



Dear Parents,

17 September 2015

ANNUAL GENERAL MEETING

Peak School Parent Teachers Association Limited (PTA)

8:30am Friday 9 October 2015 in the School Library

The year's Annual General Meeting (AGM) of the PTA will be held at 8:30am on Friday 9 October 2015 in the School Library. A copy of the Notice of the Agenda is attached.

All parents automatically join the PTA. There is also an Executive Committee of the PTA which is elected each year at the AGM. It is important that every year we have fresh new faces and fresh ideas on this Committee. For all existing and new parents this is a great way to get involved with the Peak School and be part of what makes the School so special. The PTA and Executive Committee only work with your support.

A quorum of at least 15 members (including at least 10 parent members) is required to make the AGM valid and so we appreciate your support in attending the AGM. Please do not assume that you are not needed as we cannot make a start until a quorum is reached. We are holding the meeting when school starts as many parents who are working, dropping off their children at school or have other activities on during the day may find this timing suitable for them.

The Executive Committee meets monthly to organize and manage a year round program of events. Examples of previous events include the Lantern Festival, Dance-a-thon, Movie and Bingo nights and Peak School has Talent. Some events are targeted at children, some are for the parents and others are aimed at fund raising. The new Committee will be responsible for deciding on and scheduling the events for the coming Academic Year.

In recent years, monies from fund raising events have been spent on a wide range of upgrades at Peak School such as the Performing Arts Suite, the Library, Upper Playground Equipment, Astroturf, IT Backbone upgrades and Permaculture initiative. Smaller needs such as teaching supplies and classroom materials, iPads for classroom usage and the Artist in Residence Program have also been supported by the PTA.

Part of the purpose of the AGM is to elect a new Executive Committee for this school year. Each member of the Executive Committee (other than the Principal) must resign at or before the AGM, but may offer him or herself for re-election.

The Executive Committee consists of Parent Representatives and the Principal. The parent members include four officers (Chairperson, Vice Chairperson, Treasurer and Secretary) and eight other Parent Representatives. The Teacher Representatives are appointed by a separate vote by the teachers.

Each position on the Executive Committee of the PTA is subject to election (unless a nomination is uncontested) and any member of the PTA may be nominated for any position. This school year the following members of the Executive Committee have currently offered themselves for re-election:

| | |
|--------------------|-----------------------|
| Brian Schroeder | Chairperson |
| Jane Peters | Vice Chairperson |
| Andrew Basham | Honorary Treasurer |
| Claire Kendall | Honorary Secretary |
| Victoria Fouladi | Parent Representative |
| Naomi Weir | Parent Representative |
| Katrina Brasington | Parent Representative |

If you think you might like to join the Executive Committee please send an email to Brian Schroeder (brian.schroeder@hotmail.com) to learn more about the position.

Nominations for the appointment of officers or parent representatives should be made in writing to Claire Kendall, c/o PTA Administrator, Peak School, 20 Plunkett's Road, The Peak, Hong Kong at least three days before the AGM, giving the names and signature of the proposer and seconder of the nominations and the signed consent of the nominee to accept the post, if elected. Nominations may also be made at the AGM if prior nominations for a position are not received before the meeting. A nomination form is enclosed with this letter.

Yours sincerely,



Claire Kendall

Honorary Secretary

Peak School Parent Teachers Association Limited

NOTICE OF ANNUAL GENERAL MEETING

Notice is hereby given that the Annual General Meeting of the Peak School Parent Teachers Association Limited will be held at 8:30am Friday 9 October 2015 in the School Library at 20 Plunkett's Road, The Peak.

AGM Agenda

1. Apologies
2. The Chairperson's Report
3. The Honorary Treasurer's Report and adoption of the Audited Balance Sheet and Statements of Account for the 2014/15 year
4. Appointment of the Auditor for the 2015/16 fiscal year and fixing of remuneration
5. Election of the new Executive Committee for the 2015/16 Academic Year
6. Any matters affecting the affairs of the Peak School Parent Teachers Association Limited, which have been submitted to the Honorary Secretary for inclusion in the Agenda not less than seven (7) days before the date of the meeting.
7. Adoption of then new Articles of Association
8. Any other business



By order of the Executive Committee

Claire Kendall

Honorary Secretary

Nominations to Peak School Parent Teachers Association Limited

Executive Committee for the Year 2015-16

(Nominations must be lodged with the Secretary, Peak School PTA Limited, Peak School, 20 Plunkett's Road, Hong Kong by 5:00pm on Monday 5 October 2015)

NOMINATION FORM

We hereby nominate _____

For the position of _____

Proposed by _____ Signed _____

Seconded by _____ Signed _____

If elected, I agree to serve in this position. Signed _____

Date _____