



Minutes of the Committee Meeting
Held at 6:30 pm on 9th December 2019
The Boardroom, 5th floor, Renaissance College

Committee

#	Name	Position	Present	AWA
1	Dr. Brown Jr., Harry Thomas	Ex-officio		AWA
2	Mr. Jamie Schmitz	Representing Dr. Brown	Present	
3	Mr. Tanna, Mehul Girishbhai	Co-chair (Acting)	Present	
4	Ms. Tse, Yvonne	Co-chair (Acting)		AWA
5	Ms. Ngai, Choi Fung, Phoebe	Hon. Treasurer	Present	
6	Ms. Deng, Manshu	Hon. Secretary	Present	
7	Ms Mah, Audrey Kwai Yee	Parent Member	Present	
8	Ms Chan, Ming Tak, Helena	Parent Member		AWA
9	Ms. Lee Sze Wai Selia	Parent Member	Present	
10	Ms Fung, Wing Yan Florence	Parent Member	Present	
11	Ms. Lam, Tsz Fung, Keith	Parent Member		AWA
12	Mr. Noyes, Keith Samuel	Parent Member		AWA
13	Mr. Tam, Manon	Parent Member	Present	
14	Ms Richter, Kelly Rae Marie (Anderson)	Teaching Staff Member		AWA
15	Ms. Ventura, Concettina	Teaching Staff Member		AWA
16	Ms. Nicolle, Julie Lynne	Teaching Staff Member		AWA
17	Mr. Yau, Chung Chee	Senior RAPT Administrator	Present	
18	Ms. Szeto, Wai Yiu	RAPT Administrator	Present	

Minutes

	Agenda item	Discussion	Action/Decision	Responsible
1	Confirmation of Minutes of the last meeting		Confirmed	
2	Co-chairperson's report	1. Welcome Szeto Wai Yiu to join the RAPT team; 2. Election of Co-chairs will be postponed to next meeting; 3. Welcome members to join the Thank You Lunch with Chartwells/Blue team/Staff:		



3	Treasurer's report	<p>1. YTD bank balance - \$1.2 million</p> <p>2. Raffle ticket sales - \$208K</p> <p>3. Raffle ticket sign-off sheet will likely be sent before CNY.</p> <p>4. Raffle Ticket Return Rate (79% for primary, 60% for secondary).</p> <p>5. Christmas Bazaar - \$29k</p> <p>6. Ms. Ngai, Choi Fung, Phoebe will send the 2019-2020 budget to new members for reference.</p>		
4	Principal's report (presented by Mr Jamie Schmitz)	<p>1. Praise to the team for organizing the Fun Bouncy Day: the hired staff are very good.</p> <p>2. Y1 admission is underway. The interviews (or play sessions) are held in sessions of 40 kids/slot this year, rather than >600 kids in two days in previous years.</p> <p>3. School is preparing mock-exam for Y13, which will take place in January.</p> <p>4. Praise to the team on success on the Christmas Bazaar, and CAS students' involvement is particularly valuable.</p> <p>5. Secondary' s performance, originally prepared for the College Fair, will have a chance to show on stage at the Assembly. The management team will make sure live-stream is available. Mr. Schmitz will confirm.</p>		
5	Administrator report	<p>1. EDB Grants: Through the verbal communication with the staff at EDB, grants in (a) & (b) have been secured:</p> <p>a) annual grant (\$5,633) for the recurrent expenditure in this school year,</p> <p>b) grants for 2 home-school co-operation activities (\$10,000 each). One is allocated to the college fair and the other to the joyful fruit day 2020.</p> <p>Grant for 1 home-school co-operation project (\$20,000): As EBD has confirmed with the participating schools that they did</p>		



		<p>not join our musical production 'Chicago' and that, after discussion with Scott, there will not be any other such performance in this school year, there is no choice for us but to withdraw this application.</p> <p>As we have cancelled (or postponed) the college fair, we are allowed to switch the grant to another activity within this school year, on the approval of EDB. So we have to decide what activity we can hold by June next year. Otherwise, the grant has to be paid back to EDB.</p> <p>2. RAPT Fee: Up to December 4, 2019, there are 1,594 families liable to pay the fee. Total receivable = \$438,350. In November, ESF has transferred the received amount of \$434,500 (from 1,580 families) to our bank account. There are still 10 families not yet paid the fee.</p> <p>3. Left-over material from the fair, including books, toys and some clothing will be donated to the Salvation Army which will come to collect them on December 18, 2019.</p> <p>4. We are preparing refund cheques to vendors which will be mailed to them within this week.</p> <p>5. Status of wristband refund and raffle ticket prize winners:</p> <p>For wristband (cash refund):</p> <ul style="list-style-type: none"> • 58 students have to make cash refund (HKD 9,060) • 22 students got the refund (HKD 3,640) • Remaining 36 students to be come and claim (HKD 5,420) <p>For wristband (cheque return):</p>		
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		<ul style="list-style-type: none"> 30 students have to take cheque return, while only 11 students have taken back <p>For raffle prizes:</p> <ul style="list-style-type: none"> 27/145 winners claimed their prizes, which is only about 1/5 of the winning numbers (Deadline 17thJan, 2020) 		
	Coffee Morning	<p>1. Feedback on FE Coffee Morning (23 Oct) A few families attended the workshop on how to choose IB subjects. They found it useful in helping them in the selection process.</p> <p>2. Feedback on 5 Dec Thank You Coffee Morning/ Christmas Bazaar The message of gratitude was well received. Shopping was the main theme.</p> <p>3. Upcoming Coffee Mornings: Coffee Morning on Chinese Learning (originally scheduled in November, 2019) is postponed to March, 2020. February Coffee Morning will be a talk on Anxiety and Depression, given by a guest speaker. May Coffee Morning will be on Transition (Y6 to Y7, Step up to Secondary).</p>		
6	Funding Request	<p>Funding for 10 tents used for various usage at RCHK, requested by Facilities Manager, Ms. Vivien Lai, is approved . All present members voted for the supplier Smarky Limited, with asking price of \$20,850 for 10 tents.</p>	Approved	
7	Activities Report			



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8	AOB	A term regarding administrator' s compensation package has been discussed and agreed on by members present.		
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