

**PEAK SCHOOL PARENT TEACHERS ASSOCIATION LTD (“THE COMPANY”)**  
*(Incorporated in the Hong Kong SAR)*

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE COMPANY  
HELD AT 20 PLUNKETT’S ROAD, THE PEAK, HONG KONG  
ON 01 APRIL 2019, AT 8.30AM**

<b>Present</b>	Ildiko Fecser	(Parent Representative and Chair)
	Jennifer Andrews	(Parent Representative and Vice Chair)
	Joanne Kingsbury	(Honorary Secretary)
	Clara Lam	(Honorary Treasurer)
	Bill Garnett	(Principal)
	Barbara Engo	(Parent Representative)
	Ally Parry	(Parent Representative)
	David Cameron	(Parent Representative)

Others, see Members Attendance Record attached

<b>Apologies</b>	Abbie Key	(Parent Representative)
	Sue Richards	(Teacher Representative)
	Loraine Fay	(Teacher Representative)
	Chris Hattam	(Parent Representative)
	Joyce Wilmot	(Parent Representative)
	Bridget Pigott	(Parent Representative)

**1. APOLOGIES AND QUORUM**

Ms Kingsbury noted that a quorum was present and opened the meeting at 8.35am.

Ms Kingsbury confirmed that the Executive Committee had agreed that she would act as Chair for the AGM.

Apologies were received from Ms Fay, Ms Richards, Ms Key, Ms Wilmot, Mr Hattam and Ms Piggot.

**2. PROCEDURES**

Ms Kingsbury explained the voting procedures and process to be adopted in the AGM.

**3. CHAIRPERSON’S REPORT**

Ms Fecser highlighted the role of the PTA within the school community, including running the school buses, the uniform shop and events throughout the year for the school community, with all money raised going to the school. Ms Fecser summarised the events that had been run by the PTA in the year and other achievements of the PTA.

#### **4. HONORARY TREASURER'S REPORT FOR THE 2017/18 FINANCIAL YEAR**

Ms Lam brought the meeting's attention to the Reports and the Financial Statement for the year ended 31 July 2018. Ms Lam highlighted that the total income was HK\$4.8 million and total expenses were HK\$5.2 million, with net deficit being HK\$0.4 million.

Ms Lam explained that funds balances/equity were as follows – (1) the General Fund was HK\$1.5million, (2) the Bus Fund was HK\$0.7million and Ms Lam highlighted that the bus fund was relevant to the discussion in Agenda item 7.

Ms Lam explained that the current assets included HK\$3.5 million cash at bank and HK\$0.3 million in stock.

Ms Lam highlighted the loss incurred by the Company during the year of HK\$0.4 million. Ms Fecser explained that loss was due to (1) issues recouping bus fees from parents which was related to the manual administration of payments, (2) a payment to the school which should have been accrued, (3) the donation of discontinued uniform. Ms Fecser explained that the manual administration of payments had been addressed with new accounting software, Xero, being procured and implemented.

Ms Andrews advised that another new software programme, Mobile Arq, was in final stages of testing and would be used to track uniform stock and enable parents to order uniform and tickets to events online, which would further streamline the administration of some of the Company's business. Ms Andrews further advised that Mobile Arq would be rolled out for use by parents in the new school year.

Ms Fecser and Ms Lam took questions from the floor on the accounts and clarified that despite the loss incurred, the balance sheet of the Company was healthy.

There being no further questions from the floor, Ms Kingsbury proposed the resolution that the Audited Financial Statements be accepted, which was seconded by Ms Fecser:

***“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.

#### **6. APPOINTMENT OF THE AUDITOR FOR THE YEAR 2018/19**

Ms Kingsbury explained that Cheng & Cheng acted as Auditors for the last Financial Year. Ms Kingsbury 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.

## **7. ELECTION OF EXECUTIVE COMMITTEE**

Ms Kingsbury explained that according to the Articles of Association the Executive Committee members would be elected at the AGM with the office holders elected at the next Executive Committee meeting. Ms Kingsbury further explained that the number of nomination forms received before the deadline was less than the number of positions available, therefore, the following people nominated were automatically elected: Ildiko Fecser, Jennifer Andrews, Clara Lam, Barbara Engo-Aranha, Bridget Pigott, Ally Parry, Christopher Hattam, David Cameron who, with Ms Kingsbury, had each offered to be re-elected as parent representatives. Ms Fecser had offered to continue as Chairperson, Ms Andrews had offered to continue as Vice Chairperson until the end of the school year, Clara Lam had offered to continue as Treasurer, and Ms Kingsbury had offered to continue as Secretary. In addition, nominations for vacant positions of parent representative had been received from Mr Patrick Kaminski and Ms Afsheen Omar.

Ms Kingsbury explained that there remained one vacancy on the Executive Committee and called for any nominations from the floor. There were no nominations from the floor.

## **8. INTRODUCTION OF THE EDUCATION BUREAU CIRCULAR – TRADING OPERATIONS IN SCHOOLS**

Ms Fecser advised that an Education Bureau circular had come into operation, the effect of which was that in the future, ESF would tender for the service provider of school buses and school uniforms for all ESF schools. Ms Fecser further advised that some ESF schools had already migrated their uniform and bus operations. Ms Fecser explained that whilst the tendering and payments for the bus service and uniforms would no longer be handled by the PTA, the administration for the buses would continue to be undertaken by the PTA administrator.

Ms Fecser highlighted the work that was being undertaken to design a new uniform which would be supplied by the ESF-tendered uniform company and explained that uniform prices were expected to be the same or lower.

Ms Andrews explained that for changeover of uniform, there would be a transition period of 18-24 months during which time uniform items would be mixed. Ms Andrews further advised that the handover of administration of bus payments would likely happen in the 2020/21 school year.

The Executive Committee took questions from the floor.

## **9. PTA BUS FUND**

Following on from the information that the bus operations would be tendered through ESF in the future and payments for bus services would no longer be handled by the PTA, Ms Fecser advised that the meeting was to consider the use of the existing PTA Bus Fund. Ms Fecser advised that the Bus Fund was put in place as a buffer to ensure the Company had enough funds to pay for the bus services in cases where student numbers dropped. Ms Fecser further advised that when the PTA is no longer handling bus payments, there would be no need to retain a Bus Fund. To this end, Ms Fecser proposed, that it made sense to transfer an amount from the Bus Fund, into the General School Fund, leaving enough in the Bus Fund to cover any shortfall until the bus payments were taken over directly by the bus company, at which time any amount remaining Bus Fund should also be transferred, which proposal was seconded by Ms Kingsbury:

*“That HKD\$500,000 be transferred to the PTA General School Fund in the next school year, to be used for school purposes to benefit the students, as the Executive Committee sees fit; and That when the school bus operations are transferred from the Company to ESF, any remaining bus fund be transferred to the PTA General School Fund, to be used for school purposes to benefit students as the Executive Committee sees fit.”*

The resolution was carried.

**10. PTA OPERATING ENTITY**

Ms Kingsbury explained that the Executive Committee had decided to defer the item of business to a subsequent AGM once a proposal was formulated by the Executive Committee for consideration by the members.

**11. ANY MATTERS AFFECTING THE AFFAIRS OF PEAK SCHOOL**

Ms Kingsbury stated that no further matters had been submitted formally for inclusion in the meeting.

**12. ANY OTHER BUSINESS**

Ms Kingsbury called for any other business from the floor.

Ms Cronin-Bruce queried whether the PTA could take ideas for fundraising from the parent community. The Executive Committee agreed to provide a forum for parents to raise their ideas.

Mr Garnett noted the hard work and commitment of the Executive Committee and agreed it was very positive to have ideas from the parent community around fundraising.

There being no other business, Ms Kingsbury thanked everybody for their attendance and the meeting was closed at 9.35am.



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**Chairperson**

**Date:**