

**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LTD (“THE COMPANY”)**

*(Incorporated in the Hong Kong SAR)*

**Minutes of the Annual General Meeting (“AGM”) of the company**

**Held online via Zoom**

**On Monday 27<sup>th</sup> April 2020 at 8.00am**

**Present**

Patrick Kaminski	Co-Chair
Clara Lam	Honorary Treasurer
David Cameron	Honorary Secretary
Abbie Key	Honorary Secretary
Jennifer Andrews	Parent Representative
Ally Parry	Parent Representative
Bridget Pigott	Parent Representative
Afsheen Omar	Parent Representative
Bill Garnet	Principal
Chrissy Etchells- Bailey	Teacher Representative
Mary Liu	Teacher Representative

Others, see Members Attendance Record attached

**1. APOLOGIES AND QUORUM**

Mr Cameron noted that a quorum was present, welcomed everyone and opened the meeting at 8:01am. It was requested that everyone provide his or her name for attendance via the chat function, which would be updated into the record of attendance.

Mr Cameron confirmed that the Executive Committee had agreed that he would act as Chair for the AGM.

Apologies had been received from Ildi Fecser who was not available to attend.

**2. PROCEDURES**

Mr Cameron briefly explained the voting procedures and process to be adopted in this AGM.

**3. CHAIRPERSON’S REPORT**

Mr Kaminski explained the role of the PTA was to continue to support the school by raising funds through events and also to provide a vibrant and active school community. The main activities covered by the PTA included providing uniforms, bus services, and organising social/charity events with the help of the PTA administrator. The main events to date for this year included the lantern festival, silent auction, movie night and refreshments for St. Johns Christmas evening. Unfortunately Bingo

night, Art auction and the Dance-a-thon had been cancelled due to the current situation in Hong Kong with schools closed for a prolonged and unknown period due to the COVID-19 outbreak.

The main projects in school supported by the PTA included IQ Air purifiers in all classrooms, water fountains, visiting Authors and other in class resources.

Mr. Kaminski outlined that thanks to the successful negotiations between PTA and bus company, the pending bus refunds will be consolidated within June and corresponding refunds/credits to the parents progressed afterwards.

Mr Kaminski offered thanks to the whole school community for their support of the PTA and the fundraising events. Special thanks was noted to Idli Fecser, the outgoing chairperson, who had gone above and beyond in her role as chairperson and her efforts would have a lasting impact on Peak School for many years to come.

Mr Garnett also offered thanks to the school community, Parents, teacher, committee members, for the fundraising generated for the school and also a big thank you to Ildi for the exceptional support she had given the school during her time in the PTA.

#### **4. HONORARY TREASURER'S REPORT FOR THE 2018/19 FINANCIAL YEAR**

Ms Lam brought the meeting's attention to the Reports and Financial Statements for the year ended 31 July 2019. She presented the information showing the total income for the year was over \$5.0m (up 9% from previous year) of which the bus fund made up \$4.1m. Total expenses were \$5.2m of which the bus hire was \$3.8m. The bus surplus was \$131k.

The funds balances/equity was \$2.1m, which was similar to the previous year.

Current assets consist of \$4.1m cash with HSBC and \$402K in uniform stock.

There being no questions from the floor, Mr Cameron proposed the resolution that the Audited Financial Statements be accepted, which was seconded by Mr Kaminski:

***"That the Audited Reports and Financial Statement for the year ended 31 July 2018, submitted to this meeting, now be approved and received."***

The resolution was carried.

#### **5. APPOINTMENT OF THE AUDITOR FOR THE YEAR 2019/20**

Mr Cameron explained that Cheng & Cheng acted as Auditors for the last Financial Year. DC proposed that the PTA appoint Cheng & Cheng as auditors again, which was seconded by Ms Lam:

***“That Messrs Cheng & Cheng Limited, Certified Public Accountants, be and are hereby appointed as auditors of Peak School Parent Teachers Association Limited for the 2017/2018 Financial Year and that their remuneration will be determined by the Executive Committee.”***

The resolution was carried.

## **6. ELECTION OF EXECUTIVE COMMITTEE**

Mr Cameron explained that according to the Articles of Association the Executive Committee members would be elected at this meeting with the office holders elected at the next Executive Committee meeting. Mr Cameron further explained that nominations for re-election had been offered from Patrick Kaminski, Clara Lam, David Cameron, Abbie Key, Jennifer Andrews, Ally Parry, Bridget Pigott and Afsheen Omar as parent representative. 4 additional nominations had been received before the deadline, which was within the number of positions available. Therefore, those nominated, Erika Freiman, Fiona Sharp, Erica Lamson and Katy Dhupelia were also elected.

There were no further nominations from the floor.

## **7. ANY MATTERS AFFECTING THE AFFAIRS OF PEAK SCHOOL**

Mr Cameron stated an update on uniform would be provided.

Ms Andrews confirmed that from the next school year it was expected that ESF would be handling the school uniform procurement and sales. The samples had been reviewed and approved by the PTA and the outcome was very positive with consideration given to ease of availability for the parents with online ordering, good quality across the range and cheaper pricing overall. It was expected that the uniform would be integrated with the current uniform over a 2-year period.

Mr Cameron stated that no other matters had been submitted formally for inclusion in the meeting.

## **8. ANY OTHER BUSINESS**

There being no other business, Mr Cameron thanked everybody for their attendance and the meeting was closed at 8.35am.



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**Chairperson**

**Date:** May 1st, 2020

**Annual General Meeting  
Peak School Parent Teachers Association Limited**

**Members' Attendance Record**

**Held at 8am on Monday 27<sup>th</sup> April via Zoom**

Attendance recorded via full names being entered into the chat function.

	Members' Name
1	Lap Fong
2	Angela Loundes
3	Tracy Lee
4	Erica Freiman
5	Avantika Sarwal
6	Michelle Cronin Bruce
7	Hamish Bruce
8	Emily Duncan
9	Kady Buchanan
10	Sarine Mok
11	David Kingsbury
12	Erica Lamson
13	Fiona Sharp
14	Lily Yun
15	Claire Ikeda
16	Katy Dhupelia
17	Akanksha Sagar
18	Shun Yasuzaki
19	Chiqui Colet
20	Angel