

**Tak Oi Secondary School**  
**Minutes of the 7<sup>th</sup> Staff Meeting (2009-10)**  
**held on 23 March 2010 (Tuesday) at 1:45pm in SAC**

*Present:* Sr Rossetti Lau, MIC, Dr Ursula Shum, teachers and Ms Helen Chu (Secretary)

*In attendance:* All school managers and non-teaching staff

*Absence with apologies:* Ms Irene Lam

*Documents for meeting:*

- (Paper 1) Press release of “Tak Oi Secondary School to be undertaken by another Catholic Education Institution to continue professional quality education” – Chinese version
- (Paper 2) Press release of “Tak Oi Secondary School to be undertaken by another Catholic Education Institution to continue professional quality education” – English version
- (Paper 3) Letter to parents
- (Paper 4) Letter to community

Item	Action								
<p><b>Staff meeting at 1:45pm</b>  <i>Announcement on “Tak Oi Secondary School to be undertaken by another Catholic Education Institution”</i></p> <ol style="list-style-type: none"> <li>1. Sr Rossetti Lau <b>welcomed</b> all school managers and staff members. Sr Emilia Marcelo <b>led</b> a prayer.</li> <li>2. Sr Pauline Yuen <b>announced</b> that due to shortage of personnel in MIC, the sponsorship of Tak Oi would be transferred to East Asian Educational Association (EAEA).</li> <li>3. The application for transfer would take at least one to two years. All teaching and administrative staff would remain unchanged and the daily operation of the school would be carried out as usual. For details, please refer to the press release (Papers 1-2) and letters to parents and community (Papers 3-4).</li> <li>4. Arrangements of the release of the above news to other parties were as follows:</li> </ol> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="width: 30%; text-align: center;">Date</th> <th style="width: 70%; text-align: center;">Party informed</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">23 March 2010 (3pm)</td> <td>S1-4 &amp; S6 students and janitors</td> </tr> <tr> <td style="text-align: center;">23 March 2010 (7pm)</td> <td>Parent-Teacher Association and Alumni Association</td> </tr> <tr> <td style="text-align: center;">24 March 2010 (9:30am)</td> <td>S5 students</td> </tr> </tbody> </table> <ol style="list-style-type: none"> <li>5. A Question-and-answer session for parents and alumni would be scheduled on 26 March 2010 at 7pm. All teachers were <b>requested</b> to attend the meeting.</li> <li>6. A Question-and-answer session for students would be scheduled on 30 March 2010 in the afternoon after Lenten prayer service.</li> <li>7. A briefing session of EAEA for teachers would be held on 26 April 2010 (Staff Development Day) and that for parents would be held in April or May. Details would be announced later.</li> <li>8. If there are any enquiries concerning the transfer of the school management from the public, staff please refer them to Ms Alice Wong in the General Office.</li> </ol> <p><i>The first session of the meeting was adjourned at 2:45pm.</i></p>	Date	Party informed	23 March 2010 (3pm)	S1-4 & S6 students and janitors	23 March 2010 (7pm)	Parent-Teacher Association and Alumni Association	24 March 2010 (9:30am)	S5 students	<p>All teachers</p>
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**Second session of the Staff meeting started at 4:25pm***Question and answer session*

9. Sr Rossetti Lau **expressed** that most of the students were positive towards this issue.
10. Questions from staff members after a 15-minute small group discussion were listed as below:

1.	可否多交代一點新辦學團體的背景資料？
2.	新辦學團體除了德信外，還有其他業務嗎？
3.	新辦學團體接收德愛後對德愛有什麼期望？
4.	當同學或家長上網搜尋新辦學團體的資訊時可能會看到不同的評價(包括正面或負面的訊息)，建議新辦學團體要有所準備。
5.	收生質素會否受影響？如何減少在過渡期間收生所受的影響？
6.	新辦學團體是否有意將德愛轉為直資？
7.	MIC 會否同時交出德望的辦學權？

11. Concern of staff members was felt. Sr Rossetti Lau **expressed** that more chances for communication would be arranged to allay the worries of different parties. She **thanked** the participation of all staff members.
12. Sr Catherine Wan **led** a closing prayer.
13. The meeting was adjourned at 5:15pm.