKEA and second hand furnitures for ideas and quotation.

Ms. Chan will prepare the budget for IPTA for discussion on sponsorship.

3.5 Music Room Makeover/Renovation

Marisa reported that she has met with Mr. Lau the music teacher and Korean Music teacher last week. She received the photos and lists of musical instruments. Music teachers expressed to split the budget by 50/50 between International and Korean section. Since the music room is used by both sections, we don't see it has to be that strict. Marisa will share photos and lists to IPTA after the meeting for discussion.

Art department also seeks for sponsor. Esther stated that the fund is raised by fair is for both, Korean and International section. But we like to sponsor artists to come in school and will sponsor Mr. Mohm from our regular budget.

3.6 Secondary House Shirts Sponsorship (Not Loan) for 2017 only

The Sports Committee borrowed money from IPTA. Mr. Chan reported that we received it back by selling the shirts and \$7000 remain unsold. School will pay back the stock.

4. Coffee morning

We invited Kely group to give a talk about bullying on May 15th. We are waiting for their reaction to confirm the date. Ms. Chan will contact to Kely group again.

The Topic for the upcoming coffee morning will be art and craft for Easter

5. Dance night for secondary



Marco arranged everything with the secondary students. PTA only needs to take care of hot chocolate/brownies and cheesecake.

6. Collection Old uniforms

IPTA suggested that a regular space for “drop off” box for old/used uniforms should be allocated. Mr. Chadwick will follow it with staff.

7. Input Mr. Chadwick/Teachers

- a. Mr Chadwick reported that few comments on the material of new school uniform from parents. The white colour of the shirt is fading/turning into grey, and stain on the shirt is difficult to remove.
- b. The school is considering to design school swimming suits.
- c. Mr. Chadwick stated that the possibility to run the Tuck shop by parents/volunteers/ PTA group on rota basis. The Tuck shop can sell stationery, uniform, something that parents want to sell, etc. IPTA reflected that the time and responsibility is big and not much volunteers can keep out the duties. It is requested to check with Ms. Patti for details of current operation of the Tuck Shop. Marco suggested to start the new course of Enterprise for business students and parents to run Tuck shop on partnership.
- d. New curriculum on sports/swimming lessons in this Sept. The book of progress of students should be well updated and maintained accordingly by coaches/teachers in charge. Parents and other authorities are able to track down the progress, and to increase transparency on what are being taught in the lessons.
- e. Budget for sponsoring teachers. Mr. Chan reported the PTA makes money available for the teachers to use it for extra's in their class, like purchasing extra materials or board games to be used in the classes. Positive feedback from students on the board games. PTA gives the money to school, and Simon takes care of the budget. He pays the teachers when their expenses are approved by the principal.

8. Financial review

Update by Mr. Chan:

Mr. Chan handed out an update of the financial position of the PTA. Thanks for the overview.



He stated that it is possible to arrange next year PTA fee to be included in the school fee like the way used to do long long time ago.

Mr. Chan has agreed to help IPTA to look after the account until next year and hopefully new candidate can take over in due course. The PTA is very happy we can rely on him for this schoolyear.

9. What someone likes to bring in

10. Next meeting

Next external PTA meeting is planned at May 2nd, 2017.

As at the making of this minutes will be changed to April 25th.

