

**Minutes of the Annual General Meeting of the
Peak School Parent Teachers Association Limited
("PTA")
held on Tuesday 16th October 2012**

Present

Nicci Corrado	Vice Chairperson
Kate Jackson	Vice Chairperson
Caron Hughes	Hon. Treasurer
Mary Nieto	Hon. Secretary
Liselle Carey	Parent Representative
Kelly Ellis	Parent Representative
Bill Garnett	Principal
Annette Ainsworth	Teacher Representative
Jane Durbin	Teacher Representative

Members according to the attached list

Quorum

A quorum being present, the Vice Chairperson welcomed everyone and opened the meeting at 12.45 pm. (didn't note the time)

1. Apologies

It was noted that all parent representatives of the Executive Committee who had not resigned and who were offering themselves for re-election were present, except Lara Fabiani, from whom apologies had been received.

Introductions were made. Kate Jackson (KJ) introduced Nicci Corrado (NC), Kelly Ellis (KE), Liselle Carey (LC), Mary Nieto and Caron Hughes who were all members of the outgoing Executive Committee. She also introduced the Teacher Representatives, Annette Ainsworth, Jane Durbin and Bill Garnett

Procedure

The Chairperson explained the procedure to be adopted at the meeting: (i) before each resolution there would be an opportunity to ask questions; Members were asked to state their names clearly and restrict questions. If they had additional queries, these would be raised with the committee at a later date. (ii) questions would also be invited at the end of the meeting; (iii) voting would be on a show of hands and the Chairperson would announce the result after each vote; (iv) Mary Nieto would act as teller; (v) a majority of votes would pass be needed to pass a resolution.

The Chairperson noted that Notice of the meeting had been sent to all parent and teacher members by e-mail.

2. Approval of Minutes of Last Annual General Meeting

The Chairperson referred to the minutes of the Annual General Meeting of 22nd September 2011, copies of which were made available to members attending the meeting. The adoption of the Minutes of the Annual General Meeting of 22nd September 2011 was proposed by KJ and the minutes were unanimously approved. The Chairperson signed the minutes.

3. **Chairperson's Report**

The Vice Chairperson, KJ gave her report on the previous year's activities. She reported that the school community continued to prosper - Peak School was a friendly and vibrant place, thanks to the close relationship between parents, teachers, staff and children. The small but enthusiastic committee had organized a number of activities last year, starting with the Lantern Festival in Term 1, followed by the Centenary Gala Dinner to round off the celebrations for Peak Schools 100th Anniversary then the Annual Carol Service was held at St Johns Cathedral. Bingo Night and Peak School Has Talent were held in term 2 and The annual Danceathon was held in Term 3. The PTA also supported the schools's Olympic Day with a pizza and fruit picnic for the whole school.

The PTA sponsored the Artist in Residence, Eleanor McColl for the second year, to work across all years. This was paid for from the Centenary fund. The work produced was recently exhibited at the Parents' Information Evening.

KJ then stated that the PTA is currently financially sound and referred to the treasurer To follow with a full report.

KJ outlined the PTA contributions to school projects:
\$500,000 towards the Performing Arts Suite renovation
IPads for both the school and the Mandarin department
Landscaping the school flower beds
Mathletics subscription
Over \$90,000 of other wishlist items for school use.
Funds have also been set aside to help replace the astroturf. This will be completed in the Christmas holidays.

KJ moved on to the bus service, which is run and co-ordinated by the PTA. The school currently has 223 users on 9 buses covering a wide area from Stanley to Pokfulam. Bus fees were increased this year due to a 30% price increase. KJ thanked Jackie To, the PTA administrator, for all her help. She also thanked the team of Bus mothers.

The PTA have phased out some uniform items and a new PE shirt has been introduced, which has proved very successful.

KJ moved on to changes on the PTA committee. The Treasurer, Caron Hughes and company Secretary, Mary Nieto are resigning as their children no longer attend Peak School whilst Sejal Raja left Hong Kong at the end of last Term. KJ expressed the committee's gratitude to them for their support. KJ confirmed that NC would be standing for the Chair Position and that KJ would stand for Vice Chair. Existing committee members LC, LF and KE have all agreed to stand again as parent representatives and KJ thanked them for their commitment and services during the past year. Additional Nominations received for the new Executive Committee are as follows:

Emma Gardner for position of Treasurer
Isabel Hamp for position of Secretary (not present)
Chris Cosgrove, Kate Phipps, Naomi Weir (not present), Simon Cook and Andrew Basham for Parent representatives. KJ expressed her hopes that they would be duly elected later on.

KJ thanked all the volunteers who help during the events to ensure that they run smoothly.

KJ confirmed that teacher Representatives would be elected by the teachers at another meeting.

KJ acknowledged that the senior Management team of Bill Garnett, Patrice Shadbolt and Annette Ainsworth have done a wonderful job of building on the existing community and family spirit of Peak School and emphasized that the PTA have a working partnership with the school. She thanked the PTA teacher representatives Jane Durbin, Annette Ainsworth and Bill Garnett for their commitment to the PTA. Thanks were also given to all the teachers, EA's and the Office and Support staff for all their help and support.

KJ thanked the School Council, along with the chair David Post, the Senior Management Team and the Performing Arts Committee for all their contributions in the formulation of the plan for the performing Arts Suite, which has enhanced the school greatly. She hoped that all parents have had an opportunity to visit the new PAS.

To close, KJ emphasized that the Peak School remains a friendly and vibrant place thanks to the close relationship between parents, teachers, staff and children.

4. **Treasurer's Report**

The Treasurer referred to the Statement of Accounts for the year ended 31 July 2012 and to her Report, copies of which were made available to members at the meeting.

The accounts had been audited by HH Liu & Co and the PTA had been given a clean bill of health.

The Treasurer reported that the year started and ended with a healthy cash balance that increased from \$1.6m at the end of 2011 to \$2.1m at the end of 2012. This is because much of the expenditure committed to the school had not been billed at the end of the year.

The Treasurer reported on large investments into the school as follows: \$500,000 to the refurbishment of the Performing Arts Suite and hall, the Artist in Residence, paid for out of the Centenary Fund, greening project and general teaching resources.

The Treasurer then reported on fundraising activities for the year, which included Bingo (\$32,000), Peak School has Talent (\$25,000), Dance-a-Thon (\$26,000), Lantern Festival (\$51,000) and Gala Dinner (\$41,000).

It was noted that the financials show that uniform sales recorded a loss of \$15,000 for the year due to expenditure connected to the phasing out of the old PE uniforms and pre purchase for new uniform stock. The profit recorded for the running of the buses net of administrator costs and expenses was \$500,000. The Treasurer noted that from an historic perspective the bus has continued to run at a profit. This was decreased last year by absorbing some of the bus fee increase, as was communicated to parents at the end of last term. Much of the profit has originated from increased bus usage compared with the fixed costs of hiring the buses.

The Treasurer closed by noting that a healthy financial position is maintained going into 2013. The years performance shows a deficit of \$64,000 which is absorbed by the healthy general fund that represents a number of years of cumulative surplus. The deficit for the year comes from significant reinvestment into the school, lower profits

on the buses and fewer fund raising initiatives following the centenary year focus on fund raising.

The adoption of the Audited Statement of Accounts for the period ended 31 July 2012 was proposed by the Treasurer and was unanimously approved.

5. **Appointment of the Auditors for 2012-2013**

The Treasurer proposed that Messrs Lui & Co Chartered Accountants be appointed as auditors for the forthcoming financial year and that their remuneration be determined by the Executive Committee. The proposal was unanimously approved.

6. **Election of New Executive Committee Members**

The Chairperson had already reported that Caron Hughes and Mary Nieto were stepping down and that Nicci Corrado had agreed to stand as Chairperson, whilst Kate Jackson had agreed to stand again as Vice Chairperson. Liselle Carey, Kelly Ellis and Lara Fabiani had agreed to stand again as parent representatives and that Andrew Basham, Chris Cosgrove, Simon Cook and Naomi Weir had agreed to stand as parent representatives. Isabel Hamp had agreed to stand as Secretary and Emma Gardner had agreed to stand as Treasurer

KJ confirmed that the nomination forms for all of the above had been received before last Friday with proposers and seconders and being uncontested declared:

Nicci Corrado –Chairperson
Kate Jackson re-elected Vice Chairperson
Emma Gardner elected Honorary Treasurer
Isabel Hamp elected Honorary Secretary
Lara Fabiani, Kelly Ellis and Liselle Carey re-elected as Parent Representatives
Andrew Basham, Kate Phipps, Simon Cook, Chris Cosgrove and Naomi Weir elected as Parent Representatives.

It was confirmed that teachers will hold their own elections and the teacher members will be added.

7. **Any Matters affecting the affairs of Peak school Parent Teachers Association Limited, which has been submitted to the Honorary Secretary for inclusion in the Agenda not less than seven (7) days before the date of the meeting.**

KJ confirmed that no items had been notified as being matters to be raised at the AGM.

8. **Any other business and Close**

KJ opened the meeting to the floor for questions and comments.

David Webb was invited to speak and introduced himself. He thanked the members of the committee for all their hard work over the year and the community spirit shown by the Executive Committee of the PTA . He acknowledged that he felt the role of the PTA was to hold events to enhance the sense of community within the school and that a side benefit of this was to generate income. He congratulated the new members of the Executive Committee for their election. He then went on to discuss the Bus operation and profits generated over the last 5 years. There has been a surplus on bus

operations after costs that have grown to a total of 2million dollars. The bus is not compulsory and he felt that the bus service should be run at cost rather than surplus being passed on to the school via the PTA. Following a meeting with the Vice Chairpersons, he suggested that a reserve should be established consisting of the surplus from last year and that this should be used as a buffer on future loss or profits for future years. Surplus and deficit should go in and out of the reserve, which should be kept between \$200k and \$800k. He felt that this would restore fairness to a system which is only used by some of the school population. He felt that parents who live a long distance from the school did not have a choice regarding transport to school and the annual surplus per child equates to 3.5% of school fees. He suggested that fees would be based on known use from the previous year. He was subsequently invited to address the first formal committee meeting after the AGM and therefore withdrew his proposed motion. David Webb acknowledged that if surpluses from the bus fees were no longer part of PTA funding, this would affect PTA funds significantly but felt that this was really an issue for ESF and the school. He confirmed that he had previously been a bus user but was no longer using the bus service. David Webb confirmed that bus fees were unlikely to go down next year and felt that surplus from this year should also be put into the surplus fund. KJ stated that bus charges would be increasing again next year and bus fees were fixed this year to enable the fees to be kept at the current rate even though the buses will probably be running at a loss of 1%. No other bus services are currently available to tender. KJ thanked him for his comments.

Soundari Mukerjhea suggested that the whole school community should be advised of the issue. KJ thanked her and informed her that the executive committee would be discussing it at the next meeting and the school communittee would be advised of the outcome.

Bill Garnett expressed his thanks to the hard working and dedicated PTA and thanked them for all their hard work. He emphasized that they had brought parents, teachers and children together as a community through all the successful events held throughout the year. He thanked the Executive Committee members and parents for their commitment and support.

KJ then welcomed the new Executive Committee members and noting that there was no further business, KJ declared the meeting closed at 1.28p.m.

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Chairperson

Documents tabled:

1. Copy Notice of Annual General Meeting.
2. Copy Minutes of the Annual General Meeting of 22nd September 2011.
3. List of Members attending
4. Treasurer's Report.
5. Audited Statement of Accounts for the period ended 31 July 2012.