

IPTA External Committee Meeting Minutes

Place: Room 100

Date: Tuesday, June 6th, 2017

Time: 8.30am-10:00am

Attendance: IPTA :Esther (Chairperson), Brigit, Shirely, Vivian, Miki, Kim, Alison, Gigi, and Stephanie. Mr. Chadwick (Principle), Mrs Khoo (Head of Primary), Marco Tang (Student Council)

Agenda points

1. Opening

1.1 Choice of meeting chairman

Esther Buls

1.2 Choice of meeting secretary

Vivian/ Stephanie

((((1. to 5.1 are omitted due to my late arrival)*****

2 Coffee morning

May 17th, KELY group talked about bullying. We believe they gave useful information and PTA advices the school that the teachers and students should also have a talk like this.

3 Collection Old uniforms

Louise picked up the uniforms. Still some uniforms left. Suggestion to take of the KIS tags and put them in recycling container. Needs to be done before summer break.

4 Collection uniforms new style

4.1 We will collect the new style uniforms to sell at the beginning of next school year, 21 August 10am-12pm. Volunteers are Kim/Shirley/Vivian

4.2 Request to have extra opening hours of the uniform shop in the first week. Mr. Chadwick takes care about the arrangements

5 Project ideas, update

5.1 Library Renovation, seems to be good after the meeting with the Korean Section.

5.2 IT- Equipment to enhance IT in education and teaching.

Mr. Chadwick reported that some teachers visited IT section of "CIS" for ideas such as on how IT system work on preparing IGCSE.

5.3 Setting up a new Counselling Room (room 202)

It is reported that the room has been painted. IPTA will sponsor \$5000 for furniture.

5.4 Music Room Makeover/Renovation



Esther reported that some of the equipment for the music teachers has been delivered to school. Still some on it's way.

6 Update website

Shirley reported that the update has been finalized and it is subjected for proof reading by committee before sending to IT department for uploading. Meanwhile, Mrs Khoo is also doing review on it.

7 Awards graduation ceremony

- a) Birgit will attend the ceremony on 23 June 2017 representing IPTA.
- b) Ms Khoo reported that teachers are still considering the right students for the awards, and she will take care of ordering the awards. IPTA will pay for this award.

8 Review PTA 2016-2017

Esther reported the overall events and missions achieved with the enthusiastic team work of IPTA committee members in association with school. Esther has prepared a brief note of events and actions plans for the next IPTA for reference in the manual.

9 PTA next year

- a) Ms Alison accepted to take up the role as deputy Chairperson until AGM -Sept. (As writing the minutes it turned out that she is not available for this function, Marissa Reyes will take care of AGM in September)
- b) It is suggested to hold coffee-morning for the new class-reps.
- c) Esther requested Mr. Chadwick to assist IPTA for recruitment of new members to committee.
- d) It is stated that AGM will be on 14 Sept (Thursday) at 8:30am and room 415 needs to be booked in due course.
- e) Esther stated that IPTA membership fees must be paid by cheque only, and the cheque must be handed to class teacher ONLY (NOT General office). She has amended the letter of IPTA membership form and it will be sent to Mr Chadwick for review. Documents of IPTA are available in Drop Box in Google Drive.

10 Input Mr. Chadwick/Teacher

- a) Marco reported that the plans for the graduation dinner go well and the event will happen on June 26th. Esther required the invoice as IPTA has prepared a budget of \$10,000 for it. Cheque payment will be prepared to be ready for the event.
- b) Mr Chadwick reported that there are new subjects for the new term such as Leadership course, community charity projects, new ECA program such as Spanish, the New ECA will include Reception classes.
- c) The school has been interviewing more applicants for teachers and also students in different grades/years.



d) Mr. Chadwick reported that there will be Korean Cultural Day, the theme is “Harvest” in Oct, International Section will be joining Korean Section in organizing this event.

11 Financial review

- 11.1 Mr. Chan circulated the copies of Balance sheets to all attendees. He went through the account items. He pointed out that the new invoice for purchasing medals for swimming gala have not yet been shown in this balance sheet.
- 11.2 Update Sponsorship teacher, there is still a balance left from last year. PTA will top this up until the amount reaches 45.000 HKD, so it will be ready for next year
- 11.3 Suggestions inning fee next year; Mr. Chadwick will look at the revised letter and give his comments.
- 11.4 Payment graduation dinner; cheque will be prepared
- 11.5 Signatory and petty cash; Petty cash will be handed over to our new member Gigi
- 11.6 School Fair Fund Balances; Marissa was the only one left from the committee, so she tried to spend the money wise for the music department of both sections.
Thank you Marissa, for your effort.

12 What someone likes to bring in

Committee Members required if the school can give testimonial to IPTA members who are leaving the school. Mr. Chadwick agreed to do it upon request.

Birgit has handed over the Petty cash and record books to new member Gigi.

13 Next meeting

AGM September 14th 2017

