



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 9th November 2020
AB402, 4th floor, Renaissance College

Committee

#	Name	Position	Present	AWA
1	Dr. Brown Jr., Harry Thomas	Ex-officio	Present	
2	Ms Mah, Audrey Kwai Yee	Co-chair	Present	
3	Mr. Noyes, Keith Samuel	Co-chair	Present	
4	Ms. Ng, Pui Shan	Hon. Secretary	Present	
5	Ms. Ngai, Choi Fung, Phoebe	Hon. Treasurer	Present	
6	Ms. Deng, Manshu	Parent Member	Present	
7	Ms. Wan, Ting	Parent Member	Present	
8	Ms. Tsui, Wai Sze	Parent Member	Present	
9	Ms. Fung, Wing Yan Florence	Parent Member	Present	
10	Ms. Selarka, Karishma Viral	Parent Member	Present	
11	Ms. Bannerji Devina	Parent Member	Present	
12	Mr. Tam, Manon	Parent Member		AWA
13	Ms. Richter Kelly Rae Marie (Anderson)	Teaching Staff Member	Present	
14	Ms. Ventura, Concettina	Teaching Staff Member	Present	
15	Ms. Nicolle, Julie Lynne	Teaching Staff Member	Present	
16	Mr. Yau, Chung Chee	Senior RAPT Administrator		AWA
17	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. It was needed to generate revenue through other means as college fair will not happen this year. 2. Expenses come down as a lot of activities will not happen		

		<p>under pandemic.</p> <ol style="list-style-type: none"> The reserve is healthy so no pressure on revenue generating. 		
3	Treasurer's report	<ol style="list-style-type: none"> YTD bank balance – \$1.1 million. Budget this year is \$446,000. It covers sponsored activities and RAPT activities. It is decided no budget for funding requests. RAPT fee receivable will cover daily expenses. It is expected the reserve is enough even we have funding requests from school and students. The 2020-2021 budget will be sent to all members for reference. 		
4	Principal's report	<ol style="list-style-type: none"> RAPT fee is still coming in. Under pandemic the families might have financial burden and some might got laid off, so it is not a good time to additional fund raising from parents. Other ESF foundation schools are still having half day school. Good news is that we still manage full day. Yet we need to be cautious as there is recent outbreak of respiratory tract infections in some schools. It is emphasized that students shall not be sent to school if they have even minor symptoms. With the social distancing rule from Government, no extra activities will happen in school even during weekends. 		
5	Administrator report	<p>RAPT Fee receivable in current school year is \$441,925 from 1607 families. The first batch of fee received will be transferred to our account around November, 2020.</p>		
6	Coffee Morning	<ol style="list-style-type: none"> Upcoming Coffee Morning on Chinese Learning will be on 17 November 2020. It will be delivered in two streams in parallel by Ms. Ning Dong (in Mandarin) and Ms. Crystal Chan (in English). Each room can accommodate 25 audiences, respecting the social distancing rule. The topic is set for Secondary 		Ms. Deng, Manshu

		<p>yet parents of Primary are welcomed to join.</p> <p>5. Another meeting for Primary Chinese Learning is expected to be held within January to March next year.</p>		
7	Funding Request	<p>Funding for Black Kite Mascot used for motivating students/staff to strive for success in any competition sports or used during school events was approved.</p> <p>Majority voted for first choice which costs \$7000 HKD</p>	Approved	
8	Activities Report	<p>Online Used Uniform Sale:</p> <ol style="list-style-type: none"> 1. For previous online sale, 44 orders were received which generated a revenue of \$7,600 up to date. The funding will be donated to library for enhancing resources. Majority of uniforms were picked up by parents in late October and early November. 2. There was much heavier workload than expected, e.g. one parent ordered over 30 pieces of uniforms. Yet after the committee members helped sorting out from the storage boxes, it became easier now for Administrator to sort and arrange delivery. Thanks the team. <p>Discussion on revenue generator:</p> <ol style="list-style-type: none"> 1. Kelly suggested RAPT can organize No Uniform Day for fund raising purpose, however, there are a few in existence for Secondary, charity or learning unit related, hence this idea was skipped. 2. Food may not be served in Joyful Fruit Day and CNY celebration. Hopefully it can further be discussed in Spring. 3. Activities are seldom organized at school during weekends. 4. November is the best month for organizing activities. Might plan for next year 5. It needs one year to plan and prepare for college fair. 		

9	AOB	<ol style="list-style-type: none"> 1. Senior Administrator resignation: Long service fund not deducted from MPF is agreed on by members present and will be delivered by the end of November, 2020. It is adjusted from 11,000 to 12,000. 2. Authorized signatories for our bank accounts with HSBC will be updated: Addition: <ol style="list-style-type: none"> 1. Ms. Mah, Audrey Kwai Yee 2. Mr. Noyes, Keith Samuel Deletion: <ol style="list-style-type: none"> 1. Mr. Tanna, Mehul Girishbhai 2. Ms. Tse, Yvonne 3. Mr. Yau Chung Chee 	Ms. Mah, Audrey Kwai Yee and Mr. Noyes, Keith Samuel
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The meeting was adjourned at 7:48p.m.
Next meeting will be 7th December at 6:30p.m. (Venue TBC)

Ms. Mah, Audrey Kwai Yee
Co-Chair

Mr. Noyes, Keith Samuel
Co-Chair