

Minutes of the Annual General Meeting of the
Peak School Parent Teachers Association Limited
("PTA")
held on Thursday 10th October 2013

Present

Nicci Corrado	Chairperson
Kate Jackson	Vice Chairperson
Emma Gardner	Honorary Treasurer
Andrew Basham	Honorary Secretary
Chris Cosgrove	Parent Representative
Naomi Weir	Parent Representative
Bill Garnett	Principal
Annette Ainsworth	Teacher Representative

Members according to the attached list

Quorum

A quorum being present, the Chairperson welcomed everyone and opened the meeting at 8.15am.

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.

Apologies were received from Lara Fabiani, Victoria Fouladi, Francine Parker, Susan Gaylord and Kate Brasington.

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) Andrew Basham would act as teller
- (v) A majority of votes would be needed to pass a resolution.

The Chairperson noted that the Notice of the Meeting had been sent to all Parent and Teacher Members by e-mail.

2. Adoption of Minutes of Last Annual General Meeting

The Chairperson referred to the minutes of the Annual General Meeting of 16th October 2012, copies of which were made available to Members attending the meeting. The adoption of the Minutes of the Annual General Meeting of 16th October 2012 was proposed by NC and the minutes were unanimously approved. The Chairperson signed the minutes.

3. Chairperson's Report

The Chairperson, NC gave her report on the previous year's activities. She reported that the PTA had another successful year. The committee had organized a number of activities last year, starting with the Lantern Festival in Term 1, followed by the Annual Carol Service that was held at St John's Cathedral in December. In the New Year, the Quiz Night was resurrected and followed with the Bingo Night and Backyard BBQ. In April, the children took part in Peak School Has Talent and additionally another Dance-a-thon was held.

The PTA sponsored the Artist in Residence program through the Centenary fund. This year the author, Alan Gibbons, conducted workshops across the years, with all the children.

NC then stated that the PTA is financially sound and referred to the Treasurer to follow with a full report.

NC outlined the PTA contributions to school projects:

- o \$375,000 towards the Astroturf replacement
- o New furniture for the outside areas
- o Landscaping the school flower beds
- o Maths support in the form of Mathematics subscription
- o New costumes for the Angels performing in the School Concert
- o Over \$90,000 of other wish-list items for school use.

In total, \$644,569 has been donated to the school this year.

NC moved on to the bus service, which is run and co-ordinated by the PTA. The school currently has 222 users on 9 buses covering a wide area from Stanley to Pokfulam. Bus fees were not increased this year. NC thanked Jackie To, the PTA Administrator, for all her help. She also thanked the team of Bus mothers.

The PTA phased out some uniform items and a new PE shirt was recently introduced. The \$10 profit on each shirt raised \$6,000 which was donated to Vision Aid.

NC moved on to changes on the PTA committee. The Vice Chairperson, Kate Jackson, the Treasurer, Emma Gardner and Parent Representatives Liselle Carey, Kate Fabiani and Simon Cook are stepping down. NC expressed the committee's gratitude to them for their support. NC confirmed that she will be standing down from the Chair Position but that she would stand for Parent Representative. Nominations received for the new Executive Committee are as follows:

- Chris Cosgrove Chairperson
- Jane Peters Vice Chairperson
- Andrew Basham Honorary Secretary
- Masako Peate Honorary Treasurer
- Nicci Corrado Parent Representative
- Naomi Weir Parent Representative
- Victoria Fouladi Parent Representative
- Francine Parker Parent Representative
- Susan Gaylard Parent Representative
- Kate Brasington Parent Representative

NC expressed her hopes that they would be duly elected later on.

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

NC confirmed that Teacher Representatives would be elected by the teachers at another meeting.

NC acknowledged that the Senior Management team of Bill Garnett, Patrice Shadbolt and Annette Ainsworth had done a wonderful job of building on the existing community and family spirit of the Peak School and emphasized that the PTA have an excellent working partnership with the school. She thanked the PTA teacher representatives Jane Durbin, Annette Ainsworth and Bill Garnett for their commitment to the PTA and for attending so many of the meetings. NC welcomed Chiqui Colet to the School and the PTA committee. Thanks were also given to all the teachers, EA's and the Office and Support staff for all their help and support.

To close, NC 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 2013 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.

Balance Sheet Position and available funds:

As at the year end the Peak School PTA held cash at the bank of HK\$ 1,732,895. The PTA also had accruals of HK\$ 367,970, which represents unpaid bus invoices, unpaid expenses to be invoiced to the PTA such as the year book for 2012/2013 and Audit expenses etc. This leaves net assets at 31/07/2013 of HK\$ 1,364,925.

Of those net assets HK\$ 148,972 relates to the Centenary Fund with restricted use of those funds due to the character of the fund. In addition at the beginning of the year it was agreed to keep the bus surplus in a separate fund only to be used against future bus expenses. The Bus surplus fund for 2012/ 2013 is HK\$ 582,602 (bus fee income HK\$ 2,892,602, bus expenses HK\$ 2,309,998.40). That leaves HK\$ 633,351 free funds available for next year.

It was noted that as part of the total assets there is HK\$ 15,080 prepayment for bus fees for next year as well as a uniform inventory valued at HK\$ 276,434.

Performance of the year:

The profit and loss account as provided shows a total income for the year of HK\$ 3,824,983. This comes from PTA events, fund raising, uniform sales, Bus income, PTA fees and donations. Fund raising income was HK\$ 764,519 and fund raising expenses were HK\$ 551,573, leaving a profit of HK\$ 212,946. Total operating expenses for the year of HK\$ 3,519,957 from uniform and merchandise purchases, bus operation, rental fees, event expenses and other miscellaneous expenses. Project expenses/school funding for the year is HK\$ 644,569, which includes new Astroturf, safety mat renewal, greening funds, library books, home readers and Athletics. This leaves a surplus for the year of HK\$ 305,026.

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 2013-14

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 confirmed the following nominations and that forms for all of the below had been received before last Friday with proposers and seconders and being uncontested declared:

- Chris Cosgrove Chairperson
- Jane Peters Vice Chairperson
- Andrew Basham Honorary Secretary
- Masako Peate Honorary Treasurer
- Nicci Corrado Parent Representative
- Naomi Weir Parent Representative
- Victoria Fouladi Parent Representative
- Francine Parker Parent Representative
- Susan Gaylard Parent Representative
- Kate Brasington Parent Representative

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 have been submitted to the Honorary Secretary for inclusion in the Agenda not less than seven (7) days before the date of the meeting.

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

8. Any Other Business and Close

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

Bill Garnett expressed his thanks to the hard working and dedicated PTA and thanked them for all their 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.

NC then welcomed the new Executive Committee members and noting that there was no further business NC declared the meeting closed at 8.50am.


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Chairperson