



Minutes of the Committee Meeting

Held at 6:30 pm on 15<sup>th</sup> January 2024

**Committee**

#	Name	Position	Present	AWA
1	Dr. Brown Jr., Harry Thomas	Ex-officio	Present	
2	Mr. Siu, Kwan Shing (Jerry)	Co-chair	Present	
3	Mr. Chow, Eddie	Co-chair	Present	
4	Mr. Shum, Stephen Wan Hang	Hon. Secretary	Present	
5	Mr. Ng, Chung Him Cedric	Hon. Treasurer	Present	
6	Mr. Tanna, Mehul Girishbhai	Hon. Member	Present	
7	Ms Bannerji, Devina	Hon. Member		AWA
8	Ms. Chang, Shing Woon (Moonie)	Parent Member		AWA
9	Ms. Selarka, Karishma Viral	Parent Member	Present	
10	Ms. Chan, Ada	Parent Member	Present	
11	Ms. Tsui, Wai Sze (Tracy)	Parent Member		AWA
12	Ms. Ramchandani, Mahima Kamal	Parent Member		AWA
13	Ms. Yung, Kar Yee (Joyce)	Parent Member	Present	
14	Mr. Lee, Suck Yee (Rosalind)	Parent Member		AWA
15	Ms. Ventura, Concettina	Teaching Staff Member	Present	
16	Ms. Wong, Sandy	RAPT Administrator	Present	

### Minutes

#	Agenda Item	Discussion	Action/Decision	Responsible
1	Confirmation of Minutes of the last meeting	The minutes was confirmed.	Confirmed	ALL
2	Co-chairperson's report	1. The co-chairs reported the issues about Terry Fox Run, electronic payment and up-cycling of uniforms, which are reported below		Jerry Siu & Eddie Chow
3	Treasurer's report	1. There is a balance of around HKD2 million in the bank. There is around HKD500,000 receivable, with around HKD100,000 for the Fun Day and HKD400,000 for RAPT fees.		Cedric Ng
4	Principal's report	1. This is the quiet time of the year between Winter Holiday and the Chinese New Year Holiday. There will be Year 6 exhibition and Terry Fox Run in March. Dr. Brown wishes everyone healthy. There will be Sports Day and Fun Day for ESF Wu Kai Sha Kindergarten on 26 and 27 April respectively		Dr. Harry Brown
5	Administrator report	1. There are items left behind from the Fun Day Auction. Ada will try to sell the the items before the next meeting.		All
6	Activities report	<p>1. The school is preparing a policy for AI in school. This will be discussed in the next coffee morning, and possibly a parent university.</p> <p>2. There will be a joyful fruit day in March.</p> <p>3. There will be a second-hand uniform sale the next two days</p>		<p>Joyce and Dr. Brown</p> <p>Jerry</p> <p>Jerry</p>

7	Terry Fox Run	1. An e-mail was sent to Audrey about baking for Terry Fox Run. The e-mail was forwarded to committee members. Dr. Brown supplemented that it will take place on Mar 1 and involve all primary students. RAPT supported HKD5000 last year, and a budget of HKD5000 has been allocated this year.	RAPT will support HKD5000 as allocated in the budget	All.
8	Matters related to electronic payment	1. Cedric will work with Rosalind to set up the meeting with the banks.		All
9	Up-cycling of uniforms	1. An NGO can help up-cycle the second-hand uniform that are not in a condition to sell. They will arrange for the pick-up. There are already two big boxes of second-hand uniform in such un-sellable condition.	Agree	All
10	Funding Request	1. Charity Baking Club: They requested for HKD1200 last year. This year, there is a request for HKD1500 this year. 2. ESF Math Race: There is a request of of HKD4000. There was no request for funding the past few years because the event was held online. This is the first year that this is a face-to-face event.	Approve  Approve	All  All
8	AOB	1. Fun Day for 2024 will be on Nov 30. 2. AGM for 2024 will be on Oct 21. 3. Sandy will check with Joyce and Moonie for the proposed coffee morning and second uniform sales schedule for 24/25 RAPT calendar.		All  All