



Minutes of the Committee Meeting

Held at 6:30 pm on 18<sup>th</sup> January 2021

Zoom Meeting

**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		AWA
10	Ms. Selarka, Karishma Viral	Parent Member		AWA
11	Ms. Bannerji Devina	Parent Member	Present	
12	Mr. Tam, Manon	Parent Member	Present	
13	Ms. Richter Kelly Rae Marie	Teaching Staff Member	Present	AWA
14	Ms. Ventura, Concettina	Teaching Staff Member	Present	
15	Ms. Nicolle, Julie Lynne	Teaching Staff Member		AWA
16	Ms. Virginia, Zeng	RAPT Administrator	Present	

## Minutes

#	Agenda Item	Discussion	Action/Decision	Responsible
1	Confirmation of Minutes of the last meeting		Confirmed	
2	Co-chairperson's report	<p>1. The School is going to produce the special bespoke RCHK version of The Monopoly board game. RAPT representatives were invited to this School project team. It is believed to be wonderful gifts for graduating students.</p> <p>2. The RAPT Store was cleaned up and organized.</p> <p>a. All uniforms in stock were sorted and reorganized. Six boxes of clothes being too old will be brought to the recycling station in Shek Mun by Samuel. A lot of old long pants will be arranged to donate to the Philippines by Karishma to suit their needs. Fleeces, jackets and hoodies being demanding items will be kept.</p> <p>b. 13 boxes of books to the Salvation Army that had originally been collected for the postponed College Fair. Unclaimed raffle prizes from the 2019 College Fair were sold at half price. A total of HK\$4,465 was raised that will be donated to LIRC.</p> <p>3. It was confirmed new RAPT office hours are from 08:30am to 10:30am Monday through Wednesday.</p>	Manon, Kharisma, Tracy, Audrey and Virginia.	
3	Treasurer's report	<p>1. YTD bank balance – \$1.3 million.</p> <p>2. Cheque of HKD 23,000 was prepared for funding water fountains.</p> <p>3. Having prepared sufficient documents, change of authorised signatories at HSBC would be handled on Jan 22.</p>	Phoebe	
4	Principal's report	<p>1. Having just met the EDB officials, the schooling arrangement will remain unchanged till CNY.</p> <p>2. ESF hired an external consultant for anonymous interviews regarding opinions about school culture like diversity, equity and inclusion. RAPT committee members showed interests to participate in and names were sent to Dr. Brown.</p>	Michelle	

5	Administrator report	The amount HK\$4,465 raised from unclaimed raffles prizes will be donated to LIRC.	Virginia	
6	Coffee Morning	<p>1. Upcoming Coffee Mornings: Coffee Morning on Primary Chinese Learning to be scheduled on 24th February.</p> <p>2. It was agreed to conduct through zoom as more parents and teachers could be involved.</p>	Manshu	
7	Funding Request	Funding for Conrad Challenge(aerospace and aviation) was approved. Including the budget for material purchase, the total cost was HKD4,443.	Approved	
8	Activities Report	<p>1. On 16th December 2020 RAPT brought Christmas Goodies to the School for the admin staff and Blueteam as a means to replace the Thank You Lunch during Christmas. They were surprised and enjoyed it.</p> <p>2. Used Uniform Sale:</p> <p>a. Previous Second Hand Uniform Sales were popular and demanding. Orders from the previous Sale were canceled as a lot of parents failed to arrange pick up due to school closure. Parents were informed by emails.</p> <p>b. Seeing that it was inefficient for Juniors to manage online order without prior payment, it is planned to make appointments and do sales at 1/F RAPT store in the future. Those failed to pick up will have their orders cancelled.</p> <p>c.</p>	Audrey, Virginia	

9	AOB	<p>1. Regarding complaints from parents regarding school bus services of Kwun Chung Bus Company: During school closure a 25% discount on bus fees was offered due to the fact that the Company still has sunk costs like maintenance, insurance fees needed to cover. The school, having no contracts with the bus company, has been trying to negotiate with the Company.</p> <p>2. Discussion on usage of the HKD10,000 grant from EDB:</p> <p>a. Guidelines on funding: inviting parents, students, teachers for activities which promote positive values, healthy lifestyles; enhance bonding amongst them; promote parent education, etc..the plan has to be submitted to EDB before March. Having failed to report to EDB by August will need to refund.</p> <p>b. It was suggested to fund Parent TV, which costs HKD14,800. RAPT would need to fund the rest amount. It was agreed by Dr. Brown.</p> <p>c. It was proposed joint competitions for Primary students where they could submit online the artworks/ photos with given topics. It was considered better during normal year instead as there has been too much screen time already and two months might be needed for the whole event.</p> <p>3. Concerns were raised by Primary parents regarding zoom learning. According to Dr. Brown, current primary learning module was designed based on the parent survey for online learning earlier. There is currently no better solution than this module. It was suggested more empathy for younger grades; activities prior to zoom to better prepare the kids.</p>		
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