

**Meeting Minutes**

**PTASC – HKUGA College**

**Academic Year 2009/10 – Third Meeting**

**(In draft, to be formally adopted at the Fourth Meeting)**

<b>Date:</b>	22 Jan., 2010
<b>Time:</b>	7.00 pm
<b>Attendees:</b>	Stephen Ko (Chairman) Dennis Chan (Principal) Sydney Wong (Vice Principal & Vice Chairman) Newman Chan (Vice Principal) Leona Chan (Vice Chairman) Anita Lok (Secretary) Ada Chung (Co-secretary) Stephen Hui (Treasurer) Charles Ng Wallace Ng Windy Leung Vivian Wong
<b>Absent with apologies:</b>	Anita Lo Peter Yuen Fronnia Wong Julietta Lee (Parent Manager)

<b>Ref.</b>	<b>Contents</b>	<b>Responsible Persons</b>
1.	PTA members reviewed the minutes of the last meeting on 20 November 09. The minutes were confirmed subject to minor amendments.	
3	Issues relating to study trips and ELA  The Principal and Mr Newman Chan, Vice Principal, elaborated on the arrangements for the study trips to parents. There were different themes for different forms, as follows: S1 – Humanities and Science; S2 – Mainland study; S3 – Cultural study; S4 – Service trips, to take place from 5 to 9 July.  The Principal appealed for parents’ help in identifying suitable social services for students.  The Principal also elaborated on the contents of ELA organized for students and pointed out that job shadowing and career exposures would be organized for S4 and S5 students. The Principal agreed that interested parents might sit in to observe the performance of students at Humanities classes.	

4	<p><b>Parent Education Seminars:</b></p> <p>The meeting discussed the organization and topics of the following seminars:</p> <p style="text-align: center;">9 March 2010 (Tue) – “Raising an optimistic Child” – to be conducted at HKUGA Primary School Hall;</p> <p>24 April 2010 (Sat) – seminar by Ms Tang Oi Lam; 15 May 2010 (Sat) – seminar by Charles Yu.</p> <p>The meeting noted that books ordered in relation to Charles Yu’s seminar in December 2009 were all distributed to students.</p>	Leona Chan
5	<p><b>Arrangements for Parents’ Days</b></p> <p>The meeting commended the new arrangements for the Parents’ Days this term as parents were able to meet with form teachers and different subject teachers in an one-hour duration. The Principal said that the arrangement would be slightly adjusted for the next term to facilitate smoother organization of the event.</p>	
6	<p><b>Visit to Tuck Shop</b></p> <p>The Principal suggested, and the meeting agreed, that a surprise visit be organised to the tuck shop. It was agreed that the Student Welfare Group should meet with the management of the tuck shop to discuss possible areas of improvement.</p>	Peter Yuen, Ada Chung
7	<p><b>Next issue of PTA newsletter – theme and articles</b></p> <p>The Chairman appealed to members for contribution to the next issue of PTA newsletter, including articles and photos. Ms Pionie Foo briefed members on the contents of the new PTA website. It was planned to launch the new website after Chinese New Year. The expenditure involved was around \$10,000, including fees paid to a free lance designer.</p>	Pionie Foo Joyce Lee
8	<p><b>Parents’ Gathering</b></p> <p>The Chairman reported that four gatherings had been organized for S1, S3 and S4 parents respectively to facilitate communication among parents.</p>	
9	<p><b>AOB</b></p> <p>The following matters were discussed as AOB items:</p> <ul style="list-style-type: none"> <li>- Preparation for AGM in May 2010: A dedicated group headed by Anita Lok was formed to prepare for the AGM on 15 May 2010.</li> </ul>	Anita Lok  Anita Lok

	<ul style="list-style-type: none"> <li>- Formation of project team initiated by Parent manager to proactively promote the College to the International Recruitment Team from various elite overseas universities. The Chairman appealed to parents for participation in the team for promoting the College. Julietta would lead the project with support from Anita Lok and Vivian Wong.</li> <li>- The Principal proposed, and the meeting agreed, that the PTA would consider to do some fund-raising work for the Haiti victims. Vivian Wong, the Chairman, Ada Chung, Geoffrey Pak and Jackey Yan would help the school activities group on this.</li> </ul>	<p>Vivian Wong</p> <p>Student Activities Group Vivian Wong Ada Chung</p>
10	The meeting adjourned at around 9:30 p.m. The next meeting is scheduled for 26 March 2010 at 7 pm.	