

IPTA External Committee Meeting Minutes

Place : KIS Room 100
Date : 25 October 2016 (Tuesday)
Time : 08:30am - 09:30am
Present : Mr Chadwick, Mrs Khoo, Esther Buls, Catherine, Emona, Kim, Winnie, Birgit, Vivian, Marissa
Apologies : Julianna, Shirley, Miki, Shivani, Stephanie, Swati, Jan

Agenda Points

1. Open the meeting

1.1 Choice of meeting Chairman

Esther Buls and Mr Chadwick chaired the meeting.

1.2 Choice of meeting Secretary

Vivian took the minutes of the meeting.

1.3 Welcome to our first external IPTA meeting.

2. Badges

2.1 Head boy and head girl will take one year service. Student council suggested to wear armband and badges.

2.2 Mr Chadwick mentioned; teachers suggested to introduce prefect system for older school students so that they can learn leadership in school community. Prefects will carry badges in school, carry out certain responsibilities e.g at the gates /or in canteen during the morning or lunch time. They would also need a special badge. School badges pins were given to school council now.

2.3 **Secondary students chose 2** house teams and will choose 4 captains from senior school students.

2.4 Primary stays at four houses as before but secondary will change to two houses. Student council is now discussing the new House names and colours.

2.5 Mr Chadwick asked PTA to contact Patti for sourcing the badges suppliers

3. Old Uniforms

New collection date will be on 28 October 2016, (Friday).

4. School Photo

Students have to wear new winter uniforms for school photos. School photo days are set to be on 3rd and 4th of November. Mr Chadwick will consider to reschedule photo days because parents don't have enough time to prepare the new winter uniforms. He will send a new letter to the parents to clarify this matter. School uniform company will arrange extra openings other than Tuesdays.

new dates for photos 16TH /17TH/18TH NOVEMBER

5. Financial Review

5.1 DESPITE ASKING No teachers came forward to take charge of doing PTA financial review at the moment. Mr Chadwick will discuss with the teachers further. Mr Chan said he will help out for now

5.2 PTA fees receipts should send to parents in short time. Mr Chadwick will consider to include the PTA fees in school fees in future.[see Mr BYUN]

5.3 It was decided that Esther and Emona will be added on for cheque authorisation. Mr Edward Chan will make an appointment with the bank for the change of signatories. The signers to add are Esther and Emona and the signer to subtract is Louise Titterington. PTA will keep the current arrangement of two signers to sign cheques, besides Mr. Chadwick.

6. What someone likes to bring in

6.1 Mrs Khoo will prepare calendar to let parents know the assemblies dates with parents starting from January 2017.

6.2 Christmas Concert, 14 Dec. 2016

PTA will get a food list from canteen for the Christmas Concert and will contact Christmas Concert Committee for details.

Mr Lau has to be in Canada for unknown time. KIS is arranging another music coordinator for the concert. The concert is supposed to stick close to the concept of last year for the moment. Mr Shum is the temporary new music teacher.

Place of Food Supply : Room 415 or Canteen
Time : 6:30 pm and concert interval

6.3 Box of Hope

Collection week : 31 Oct. - 4 Nov.

Mr Chadwick will find time to explain to students. PTA will also invite class reps. and general members of IPTA to help in filtering and sorting out the boxes.

6.4 Coffee Morning (26 Oct.) will give topics for Tuck Shop.

Many suggestions from students e.g. school shop selling school stuff. PTA and student council will make surveys with students and parents respectively. Marco and Jessica will join the coffee morning to bring their ideas to parents.

6.5 KIS has set up a playroom in Room 415 for younger students in RC.

6.6 Plants Project

Green gardens will set in car park area and roof top for older students' studies. Mr Green is looking for sponsors and funding.

6.7 International Section will have a joint Art Week with Korean Section in February. An outside artist works with students for painting the school walls.

6.8 IGCSE New subjects for 2017-18: Computer Science, Global Perspectives and Enterprise. A levels New subject offering for 2017-18 : English Literature were mentioned at the recent Cambridge evening open to all parents. The parents were be informed, about this good news will be spread into the next newsletter.

6.9 Student Council is keen on designing new swimming costumes and swimming caps. Mr Chadwick asked if any parents are specialized in

design.

6.10 Mr Clough will choose a theme for the school year book.

6.11 Other than only for secondary students, Mr. Chadwick is now thinking of providing school counseling service for primary students.

7. Next Meeting

Date / Time : To be confirmed

Place : Room 100 (to be confirmed)