

Meeting Minutes PTASC 2017-2018

Date : 11, January 2018
Venue : PMR/KIS

Time: 8.05 am

Present:

Steering committee

Nicole Gervasi	NG	Parent
Chin Li Kian (aka Kelly)	CLK	Parent
Brigitte Le Meur	BLM	Parent
Anne Le Goff	ALG	Parent
Ivy Yap	IY	Parent
Martini Tahir	MT	Parent
Jenny Ngu	JN	Parent
Pauline Ma	PM	Parent
Milena Salgado Lynn	MSL	Parent
Gina Pang	GP	BoM – Community Liaison
Karen Wallace	KW	Teacher Representative
Alan Connah	AC	Principal

Minutes Taken By:

MSL

	ISSUE	ACTION/DECISION	FOLLOW UP (ACTIONS TAKEN AND BY WHOM)
1.0	Attendance/Apologies		
1.1	Allan Connah (AC), Karen Wallace (KW), Mary Tek sent apologies.	Apologies accepted	N/A
1.2	Welcomed Ms Gina Pang (GP) as representative of the Board of Management (BoM)		
1.3	Student Representatives were elected but we don't have names.		
2.0	Approval/Ratification of previous meeting minutes		
2.1	AC not present. NG had passed on all previous minutes.	NG to follow up with AC on previous minutes approval.	
3.0	Teacher Representative Report		
	KW not present		
4.0	BoM Representative Report		
4.1	GP introduced herself and complimented the PTASC for the good work on community bonding and for being able to draw parents in easily to collaborate on projects. BoM had their first meeting early January. No issues to report		

5.0	PTA Treasurer Report (led by JN and IY)		
5.1	<u>Financial Highlight.</u> A complete financial report was presented and is attached to these minutes including the summary, petty cash and bank reconciliation statements. At the end of Term 1 there was a profit of RM16,203.61. The cash and equivalents as of 31.12.2017 was of RM43,569.32.		
5.2	<u>Bank reconciliation statement.</u> All monthly balances have been reconciled with the bank.		
5.3	<u>Petty cash.</u> There are RM4,362.12 in the petty cash of which RM2,862.12 will be banked shortly.	IY and JN to bank the surplus.	
5.4	<u>Ice Cream Sales.</u> Total sales from June to December 2017 sum RM5,868.00 with a real profit of RM2,600.60. There must be better control of counting the leftover and the new purchase stock.	All PTASC MEMBERS are responsible for counting the stock prior to sales. Mary Tek has not signed up for any ice-cream sales this term or next.	
5.5	<u>Secondary Sports Day.</u> A final profit and loss statement is attached to these minutes. All leftovers have been counted and stored for future events.		
5.6	<u>International Day.</u> A final profit and loss statement is attached to these minutes The total revenue was of RM22,418.00 with a profit of RM13,567.80		
5.7	<u>Christmas fair.</u> A final profit and loss statement is attached to these minutes. The total profit for this event was of RM657.30		
5.8	<u>Expenditure of earnings by current PTASC.</u> There was a preliminary discussion as in where/what to invest the profit earned so far. Ideally it should be used for those expenses not covered by the school's capital fee.	NG to liaise with BoM and Principals, to make enquiries on where the money is most needed. To have a "wish list" that should not be used for infrastructure or renovations.	

5.9	<u>Other financial issues discussed.</u> 1) In general there was an agreement on having the same amount of funds to be spent in each event held. 2) The money earned by the PTA should be mainly used to run events. 3) Profit (after events) should be for the school, as a wish list (see actions 5.8)	There is not a clear definition of the percentage of funds to be used by any particular event. It could be useful to have this as a handover point and to possibly make in consultation with KIS community.	
6.0	Upcoming Events		
5.1	<u>Chinese New Year.</u> This is a traditional event at KIS. The school will be doing a CNY assembly on the 12 th of February. Preliminary discussions as how to mark the occasion were carried out: PM already secured a lion dance sponsored by Hokko. Mandarins to be distributed as well as an Angpow containing possibly a chocolate gold coin or real old coin. The traditional laosang should be made part of the celebration instead of holding it as a separate event.	PTASC will help decorate the school on the 8 th of February. The PTA celebration will be on the 28 th of February. PM agreed to coordinate the whole event. Next meeting to prepare for CNY event will be on 1 st of February at 8.00 am. PTASC will ask the assistance of parents to pack the Angpow on the 27 th of February.	
5.2	<u>Book week.</u> To be held from the 29 th of January to the 2 nd of February. No assistance was required from PTA.	.	
5.3	<u>Swimming Gala.</u> To be held on the 22 nd of March.	NG to meet with PE department to know more about the event and determine the type of assistance (if any) needed.	
6.0	AOB		

6.1	<p><u>New Friends' Team (NFT).</u> The liaison with PTASC is MT. Although MT has been away the past term, she has been in constant communication with the team and they are working very well. Term 2 coffee morning to be held tomorrow (12th of January).</p> <p>Some parents have suggested that the NFT could inform the group where the new parents will be inserted to help them out, if needed be, prior to their child's first day at school.</p>	<p>PTASC will cover some of the expenses. A receipt will come through Ratna Powell or MT.</p> <p>MT to convey the message.</p>	
	<p><u>Replacement of PTASC members.</u> Lin Yuan and Tang Tang (aka Jenny Tang) withdrew from the PTA.</p>	<p>PTASC members to actively look for replacements. This issue will be discussed in the next meeting.</p>	

Next meeting: **March 1st, 2018 –TBC**
The meeting adjourned at **10.05 am**.
