



Minutes of the Committee Meeting
Held at 6:30 pm on 23rd April 2018
The Boardroom, 5th floor Renaissance College

Committee

#	Name	Position	Present	AWA
1	Mr. Brown Jr., Harry Thomas	Ex-officio	Present	
2	Mr. Tanna, Mehul Girishbhai	Co-chair	Present	
3	Ms. Tse, Yvonne	Co-chair	Present	
4	Ms. Ngai, Choi Fung, Phoebe	Hon. Treasurer	Present	
5	Ms. Fung, Michelle Wing Sum	Hon. Secretary	Present	
6	Ms. Chan, Ming Tak, Helena	Parent Member	Present	
7	Ms. Davies, Bradley Stuart	Teaching Staff Member	Present	
8	Ms. Dhillon Jacqueline Karen	Parent Member	Present	
9	Mr. Lam Tsz Fung, Keith	Parent Member	Present	
10	Ms. Lee, Wai Man, Whyment	Parent Member	Present	
11	Ms. Lin, Pei-Ling	Parent Member	Present	
12	Mr. Ma, Ming Choi	Parent Member	Present	
13	Ms. Richter, Kelly	Teaching Staff Member		AWA
14	Ms. Wong, Pui Fong	Parent Member	Present	
15	Mr. Yau, Chung Chee	Senior RAPT Administrator	Present	

Minutes

	Agenda item	Discussion	Action/Decision	Responsible
1	Confirmation of Minutes of the last meeting	The Last Minutes were amended for the typo of the amount of RAPT fee of "\$420,000" to the correct figure of "\$402,000".	confirmed	
2	RAPT Bytes Solo Issue (presented by communications manager)	Elizabeth Ellis, communications manager (CM), presented the format of the new RAPT Newsletter that was launched last week and to seek feedbacks from RAPT members on the first issue of the newsletter. The idea of the new format is to make email communications more concise and subject focused. Figure shows that open reads and unique views are significantly higher for the new format. It is planned that the		



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		RAPT Newsletter and Black Kite will be sent out on alternate Wednesdays. For future information to be issued on the Newsletter, it should first be forwarded to the RAPT co-chairs for screening and consolidating before they will be directed to the CM for issuance. The cut-off time and date to the CM should be no later than 1200noon on Mondays.	All to note	All
3	Co-chairperson's report	<p>Yvonne reported that after discussion with Samuel and Mehul, the School has a long wish-list of required items, given a budget of \$300,000.</p> <ul style="list-style-type: none"> - \$50,000 for musical instruments; - \$100,000 for PAC backstage curtain; - \$75,000 for library self-check machine; - \$25,000 for cricket net; - \$50,000 for 2 new kilns for new art room in the secondary building <p>Yvonne thanked Nutriagent Team and Penny for another successful Joyful Fruit Day held on 19 Apr (Thurs) with more than participation of 50 parent and student volunteers. The Team prepared 2760 pieces of fruit tarts with other fruit items. Penny shall prepare and summarize a report for sharing at the upcoming RAPT meeting.</p> <p>Yvonne reported that during Easter holiday, Samuel's team repainted the walls of the RAPT room and informed them her that there are cabinets in the ESF Store Room that can be moved in the RAPT room if necessary.</p>	Penny to summarize for the next meeting	Penny
4	Treasurer's report	<p>As of this date, the balance in bank account amounted to \$1,500,000, including the 9-month term deposit of \$500,000.</p> <p>There are 2 additional items that were added to the Budget 2018-2019, funding request and donations to school. RAPT donated \$200,000 to</p>		



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		<p>the school in 2017-2018, so Phoebe has proposed a donation of \$310,000 to the School for the Budget 2018-2019.</p> <p>A sum of \$50,000 is budgeted for the hiring of part-time assistance but it is found that it is difficult to hire a part-time administrator at the wage.</p> <p>The budget for Jie Jie Day in 2018-2019 will be kept at \$10,000.</p> <p>The amount for budgeted activities is around \$1,870,600 and up to this date, a total amount of \$700,000 has been paid. A balance of \$740,000 has yet to be paid for those approved funding requests.</p> <p>The Budget 2018-2019 is approved.</p>	All to note	All
5	Principal's Report	<p>Dr Brown thanked the Nutriagent Team again for the amount of effort and support for the organization and preparation of the event of Joyful Fruit Day.</p> <p>Dr Brown reminded all to respond to the invitation to the ESF production of a movie called "Angst" in dealing with anxiety with children. The movie is hosted and facilitated by one of our ESF educational psychologist amongst the producer and a local clinical psychologist on 25 Apr (Wed) at 6pm at the PAC.</p> <p>Dr Brown thanked RAPT for organizing and hosting their first Family Fun Day on 1 May (Tues).</p>		
6	Administrator's report	<p>The accumulative fund from the second hand uniform sale raised a total of \$22,000 and the fund will be donated to LIRC.</p> <p>The 10 parents who signed up for the lucky draw for uncollected raffle prizes were notified for collection of prizes but there are 4 parents who</p>		

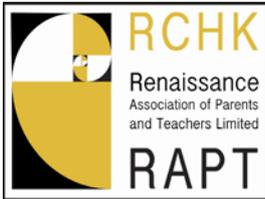


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		have yet to come forward to collect.		
7	Review of RAPT fee (PTA Fee)	The current RAPT fee is \$250 and as per last year's discussion, the committee will review the status of RAPT fee this year. RC has the lowest RAPT fee compared with other ESF schools. The ceiling of PTA fee set by ESF is currently \$700 per family per school year. Besides RAPT, the lowest PTA fee known to us is \$400. It is agreed that the RAPT fee will be kept at \$250 and to be further reviewed next year.		
8	Review & Approval of Calendar and Budget 2018-2019	The Calendar 2018-2019 is approved after the review of dates of coffee mornings, sequence of coffee morning topics, and consideration of different events.		
9	Activities Report	<p><i>RAPT Outing on 1 May (Tues)</i></p> <ul style="list-style-type: none"> - as of this date, there is a sign up of 230 people and as long as the capacity stays within 240 people, the travel agent shall arrange 1 ferry. Arthur shall finalize the payment confirmation by end of the day. Yvonne and Mehul suggested that in order to ensure that the group stays intact the whole time, the 230 people will be split into several groups to be assigned to each attending RAPT committee member, that is, each committee member will be responsible for the liaising and attendance of 7 families. - tour guides will be provided by the travel agents during the trip. - for those who are vegetarians, vegetarian meals will be provided. <p><i>Workshops</i></p> <ul style="list-style-type: none"> - the workshop that was planned to launch last month was withdrawn for reason that it raised concerns by parents for having conflict of interest to be led by one of the committee members. Mehul expressed that it was a disappointment as the workshops run by 		



	<p>committee members are solely for charitable purposes. Yvonne was approached by a parent, Louisa, who would like to lead a stretching workshop in May, free of charge. Committee members opposed to the stretching workshop by Louisa.</p> <p><i>Second Hand Uniform Sale on 2 & 3 May (Wed & Thurs)</i></p> <p>- Yvonne thanked Michelle and participated volunteers for the support of the previous Second Hand Uniform Sale and to announce the upcoming sale on 2 & 3 May (Wed & Thurs).</p> <p><i>2018 RCHK College Fair</i></p> <p>- the new Fair Co-ordinators, Teresa and Billy, were being introduced. The first Fair meeting was held on 27 Mar (Tues) with the presence of 19 members, among them, 9 are new members to the committee. Special thanks to Mehul, Helena, Jacque, Phoebe and Keith's wife, Mandi for becoming members of the Fair Committee. The upcoming meeting will be held on 25 Apr (Wed).</p> <p>- the Fair theme, after votes, has been shortlisted to the following 3 ideas:-</p> <ol style="list-style-type: none"> 1. The 12 Olympians (for the 12th College Fair) - for inspirational, independence, balance of life, humanity; 2. Celebration of College's effort of Further Education - for support of learning; 3. Inter-Dependence - for the promotion of "Together everyone achieves more", seeking of help and supporting along the way <p>- Dr Brown expressed appreciation to the new Fair Co-ordinators for their efforts to step up to lead the new Fair Committee and to verify that there is no concern on the selection of the above 3 ideas of Fair themes</p>		
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10	Funding Requests	<p><i>New Sinks for Art Room SS414</i></p> <p>- request from the Visual Arts Department to use the funding from College Fair to make an improvement for the provision of new sinks and storage spaces. The previous request was granted a sum of \$50,000 and in addition to that amount, the Department would like to request for an additional funding of \$44,500. The refurbishment works have already been completed with the original approved funding of \$50,000 as a matter of urgency. The additional amount of \$44,500 is approved by committee members.</p> <p><i>Toilets Refurbishment</i></p> <p>- Dr Brown confirmed that the refurbishment of the toilets have been completed and the item will</p>		



	<p>not be required for discussion. Bradley presented the photos of the completed refurbishment.</p> <p><i>Pizza Party for Service Ambassador</i> - let by Mr. Ho. (Yr 7-9) & Mr. Mak (Yr 10-11) to build up skills of leaders for a group of 37 participants. The Pizza Party is to offer a token of thanks for the students' contribution across the school. The request of funding is \$2,600 and is approved by committee members.</p> <p><i>Tee for Service Ambassador</i> - the funding application requests shirts to be worn by Service Ambassadors during service events. The request of funding is \$2,000 for 40 customized shirts and is approved by committee members.</p> <p><i>Gym Door Sticker</i> - requested by Mrs. Broome from the PE Department to provide sport themed covers for 8 doors at the Physical Health Education Block. The covers are staff designed in the focus of Health and Fair Play. The request of funding is \$9,890 and is disapproved by committee members.</p> <p><i>PAC Wash Light (c/f from last meeting)</i> - the funding application requests 4 numbers of wash lights to be purchased for the use by the Performing Arts Department at the PAC. Through sourcing by John Tang, one of our parents, and discussed with Whyment, the 4 numbers of wash lights are quoted at \$36,000 and is approved by committee members.</p> <p><i>Black Kite Tee</i> - requested by Ms. Nankivell of Physical Health Education Department to restock Black Kite Polo shirts for Black Kite Athletes. The number of</p>		
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		<p>shirts requested is 300 pieces and cost of each shirt is \$85.80. The polo tees will be worn during events and school time to promote Black Kite Team. RAPT has previously budgeted \$20,000 to this item and with an increase cost to the shirts, they are in request of an additional of \$6,290. The request of funding of an additional cost of \$6,290 is approved by committee members.</p> <p><i>Library Guides</i></p> <p>- new software that Ms. Mansfield of LIRC would like to use for the library. It is a 1-year subscription of content management system which is similar to a webpage that is an easy to use and share resource that can be shared among libraries globally. If this proves to be successful and resourceful, the Library will take up all future expenses. The request of funding is US\$1,259 (equivalent to approximately HK\$9,883) and will be sponsored by the funding raised from Second Hand Uniform Sale.</p>		
11	Salary Review of RAPT Administrator	Committee members agreed and approved the pay rise of 5% to the RAPT Administrator's salary.		
12	AOB	<p>Teresa raised that the Library closing hours have changed from 4:30pm to 3:45pm and questioned the early closure of the Library. Dr Brown will find out about the closing hours.</p> <p>Next Committee Meeting at 6:30pm on 14 May 2018 (Mon) at the Boardroom, 5/F Renaissance College.</p>		