

## **IPTA External Committee Meeting Minutes**

**Place** : KIS Room 100  
**Date** : **25 April 2017** (Tuesday)  
**Time** : 08:30am - 09:30am  
**Attendance** : IPTA :Esther (Chairperson), Birgit, Kim, Shirley, Vivian and Stephanie;

Mr. Chadwick (Principle), Ms Glenda Khoo(Head of Primary), Marco (Secondary student Council, Head Boy)

**Absence** : Winnie, Emona, Marissa

### **Agenda Points**

#### **1. Open the meeting**

##### 1.1 Choice of meeting Chairman

Esther chaired the meeting.

##### 1.2 Choice of meeting Secretary

#### **1 Coffee morning**

The next date is May 17<sup>th</sup>, the KELY group is invited to give a talk about bullying

#### **2 Dance night for secondary**

Advice is to give more guidance to the students next year, especially on the financial part

#### **3 Collection Old uniforms**

Louise asked to make a picture of the old uniforms in our school. She will also make a picture when the uniforms will arrive at their destination in Cambodia. Mrs. Khoo will take care of a picture of the old uniforms before sending out.

#### **4 Collection uniforms new style**

We will start in June with collecting uniforms new style. PTA will take care of selling them after the summer. Date will be August 21+22, since the school is already open.

#### **5 Project ideas**

Library Renovation

IPTA members can help the Library team in moving books. Mr Chadwick stated that Diana (librarian) will get students to help moving and sorting books. He added that the dedication stickers can be used for recognition of books donations.

Mr. Chadwick reported that the school had ordered about 45 chromebooks since Jan,



but those chrome books are still not available, and he will keep contacting the supplier to speed up delivery. So far, the school received good feedback from users. He raised concerns on updating and maintenance on this devices. He added that he wonders if the current wifi system is sufficient when all students are using it in the same time.

It is reported that the renovation work in the Counseling room (room 202) went well. It looks more welcoming after the makeover. At the moment it is only painted, there is a budget for HKD 5,000 for buying (second-hand) furniture. Mrs. Chan will take the lead in this.

It is reported that Mr. Lau (Music Teacher) has ordered the required equipment for the music room. IPTA required the invoice of such for making payment.

## 6 Update website

Mr. Chadwick and IPTA reflected the concerns from parents regarding difficulties in searching KIS school web site. Shirley (IPTA) pointed out that some information contain in the website are not up to date.

Mr. Chadwick reported Mr. Ackerman (PE teacher) 's wife who is specialized in website program offering help to KIS in website issues.

Shirley (IPTA) requested access that enable IPTA to update the IPTA pages.

Vivian (IPTA) raised concerns from parents in Year 7 and 8 they have difficulties in checking class pages. Ms Koo will look into it and remove the possibly bugs/virus in the system.

## 7 Input Mr. Chadwick/Teachers

Marco (student council) reported that the graduation dinner will be held on 23 May from 7-9:30pm. It costs \$400 per student and \$200 per guest

Ms Koo requested IPTA to sponsor the cookies and milk on the pajamas day on 18 May. She will send us quotation from canteen.

IPTA awards, secondary teachers will select students who has been actively involving and making contributions to the community. Esther asked for details about it and stated that IPTA will present trophy to two nominated students. IPTA will ask Patti to order the trophies and IPTA will pay for it.

## 8 Financial review

Esther reported that according to Simon, only half of the budgets on subjects for last year was used. It is suggested to inform teachers about this budgets.

Esther suggested the unused budgets from last school year shall be added to the budgets for this school year. Teachers can think about what can this budget be used in their subjects area in the new term (September)

Mr. Chadwick and Ms Khoo will find out if any reasons why teachers are not using this fund/budgets.



Mr. Chadwick reported that it is possible for PTA Fees to be included in the school fees according to Simon, however, it is subjected to his final confirmation.

- 400 HKD first student, 200 HKD second student, third and on for free
- collection at the beginning of the school year
- start in January or later, half fee

Payback Secondary House Shirts loan still needs to be received

## **9 What someone likes to bring in**

Mr. Chadwick stated that the school is likely to issue letters to ask for larger donation or sponsor from local companies for IT project in school.

## **10 Next meeting**

Next external PTA meeting is planned at May 23th

