

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

(Incorporated in Hong Kong SAR)

Minutes of the Annual General Meeting (“AGM”) of the Company

Held online via Zoom

On Monday 26 April 2021 at 8:30 am

Executive Committee Members:

Patrick Kaminski	Chairperson
Erica Lamson	Vice Chair
Daniel McCosker	Treasurer
David Cameron	Honorary Secretary
Katy Dhupelia	Honorary Secretary
Bridget Pigott	Parent Representative
Erika Freiman	Parent Representative
Fiona Sharp	Parent Representative
Wendy Michael	Parent Representative
Lisette Schouten	Parent Representative
Sam Robertson	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 8:03 am. 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.

Apologies had been received from Mary Liu who was not available to attend due to teaching commitments.

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. An outline of Mr. Kaminski’s full remarks can be found on slides 4

through 8 of the presentation that was used during the Zoom meeting and attached hereto as Annex A (the “AGM Presentation”)

4. HONORARY TREASURER’S REPORT FOR THE 2018/19 FINANCIAL YEAR

Mr. McCosker brought the meeting’s attention to the Reports and Financial Statements for the year ended 31 July 2020. He presented the information as shown in slides 9 through 11 of the AGM Presentation.

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

“That the Audited Reports and Financial Statement for the year ended 31 July 2020, 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 several Financial Years. Mr. Cameron proposed that the PTA appoint Cheng & Cheng as auditors again, which was seconded by Mr. McCosker:

“That Messrs Cheng & Cheng Limited, Certified Public Accountants, be and are hereby appointed as auditors of Peak School Parent Teachers Association Limited for the 2020/2021 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, Erica Lamson, Daniel McCosker, David Cameron, Katy Dhupelia, Erika Freiman, Wendy Michael, Lisette Schouten, Sam Robertson. All were elected by vote. One additional nomination had been received before the deadline, which was within the number of positions available. Therefore, Angela Loundes was also elected.

There were no further nominations from the floor.

7. FUNDRAISING & EVENTS

Ms. Lamson provided an overview of the PTA's fundraising and events initiatives, as outlined in slides 14 through 16 of the AGM Presentation.

8. ANY OTHER BUSINESS

There being no other business, Mr Cameron thanked everybody for their attendance and the meeting was closed at 8:37am.



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Chairperson
Date: 18.05.2021

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

Members' Attendance Record

Held at 8:30 am on Monday 26 April via Zoom

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

	Members' Name
1	Shawn Tsui
2	Brad Han
3	Chris Pigott
4	Edward Chow
5	Eliza Wang
6	Emily Chan
7	Eugenia Lee
8	Fleur Johanson
9	Gautier Servais
10	Gavin Wong
11	Hana Patterson
12	Nigel Chan
13	Vivek Kohli

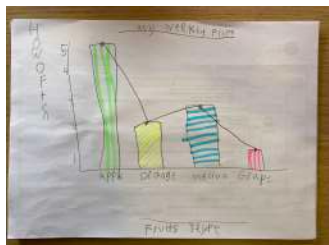
Annex A

The AGM Presentation

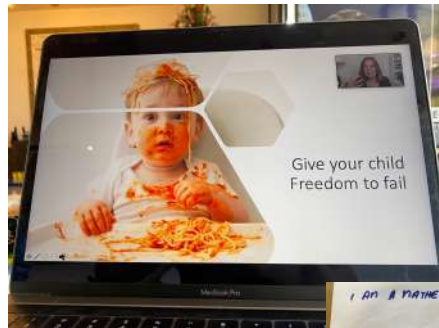
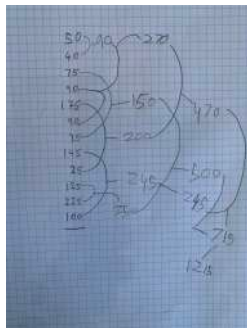
Peak School PTA
Annual General Meeting

Monday 26th April 2021 - 8AM

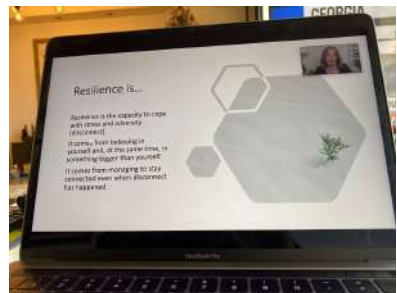
WELCOME



Maths
Handwriting
Practice sheet
Name: _____
Date: _____
1. Write the number of the underlined words in the following sentences.
2. Write the number of the underlined words in the following sentences.
3. Write the number of the underlined words in the following sentences.
4. Write the number of the underlined words in the following sentences.
5. Write the number of the underlined words in the following sentences.
6. Write the number of the underlined words in the following sentences.
7. Write the number of the underlined words in the following sentences.
8. Write the number of the underlined words in the following sentences.
9. Write the number of the underlined words in the following sentences.
10. Write the number of the underlined words in the following sentences.



I AM A MATHEMATICIAN AND I...
...
make mistakes
Have a go
Luke



Chair-Person Report

Patrick Kaminski

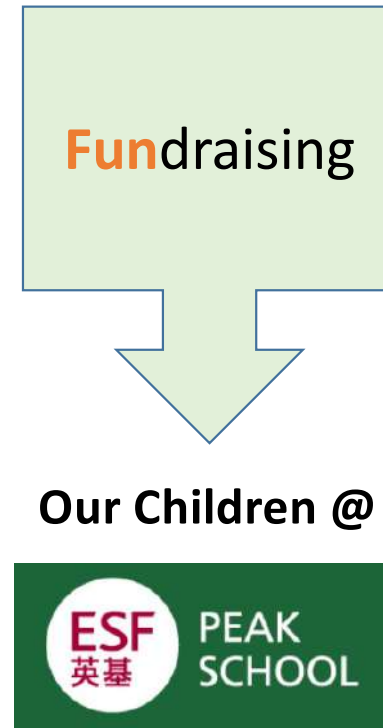
PTA 2020 and onwards

The principal activities of the Association are to improve educational outcomes by raising funds and facilitating relationship between the school teachers and the parents of students.

Objectives & Goals

- Supporting Peak School through investment in educational and community resources
- Organising social events to foster a vibrant and active school community
- Supporting the school's Class Parents
- Administering (and digitizing) the school bus service
- Operating the school uniform shop (transition to ESF 2020/2021)

Note: PS PTA is represented in PS School Council and ESF Committee of Parents



PTA 2020/21

Structure of the PTA

Members: All Peak School Families

Executive Committee:

- Monthly meetings/ agenda; AGM
- Transparent Minutes

Parent Representatives:

Bridget Pigott;
Erika Freiman;
Wendy Michael;
Lisette Schouten;
Samantha Robinson;
+ vacancies

School Representatives:

Bill Garnett; Mary Liu;
Chrissy Bailey

Honorary Co-Secretaries:

Katy Dhupelia &
David Cameron

Chair: Patrick Kaminski

Vice Chair: Erica Lamson

Treasurer: Daniel McCosker

Office & Admin:
Joanna Chung

Sub-Committees:

Fundraising Committee

Chair: Erica Lamson

Facilities Committee

Chair: Patrick Kaminski

Class Parents

Finance Committee

Chair: Daniel McCosker

Environmental Committee

Chair: Samantha Robinson

PTA 2019/20

Fundraisers and Community Events:

- * Mid-Autumn Festival
- * Re-freshments at St. John's Cathedral
- * Bingo Night
- * Silent Auction
- * Class holiday lunches
- * Art Auction
- * Movie Night
- * Sports Day
- * Dance-a-thon (all postponed due Covid19)

PTA Funds Support:

- IQ Air Purifiers for each classroom
- New water fountains
- Outdoor storage
- Mathletics App
- Visiting Authors
- Home readers
- Community Garden
- Environmental role
- New Hall projector
- MacBooks/devices for student use

➔ PTA funds supported HK\$ 1,050,000 during school year 2019/20

PTA Special Thanks

- To the entire Peak School Community. We continue to be impressed by the contributions not only through donations, but also of time and energy by the entire school community. Our students, our parents, and especially our dedicated staff really do go **“above and beyond”**.
- Mr. Garnett , Ms. Colet, Mr. Hollingsworth and Ms. Bailey, as well as the entire Peak School teaching team and ESF support team, for unwavering support of our children during turbulent times and for setting up a comprehensive online/homeschooling solution in a record time.
- All of the PTA parent representatives, and those PTA members who have volunteered their time to help us run events over the course of the year.
- All parents and families for shouldering the ongoing homeschooling challenge.
- Our Class-Parents and Bus mothers, and my PTA ExCom colleagues.

Honorary Treasurer Report

Daniel McCosker

Income and Expenditure Statements

Fund raising snapshot

STATEMENT OF COMPREHENSIVE INCOME AND EXPENDITURE

For the year ended 31 July 2020

	Note	2020 HK\$	2019 HK\$
Income			
Annual subscriptions		187,900	179,400
Bus service income		3,786,563	4,172,900
Donation income		114,104	61,615
Peak school uniform		341,744	381,591
Fund raising income	5	369,516	453,293
Interest income		1,391	1,612
		<u>4,801,218</u>	<u>5,250,411</u>
Expenditures			
Hire of buses		(3,406,640)	(3,832,500)
Coordinator and helpers' expenses		(259,688)	(209,136)
Cost of uniform sold		(333,952)	(336,766)
Fund raising expenses	5	(122,689)	(171,282)
School funding	6	(423,198)	(671,843)
Administrative expenses	7	(126,342)	(34,495)
Other net loss	8	(154,119)	-
		<u>(25,410)</u>	<u>(5,611)</u>
Deficit for the year			

	2020		Surplus/ (deficit) HK\$
	Income HK\$	Expenditure HK\$	
Fund raising events			
Bingo	-	376	(376)
Dance-a-thon	-	-	-
Yearbook Sales	88,250	23,648	64,602
Lantern Festival	158,501	67,902	90,599
Movie Afternoon/Night	45,750	7,790	37,960
Treat Days	-	-	-
Class T-shirt Sales	19,800	9,995	9,805
Discovery Dome	-	-	-
PSHT	-	-	-
Sports Day	-	-	-
CIS Visit	-	-	-
War on Plastic	-	-	-
Nativity Concert	-	-	-
Umbrella	550	-	550
Diiwali	-	200	(200)
New parents evening	-	1,680	(1,680)
Silent auction	56,665	950	55,715
Art auction	-	7,335	(7,335)
Teacher Appreciation Day	-	2,813	(2,813)
Net surplus of fund raising events	<u>369,516</u>	<u>122,689</u>	<u>246,827</u>

BALANCE SHEET

STATEMENT OF FINANCIAL POSITION

As at 31 July 2020

	Note	2020 HK\$	2019 HK\$
Current assets			
Inventories	3	238,628	402,022
Trade debtors		34,952	-
Other receivables		65,447	59,198
Cash at bank and on hand		4,239,436	4,101,556
		<u>4,578,463</u>	<u>4,562,776</u>
Current liabilities			
Trade creditors		351,826	-
Other payables		2,097,550	2,408,279
		<u>2,449,376</u>	<u>2,408,279</u>
Net current assets		<u>2,129,087</u>	<u>2,154,497</u>
Funds			
Bus Fund		438,275	318,040
General Administration Fund		1,690,812	1,836,457
		<u>2,129,087</u>	<u>2,154,497</u>

Executive committee
members 20/21

PTA 2020/21

ExCom Members

Members: All Peak School Families

Executive Committee:

- Monthly meetings/ agenda; AGM
- Transparent Minutes

Parent Representatives:

Bridget Pigott (end of Term);
Erika Freiman;
Wendy Michael;
Lisette Schouten;
Samantha Robinson;
Katy Dhupelia

New:
Angela Loundes

School Representatives:

Bill Garnett; Mary Liu;
Chrissy Bailey

Honorary Co-Secretaries:

Katy Dhupelia
David Cameron

Chair: Patrick Kaminski

Vice Chair: Erica Lamson

Treasurer: Daniel McCosker

Office & Admin:
Joanna Chung

Fundraising & Events

Erica Lamson



Events going forward

- April 1: Peak Pies !
- May 4: Taco Tuesday
- May 19: Beach/Hike Clean-up
- June 11: Zoom Drawing Class: Dragon Boat Festival



ANY OTHER BUSINESS