

**Renaissance Association of
Parents and Teachers Limited**

5 Hang Ming Street,
Ma On Shan, N.T.,
Hong Kong.

Tel: 3556 3595

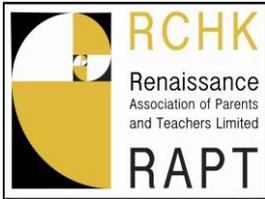
Minutes of the Committee Meeting
Held at 6:30 pm on 12th December 2018
The Boardroom, 5th floor Renaissance College

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	Mr. Lam, Tsz Fung Keith	Hon. Secretary	Present	
6	Ms Mah, Audrey Kwai Yee	Parent Member	Present	
7	Ms. Davies, Bradley Stuart	Teaching Staff Member		AWA
8	Ms Wong, Pui Fong	Parent Member	Present	
9	Ms Chan, Ming Tak, Helena	Parent Member	Present	
10	Mr Cheng, Suet Fung	Parent Member	Present	
11	Ms Fung, Wing Yan Florence	Parent Member	Present	
12	Ms Shim, Miryung(Lauren)	Parent Member	Present	
13	Ms Lin, Pei-Ling(Penny)	Parent Member	Present	
14	Ms Richter, Kelly Rae Marie (Anderson)	Teaching Staff 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	1. Teresa and Billy mentioned that there were some important discussion points missed in the last minute of meeting. It was agreed to issue the revised as an amendment. (file: RAPT Minutes of Meeting_12_11_2018 _amendment rev0)	Confirmed	
2	Co-chairperson's report	1. Mehul thanked everyone who participated in the fair for their support and help, especially the		

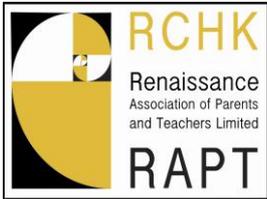


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		<p>committee team which led by Teresa and Billy. Praise to the team for another successful College Fair.</p>		
<p>3</p>	<p>Treasurer's report</p>	<ol style="list-style-type: none"> 1. Phoebe reported that the year to date balance is around 1.9 million dollars including the income of the recent College Fair of approx. \$280,000 which was deposited into the bank already. The raffle ticket sales income amount is approx. \$286,000 which will be donated to the school fully. 2. Arthur suggested if the committee should consider putting some deposit into fixed terms like previous practice for 6-9months. 3. Phoebe confirmed that there are adequate operating funds for a 9months fixed term deposit of \$500,000. 4. The Rapt committee voted for \$500,000 deposit for 9 months fixed term. Arthur will check the latest interest rate and confirm/report later. 5. Phoebe reported that last year's gross raffle ticket income amount was \$313,000 and this year was \$286,000. 6. Phoebe gave a summary of the fair income: <ul style="list-style-type: none"> • Net cash Fair day: \$276,557 • Presales(shirt, wristband, merchandise, coupons) Approx.: \$100,000 • Vendor: \$75,800 • Donation: \$45,700 • Total college fair income around \$800,000 which will be finalized later on. This includes the raffle tickets amount. 		

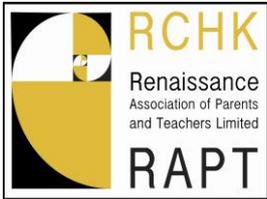


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4	Principal's report	<ol style="list-style-type: none"> 1. Dr Brown passed the message on behalf of Bradley that due to family commitment he couldn't join us this meeting. 2. Dr Brown thanked those who organized the reception for all the fair volunteers last week and thanked the team for putting up an "Olympic-like" effort, a community focused and family-oriented College Fair once again. A tremendous support given by RAPT to make it happen and have raised up to approx. \$800,000 was a team work on its own which shall be praised. Especially thanked both Teresa and Billy for leading the team this year. 3. Dr Brown also acknowledged that one of the great ideas being set out this year was how the inflatables were situated around the areas and how spaces were utilized which gave lots of room for other activities and open spaces. 4. Dr Brown encouraged everybody to sign up and fill in the CIS Parent Survey by the 21st December as it is always important to have these data for the school to look out for improvements and study, it forms part of the schools re-accreditation process which leads up to the final assessment in February 2020. 		

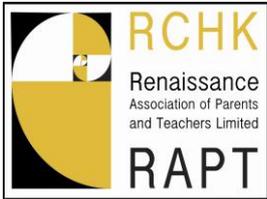


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5	Administrator report	<p>1. Arthur reported that the government departments handling our application for the Temporary Place of Public Entertainment Licence were mistaken which incorrectly led to charging RAPT a much higher licence fee of \$1,655 for the College Fair event. As a charitable organisation, RAPT is eligible for a reduced rate of \$140, and it is the fee that has been charged in the past. This time, the Government was mistaken by mixing up our application with that made by Wu Kai Sha Kindergarten Parents and Staff Association (non-charitable organisation) which in recent years held its Fun Fair event at our RCHK Campus. Being held at the same location, various different government departments have assumed incorrectly that both events were held by the same association, therefore processed our application in the same manner as for Wu Kai Sha. Arthur is in the process of making appeal and negotiating with the government departments concerning the matter in hope that our charitable organisation status can be made clear and the licence fee can be reduced.</p> <p>2. Arthur also reported that our application for Home-School Co-operation Grants was approved by the EDB:</p> <ul style="list-style-type: none"> a) PTA Annual Grant \$5,474 b) Subsidy for two School Activities \$10,000 (\$5,000 each for College Fair & Joyful Fruit Day) 		
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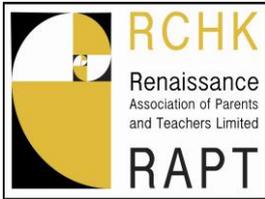


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		<p>c) Subsidy for one Home-School Co-operation Project \$9,500 TOTAL \$24,974</p> <p>3. The school has transferred the Rapt fee from 1571 families, an amount of \$392,750 into the Rapt account up to November 2018.</p> <p>4. Discussion about storage issue and possible solutions to rid of some 100 storage cartons packed with pre-loved toys, clothes, new merchandise and second-hand books. Arthur will continue to ask for charitable organisations such as Salvation Army, Cross Road, Christian Actions, and some individuals to accept these items as donations.</p> <p>5. Two bazaars will be held and managed by the RAPT committee to try sell off these goods (clothes, STEM toys, merchandise...etc) as much as possible before the school ends 2018.</p> <p>6. Pre-loved toys and books will be donated or rid of and not be kept to the following year.</p>		
6	Coffee Morning	<p>1. Lauren reported that there were less than expected attendances in the Chinese Coffee Meeting. However, it was well received with much feedback and written queries by the attended parents. Once the study of the correlation of all data, comments, CIS survey has been completed by the school management team, feedback to the parents will be communicated by a few possible ways such as emails, morning coffee...etc.</p> <p>2. About 30 parents attended the IBDP Subject Choices seminar by FE Department. Again, it was an</p>		

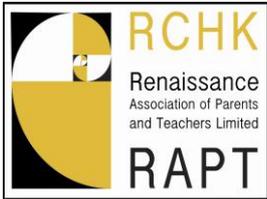


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		<p>informative session delivered to the Year 11 parents.</p> <p>3. Thankyou Morning Coffee was again well received with the Blue team and Chartwell joining this year.</p>		
7	Funding Request	<p>1. Ingenium – Majority of the committee voted to support the funding request of \$1500.</p> <p>2. Another funding request of \$3000 for the Macbeth performance which is an additional of the original granted fund of \$9500 for the props. Majority of the committee also voted to support this funding request provided the use of this additional \$3000 is clarified.</p>		
8	Activities Report	<p>1. Billy took the opportunity to thank all who have helped and made the College Fair successful.</p> <p>2. Billy and Teresa have shared with the committee on some of the lessons learned, difficulties and experience working with the different student representatives, groups and parent volunteers during the planning, execution and deliverable stages leading up to the College Fair day.</p> <p>3. Lauren shared her experience working with the students from Art for Action handling the decoration for the backstage and the entrance hallway. She shared that it was difficult and challenging to collaborate the execution part of the decoration work with the students where deliverables from the students were not clearly defined, the expectation of the level of commitment from the students was also limited, and accountability was lack, hence the majority of the final</p>		

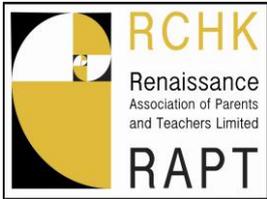


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		<p>deliverables were heavily left to the parent volunteers to complete at the end.</p> <ol style="list-style-type: none"> 4. It was also suggested the fair committee to pass on to the schools management team a written proposed list of responsibilities, deliverables, ownership, roles, tasks, and expectations of how the student groups, teacher volunteers or individual faculties (such as Performing Arts, Music, Art for Action, PA, Sports...etc.) can be involved in any stages of the College Fair, as it will help mitigate some of the issues and difficulties experienced in the past. 5. It was also evidence that it is always difficult to engage and collaborate work with the secondary students particularly the area scholars as they are totally dedicated to their final years of study, hence limited spare time can be offered. Therefore, suggestion that assigning tasks to this group of students should be limited. 6. Dr Brown will follow up on the issues and difficulties of the collaboration work on decoration of the College Fair between the Art for Action students and the parent volunteer representatives later on. 7. Suggestions also made for the future that raffle tickets can be distributed to the primary students as in the past and students who are only interested from the Secondary school. And any creative ideas of motivating the senior years students to sell raffle tickets 		
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		<p>responsibly may be discussed in more details.</p> <p>8. Some suggested that a set of generic guidelines and fair rundowns can be written up as a document. This document may be then used as a guide for the Fair committee each year in the future.</p> <p>9. BBQ went very well this year with the help of Chartwell. The patties and sausages were pre-cooked which helped reduce the cook time during the fair and made the actual day very efficient.</p>		
8	AOB	<p>1. Family Event suggestion: Pun Choi dinner on the 1st of March 2019 suggested by Yvonne and Mehul. Cost approx. \$1180/table(12heads). Details to be finalized later in January.</p> <p>2. \$4400 worth of Holy Brown voucher will be donated to the school. (expiry date: end of March 2019).</p>		