

7<sup>th</sup> November 2017

Dear Parents,

## **ANNUAL GENERAL MEETING**

### **Peak School Parent Teachers Association Limited (PTA)**

Held at 8:15am on Thursday, 30 November 2017 in School Library

This years' Annual General Meeting ("AGM") of the PTA will be held at 8:15am on Thursday 30 November 2017 in the school library. A copy of the Notice of the AGM and the Agenda is now attached.

All ESF parents are required to join the PTA of their children's school. There is an Executive Committee of the PTA which is selected, each year, at the AGM. It is important that every year we have fresh new faces and fresh ideas on the Committee. For all existing and new parents this is a great way to get more involved with the Peak School Community 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 would 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 the school day 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.

While we encourage your attendance and voting in person you may, alternatively, vote by lodging with the Honourary Secretary a duly completed proxy form at least 48 hours before the AGM. Please use the form enclosed with the Notice of the AGM and send that to the Honourary Secretary (Richard Wilmot), c/o PTA Administrator, Peak School, 20 Plunkett's Road, The Peak, Hong Kong.

The Executive Committee of the PTA meets about every six weeks to organise and manage a year-round program of events. Examples of previous events include the Lantern Festival, Movie and Bingo nights and Peak School has Talent. Some events are for children, some for the whole family and all are aimed at fund-raising to support the school and community. The new Committee will be responsible for deciding on and scheduling the events for the 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, IT backbone upgrades and our Permaculture initiatives. Smaller needs such as teaching supplies and classroom materials, MacBooks for classroom usage and the Artist-in-Residence Programme have also been supported by the PTA.

As indicated in the Agenda, the AGM will consider each of the Chairpersons' Report; the Honorary Treasurer's Report and the Financial Statements; as well as the

appointment of the auditor for the next year. The AGM will then consider passing appropriate resolutions.

Part of the purpose of this AGM is also to elect a new Executive Committee for this current 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 (Co Chairpersons, Treasurer and Secretary) and up to eight other Parent Representatives. The Teacher Representatives are appointed by a separate vote by the teachers of the School.

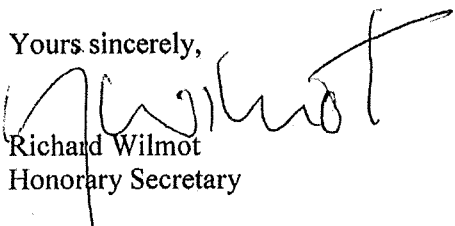
Each position on the Executive Committee of the PTA is subject to election (unless a nomination is uncontested) and any member of the PTA may be nominated for any position. This school year the following members of the Executive Committee have currently offered themselves for re-election:

Richard John Wilmot	Honorary Secretary
Ildiko Franciska Fecser	Parent Representative
Christopher James Hattam	Parent Representative
Erica Marie Savini	Parent Representative
Joyce Chapman Wilmot	Parent Representative
Jennifer Andrews	Parent Representative

If you think you might like to join the Executive Committee please send an email to Jackie To ([pta@peakschool.net](mailto:pta@peakschool.net)) - she can then arrange for you to learn more about the position.

If you wish to make any nomination for the appointment of officers or parent representatives these should be made in writing to the Honourary Secretary (Richard Wilmot), c/o PTA Administrator, Peak School, 20 Plunkett's Road, The Peak, Hong Kong at least three days before the AGM, giving the names 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 itself if prior nominations for position are not received before the meeting. A nomination form is also enclosed with this letter.

Yours sincerely,

  
Richard Wilmot  
Honorary Secretary

Enclosures:

1. Agenda
2. A nomination form
3. A proxy voting form

**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 8:15am on Thursday, 30 November 2017 at the School Library at 20 Plunkett's Road, The Peak, Hong Kong.

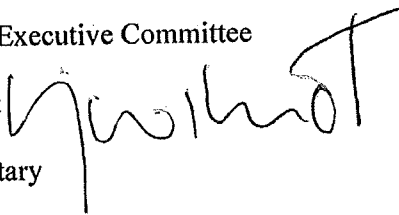
**AGM Agenda**

1. Apologies
2. The Chairpersons' Report
3. To consider a resolution to (i) receive the Honorary Treasurer's Report for the 2016/2017 Financial Year and (ii) adopt of the Audited Reports and Financial Statements for the year ended 31 July 2017
4. To consider a resolution to appoint the Auditor for the 2017/2018 Financial Year
5. To elect the new Executive Committee for the Year 2017/18
6. Any additional 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. Any other business

By order of the Executive Committee

Richard Wilmot

Honorary Secretary



**Nominations to Peak School Parent Teachers Association Limited**

**Executive Committee for the Year 2017/18**

(Nominations must be lodged with the Honorary Secretary, Peak School PTA, Peak School, 20 Plunkett's Road, Hong Kong by 8:15am on Monday, 27 November 2017)

**NOMINATION FORM**

We hereby nominate \_\_\_\_\_

For the position of \_\_\_\_\_

Proposed by \_\_\_\_\_ Signed \_\_\_\_\_

Seconded by \_\_\_\_\_ Signed \_\_\_\_\_

I confirm that I have read and understood the ESF School Councillors' Handbook and the ESF Code of Conduct which guide Peak School PTA committee members.

If I am elected, I confirm that I agree to be guided by their principles and can execute my responsibilities accordingly.

In addition, if I am elected, I agree to serve in this position.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Peak School Parent Teachers Association Limited**

**Executive Committee for the Year 2017/18**

(Proxy voting forms must be lodged with the Honorary Secretary, Peak School PTA, Peak School, 20 Plunkett's Road, Hong Kong by 8:15am on Tuesday, 28 November 2017)

**PROXY VOTING FORM**

I, \_\_\_\_\_ of \_\_\_\_\_ a Member of the  
above named Association hereby appoint \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ and failing him/her, \_\_\_\_\_ of \_\_\_\_\_  
\_\_\_\_\_ as my proxy to vote for me on behalf at the Annual

General Meeting of the Association to be held on Thursday, 30 November 2017 and  
at any

adjournment thereof.

This form is to be used \*in favour of/against the resolution. Unless otherwise  
instructed, the proxy may vote as that proxy thinks fit.

Signed this \_\_\_\_\_ day \_\_\_\_\_

- \* (1) Strike out whichever is not desired.
- (2) Please indicate which resolutions you wish your proxy to support or oppose. If you wish your proxy to vote as he or she thinks fit you need not provide any indication.