

**Minutes of the Annual General Meeting of the
Peak School Parent Teachers Association Limited
("PTA")**

**held on Friday 9th October 2015 at 8:30am
in the Peak School Library**

Present

Brian Schroeder	Chairperson
Jane Peters	Vice-Chairperson
Andrew Basham	Honorary Treasurer
Claire Kendall	Honorary Secretary
Katrina Brasington	Parent Representative
Susan Gaylard	Parent Representative
Naomi Weir	Parent Representative
Bill Garnett	Principal
Chiqui Colet	Teacher Representative

Members according to the attached list

	Minutes
1	<p>Apologies</p> <p>Brian Schroeder presided as the Chair of the meeting, he noted a quorum was present, welcomed everyone and opened the meeting at 8:40am.</p> <p>It was noted that all parent representatives of the Executive Committee who had not resigned and were offering themselves for re-election were present, except Victoria Fouladi, from whom apologies had been received.</p> <p>In addition, the PTA's auditors Cheng and Cheng Limited had been invited to attend the AGM if they wished, and had respectfully declined with apologies.</p> <p>Procedure</p> <p>The Chairman explained the procedure to be adopted at the meeting:</p> <ul style="list-style-type: none"> 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 Chairman would announce the result after each vote; iv) Claire Kendall would act as teller; v) A majority of votes would be needed to pass a resolution. <p>The Chairman noted that the Notice of the Meeting had been sent to all Parent and Teacher Members by e-mail.</p>

2.	<p>The Chairman's Report</p> <p>The Chairman gave his report on the previous year's activities. He reported the PTA has had another successful year.</p> <p>He reported the PTA daily activities compromise three main streams: running events, the school bus service and operating a uniform shop.</p> <p>He reported that events in 2014/15 included Lantern Festival and Silent Auction, Carol Service, Bingo night, Movie Night, Dance-a-thon, and Peak School has Talent. Additional funds were raised through treat days and t-shirt sales. Last year the PTA was able to donate \$390,000 towards new playground equipment on top of regular school requests.</p> <p>The Chairman moved on to the bus service. The PTA runs the bus service on a breakeven basis to keep bus user fees as low as possible. To calculate fees, the bus cost plus the cost of our PTA administrator is divided by the expected number of users. A Bus Fund surplus from 2014/15 of \$811k was retained to pay for any shortfall in bus income.</p> <p>He outlined that in 2014/15 the PTA donated more than \$550,000 to school projects including:</p> <ul style="list-style-type: none"> • Athletics, home readers and English resources, and library books • Permaculture program and greening of school grounds • Provision of refreshments after the St John's Cathedral Nativity service • Centenary fund supported artist in residence program. <p>He thanked the PTA's Administrator Jackie To for her hard work running the bus service, uniform shop and supporting PTA events.</p> <p>He also thanked all of the parents and teachers of Peak School for their support and contribution towards the unique Peak School community. He noted that we are extremely fortunate to have a generous and engaged parent body, very committed teachers and a very strong leadership team at Peak school.</p> <p>He also thanked Chris Cosgrove, Francine Parker, Alan Ng and Teacher Representative Jane Durbin who resigned from the Committee recently, for their support and hard work.</p> <p>Finally, the Chair thanked everyone on the PTA Committee for all their enthusiasm, support, ideas and hard work during the year.</p>
3.	<p>The Treasurer's Report</p> <p>The Treasurer, AB, referred to the Statement of Accounts for the year ended 31 July 2015, copies of which were made available to members at the meeting.</p> <p>The accounts had been audited by Cheng & Cheng Limited.</p> <p>The PTA reported a surplus of \$343k for the year ended 31 July 2015 made up of:</p>

	<ul style="list-style-type: none"> • General Administration surplus of \$78k from events, uniform sales, general donations, administrative expenses and contributions to the school • Bus surplus of \$280k • Centenary Fund deficit of \$15k. <p>Revenue from events totaled \$591k. PTA Membership revenue amounted to \$94k and General Donations came in at \$114k for the year.</p> <p>The Bus Revenue was \$3,404k and the costs of the Bus Hire and other Bus Expenses including the PTA Administrator Salary totaled \$3,124 leading to the surplus of \$280k. This surplus has increased the Bus Fund to \$811k as at 31 July 2015.</p> <p>IF raised the question of bus pricing according to distance travelled. The issue of traffic problems at drop off and pick up were raised due to drivers parking and construction trucks.</p> <p>BS suggested setting up a working group to look at feasibility of options. BG said he would write again to parents regarding drivers parking.</p> <p>The Centenary Fund had outgoings of \$15k for the author-in-residence during the Book Week period which reduced the Centenary Fund to \$127k at year end.</p> <p>Uniform sales were \$433k. The profit from the uniform was \$75k. The stock takes were completed by committee members and was attended by the auditor and it was deemed to be accurate and hence no qualified opinion has been issued.</p> <p>\$556k was contributed by the PTA to the School during the year to assist in the purchase of Playground equipment, Athletics Licences and Readers, maintenance of the Pot Plants around the School, Year 6 School Leaver Function and refreshments at the Carol Service.</p> <p>Cash at the end of the year was \$1,822k at year end, down from the previous year's balance of \$2,446k.</p> <p>The total General Fund increased by \$343k to \$2,095k made up of:</p> <ul style="list-style-type: none"> • General Administration Fund of \$1,157k • Bus Fund of \$811k • Centenary Fund of \$127k. <p>The Chairman proposed that the Accounts for the year ended 31 July 2015, submitted to this meeting, be approved. The motion was unanimously approved.</p>
4.	<p>Appointment of the Auditor</p> <p>BS explained that in accordance with the ESF ordinance it is necessary to appoint our auditors. He proposed that Messrs. Cheng & Cheng Chartered Accountants be appointed as auditors of Peak School Parent Teachers Association Limited and that their remuneration be determined by the Executive Committee. The motion was unanimously approved.</p>

5.	<p>Election of the new Executive Committee</p> <p>BS confirmed the following nominations and that forms for all below had been received in good time with proposers and seconders and being uncontested were elected for 2015/2016:</p> <ul style="list-style-type: none"> • Brian Schroeder Chairman • Jane Peters Vice Chairman • Andrew Basham Honorary Treasurer • Claire Kendall Honorary Secretary • Victoria Fouladi Parent Representative • Susan Gaylard Parent Representative • Naomi Weir Parent Representative <p>BS asked if there were any nominations for the remaining Parent Representative positions from the floor. Katrina Brasington and Iidoko Fescer put themselves forward and were duly elected for 2015/2016.</p> <p>BG reported that Teacher Representatives will be Chiqui Colet and Nicole MacLennan.</p>
6.	<p>Any matters affecting the affairs of the Peak School Parent Teachers Association Limited.</p> <p>There were no matters raised.</p>
7.	<p>Adoption of the new Articles of Association</p> <p>The Chairman explained that due to the change in the Companies Act the PTA Articles of Association were in the process of being amended.</p> <p>He proposed that the PTA revise its articles of association in line with Hong Kong's Companies Ordinance requirements and the ESF Ordinance, submit revised articles for IRD review and approval, and that as needed the Executive Committee further revise the articles based on IRD feedback to gain final IRD approval of the revised Articles so formal adoption can later proceed, eventually resulting in an EGM at which the new articles could be approved by PTA members.</p> <p>The motion was approved.</p>
8.	<p>Any other business</p> <p>BS opened the meeting to the floor for questions and comments.</p> <p>Bill Garnett expressed his thanks to the hardworking and dedicated PTA and thanked them for their work.</p> <p>BS noted there was no other business and declared the meeting closed at 9:33am.</p>



Chairperson