



Minutes of the Committee Meeting

Held at 6:30 pm on 22<sup>nd</sup> April 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, Chun Him Cedric        | Hon. Treasurer        | Present |     |
| 6  | Mr. Tanna, Mehul Girishbhai    | Hon. Member           |         | AWA |
| 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         |         | AWA |
| 11 | Ms. Tsui, Wai Sze (Tracy)      | Parent Member         | Present |     |
| 12 | Ms. Ramchandani, Mahima Kamal  | Parent Member         | Present |     |
| 13 | Ms. Yung, Kar Yee (Joyce)      | Parent Member         | Present |     |
| 14 | Mr. Lee, Suck Yee (Rosalind)   | Parent Member         | Present |     |
| 15 | Ms. Ventura, Concettina        | Teaching Staff Member | Present |     |
| 16 | Ms. Wong, Sandy                | RAPT Administrator    |         | AWA |

### 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                     | <ol style="list-style-type: none"> <li>1. The co-chairs apologized for postponing the previous meeting.</li> <li>2. Pun Choi Dinner was very successful. Weather was good. The two MCs also did a good job.</li> </ol>   |                 | Jerry & Eddie      |
| 3 | Treasurer's report                          | <ol style="list-style-type: none"> <li>1. There is a balance of slightly below HKD1.9 million.</li> <li>2. Budget for 2024/25 was discussed and approved.</li> </ol>   | Budget approved | Cedric             |
| 4 | Principal's report                          | <ol style="list-style-type: none"> <li>1. The school had a PYP Exhibition.</li> <li>2. The school also had an MYP Project Exhibition.</li> <li>3. The school is having exams for Year 11-13 these few weeks.</li> <li>4. School manager, Samuel, is leaving the end of the school year. The school is in search for a new school manager and will be interviewing candidates on April 30.</li> </ol>                           |                 | Dr. Harry Brown    |
| 5 | Administrator report                        | <ol style="list-style-type: none"> <li>1. Sandy is working with the school to collect outstanding RAPT fees.</li> </ol>  |                 | Jerry              |
| 6 | Activities report                           | <ol style="list-style-type: none"> <li>1. Pun Choi Dinner: Pun Choi Dinner was successful.</li> <li>2. Coffee Morning: The last coffee morning was very successful. The next coffee morning will be on May 29 and the topic will be transition from Year 6 to secondary.</li> <li>3. Joyful Fruit Day: There is a large team of parent volunteers preparing for the Fruit Day. There will be fruit tarts this year.</li> </ol> |                 | Joyce<br><br>Tracy |

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|---|-----------------|---|--|----------------------------------|
|   |                 | <p>4. Second hand uniform sale: there will be a second-hand uniform sale the next day.</p> <p>5. There was a suggestion to have a boat trip. Before COVID, RAPT organized another type of gathering instead of a Pun Choi Night. It was agreed to leave to next year's RAPT committee to decide.</p>  |  | <p>All</p> <p>All</p>            |
| 7 | E-banking       | <p>1. RAPT representatives met with Hang Seng Bank and OCBC. RAPT has needs for digital payment collection mainly for the fun day. In summary, Hang Seng bank is a bigger bank and there are more restrictions, while OCBC is more ready to provide a customized solution. OCBC can provide 20 payment terminals that can be used for different booths. OCBC also offers short-term time deposits. It was agreed to get rid of old cash coupons and print new ones with serial numbers.</p> | <p>Cedric and Rosalind would discuss further with OCBC.</p>  | <p>Cedric and Rosalind</p>       |
| 8 | Funding Request | <p>1. RCHK Primary Orchestra: An amount of HKD3,100 was requested.</p>  | <p>Approved</p>  | <p>All</p>                       |
| 8 | AOB             | <p>1. KJS PTA asked if RAPT was interested to have Lonnie Bedwell for a talk in the end of May: The speaker sounds good, but it would be busy in the end of May due to exams and other events.</p> <p>2. Review of Sandy's work performance: Members agreed that Sandy's performance was excellent and a 5% salary increase was proposed.</p> <p>3. Ms. Ventura suggested RAPT to consider having a popcorn</p>   | <p>Turned down</p> <p>A salary increase of 5% was approved.</p> <p>More information would be sought.</p> | <p>All</p> <p>All</p> <p>All</p> |

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|  |  | machine so that the school can<br>use it for Terry Fox Day. |  |  |
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