

Minutes of the Third Annual General Meeting in 2009/10
St. Paul's Convent School Parent-Teacher Association

Date : 10th October 2009 (Saturday)
Time: 2:15 p.m.
Venue: School Hall of St. Paul's Convent School
Attendance: Vice School Principal:
Mr. S. W Law, PTA Vice Chairman
Ex-officio Members: 73 teaching staff
Ordinary Members: 120 parents

(I) Welcome Speech by MC

Masters of Ceremony Mr Chow Chin and Ms Sabrina Chow called the meeting to order and welcomed our honorable guest Ms. Annie Fung (President, Federation of Parent-Teacher Associations of the Central and Western District), and all the members to the AGM.

(II) Address by PTA Advisor

2. Due to a scheduled business trip to Chengdu, School Principal and PTA Advisor Rev Sr. Margaret Wong was absent with apology and addressed the audience through a video tape recording. She thanked the parents and teachers for attending the AGM, and highlighted the activities which were successfully launched with the collaborative efforts of the PTA and parent helpers in the past year. She also thanked the 2008/09 PTA ExCo and the Chairlady for their passion and dedicated support to the School. Lastly, she briefed the members about the forward plans of the school and looked forward to a closer cooperation with the PTA.

(III) Confirmation of the Minutes of the last AGM

3. The MCs reminded the members that a copy of the minutes of the 2nd AGM, the Chairlady's Report and the audited Financial Report in 2008/09 had been uploaded to the PTA website for members' information and the hard copies were posted on the display board near the hall entrance for the members' perusal.

4. As no amendment was proposed, the minutes of the 2nd AGM held on 4th October, 2008, motioned by Ms Chau Shui Ling, parent of Chau Debby Lok Ching (F3S), and seconded by Ms Lam See Yun Sylvia, parent of Au Ka Lok Charlotte (F3S), was carried.

A copy of the minute is attached at **Annex 'A'**.

(III) Annual Report from PTA Chairman

5. Chairlady Mrs Lina Cheng summarised the activities organised by the PTA. She urged the members to actively participate in the events to be held by the PTA in the forthcoming year. She also thanked the Parent Helpers and the School for their continued support and contribution to the PTA affairs. The report, motioned by Ms Kong Chun Fong, parent of Ming Hiu Kwan Natalie (F5L) and seconded by Ms Chu Siao Tun Gloria, parent of Ms Cheng Yuk Yeuk Eunice (F4S), was carried.

A copy of the full report is attached at **Annex 'B'**.

(IV) Report from PTA Treasurer

6. Treasurer Mr Anthony Chung reported that the financial status of the PTA was robust and sound. As at 31 July, 2009, the income for 2008/09 is HK\$47,252.64, and the expenditure is HK\$28,571.90, leaving a balance of HK\$18,680.74. Motioned by Ms Cheung Shui Ling Annette, parent of Ho Hiu Lam Tiana (F1A) and seconded by Ms Lai Yin Ting, parent of Leung Kam Yan Teresa (F3A), the report was carried.

A copy of the audited report prepared by Patrick Tse & Co., Certified Public Accountants, is appended at **Annex 'C'**.

(V) Self-introduction from Nominees of PTA ExCo in 2009/10

7. The MCs announced that since there were only 12

candidates competing for the 12 seats in the Executive Committee, all of them were elected uncontested. According to the record, the distribution of the class representatives was 3 nominees from F1, 4 from F2, 2 from F3, 1 from F4, 1 from F5 and 1 from F6. After the completion of self-introduction by all the new ExCo members-elect, they retreated to a classroom for the election of the post of Chairperson, Vice Chairperson, Treasurer, Secretary and General Officers amongst themselves.

(VI) Speech by Special Speaker Ms. Mary Cheung

8. Ms Mary Cheung, Managing Director and Founder of Mary Cheung & Associates (International) Limited, gave a presentation on “Professional Grooming and Proper Social Etiquette to Improve Competitiveness” to parent members. After the talk, a random survey conducted at the scene showed that the parents were greatly impressed by the speaker’s vivid interactive demonstration and professional advice which were inspiring and interesting.

(VII) Announcement of 2009/10 PTA ExCo by Vice Principal

9. Vice Principal Mr Law formally announced the election results and the respective offices responsible for by the new ExCo members in 2009/10. Mrs. Lina Cheng was re-elected as the Chairlady and the new ExCo members are as follows:

Chairlady :	Ms Lina Cheng
Vice	Mrs Lilian Hui
Chairpersons :	
	Mr Law Siu Wing (Ex-officio)
Treasurer :	Mr Anthony Chung
	Mr Chow Chin (Ex-officio)
Secretary :	Ms Rebecca Chan
	Mr Yam Tze Kay (Ex-officio)
General Officers :	Mr K.W. Chan

Ms Sabrina Chow
Mrs Wanda Hau
Mr K. F. Tam
Mr Lawrence Tse
Mrs Rebecca Tse
Ms Jacqueline Wong
Mr Eddie Yip
Mrs Jamie Yu (Ex-officio)

10. Motioned by Ms Kwan Shu Wing, parent of Kwan Ming Wai Pinky (F4S), and seconded by Ms Che Lai Ming, parent of Wong Yee Kiu Cherie (F6P), the election results and ExCo offices were carried.

(VIII) Handover Ceremony and Photo-taking

11. In acknowledgement of their contribution and commitment to the PTA, Vice Principal Mr. Law presented the Letters of Appreciation and the Letters of Appointment to the ExCo members in 2008/09 and in 2009/10, respectively. To mark the occasion, a group photo was then taken on the school stage.

(IX) Speech by New Chairperson

12. Mrs. Lina Cheng took the floor and appealed to the members for their support to make concerted effort in fulfilling the school's mission and work in the years ahead. She also took the opportunity to record a vote of thanks to the school and the outgoing members for their unreserved efforts and continued support to the PTA business over the year.

(XI) Close of the Meeting

13. The Annual General Meeting closed at 5:45 p.m. the same day.

Prepared by : _____
Albert POON
(Secretary)

Confirmed by: _____
Lina CHENG
(Chairlady)

Confirmed this Day of 19th October 2009

Minutes of the Second Annual General Meeting in 2008-09
St. Paul's Convent School Parent-Teacher Association

Date : 4th October 2008
Time: 3:00 p.m.
Venue: St. Paul's Convent School 3rd floor School

Attendance: Sr. Margaret Wong
[School Principal (PTA Advisor)]
73 teaching staff
Ex-officio Members of PTA
91 parents
Ordinary Members of PTA

I. Opening of the Second Annual General Meeting of St. Paul's Convent School Parent-Teacher Association

Masters of Ceremony Mr. Chow Chin and Ms. Flora Yeung introduced our honorable guest, Ms. Annie Fung (President, Federation of Parent-Teacher Associations of the Central and Western District), Mr. Edward Suen (our guest speaker) and welcomed all members to the AGM.

II. Opening Address by PTA Advisor

2. School Principal and PTA Advisor Sr. Margaret Wong thanked the parents and teachers for attending the AGM. She highlighted the activities which were successfully launched with the collaborative effort made by the PTA and parent helpers lined up by the PTA. She mapped out some of the collaborative projects with PTA ahead and looked forward to have a close cooperation.

III. Confirmation of the Minutes of last ACM

3. The MCs reminded all that a copy of the minutes of last AGM, Chairman's Report and audited Financial Report had been uploaded to PTA website for sight of members and a copy of these were also displayed at the venue.

4. There were no proposed amendments received. The minutes of last AGM held on 2007-10-06 was confirmed as proposed by Mr.

Anthony Chung, parent of Juliana Chung(F2A) and seconded by Ms. Ellen Chau, parent of Debby Chau(F2U). A copy of the minute is at Annex 'A'.

III. Chairman's Report

5. Chairman Mr. S.K. Shum, summarised the activities organised by the PTA and presented his report. He enlisted members' participation in enhancing communication and surfing the PTA Homepage. A copy of the full report is at Annex 'B'. The report was confirmed as proposed by Ms. Elsa Yuen, parent of Melissa Law(F3U) and seconded by Ms. Yvonne Fang, parent of Katherine Fang(F1U).

IV. Treasurer's Report

6. Treasurer Mr. Albert Poon summarised that as at 31 July, 2008 the income for 2007/08 is HK\$79,668.63, and the expenditure is HK\$53,060.00, leaving behind HK\$26,608.63. A copy of the audited report prepared by Messrs. Fanny P. Lai & Co. is appended at Annex 'C'. The report was confirmed as proposed by Ms. Alison Chan, parent of Kelly Ho(F1T) and seconded by Ms. Lilian Hui, parent of Rachel Hui(F1P).

V. Election of the PTA Executive Committee Member for 2008/2009

7. The MCs explained that since there were 12 nominees who stood for election of 12 seats in the Executive Committee all these nominees would be elected uncontested. The breakdown of the nominees were six from Form One and Two, three from Form Three and Four and three from Form Five to Seven.

8. All the nominees retreated to a classroom for election for the post of the Chairman, Vice Chairman, Treasurer and Secretary.

VI. Parenting Seminar - A talk from Mr. Edward Suen

9. Mr. Edward Suen, BSocSc(Psychology) and MSocSc(Clinical Psychology) gave a presentation on ' Well Equip our Children to Lead a Happy Life '.

VII. Confirmation of the Voting Results and the new Executive Committee Members of the PTA

10. PTA Advisor Sr. Margaret Wong announced the results of the

election and members of the Executive Committee 2008/09 as follows:

Chairperson : Ms. Tang Ho Kuen, Lina (Lina Cheng)
Vice Ms. Cheung Suk Chi, Betty (Betty
Chairpersons : Lam)
Mr. Law Siu Wing (Vice School
Principal)
Treasurer : Mr. O. L. Chung, Anthony
Mr. Chow Chin (Ex-officio)
Secretary : Mr. L Poon, Albert
Mr. Yam Tze Kay (Ex-officio)
General Officers : Mrs. Anna Chow
Mrs. Wanda Hau
Mrs. Winnie Wong
Mrs. Lilian Hui
Mrs. Rebecca Tse
Mr. S.K. Shum
Ms. Chow Hing May, Sabrina
Mr. K.W.Chan
Mrs. Jamie Yu (Ex-officio)

VIII. Handover to New EC

11. Mrs. Lina Cheng took over the Chairmanship from Mr. S.K. Shum and addressed the meeting. She enlisted the support from the members to make concerted effort in fulfilling the school's mission and work with the school with closer cooperation. She took the opportunity to record a vote of thanks to the outgoing members in particular Ms. Michelle Teh, Ms. Eunice Che, Ms. Winnie Wong and Dr. Mui Kwoon Chuen and their continuing support would be needed.

IX. Close of the Meeting

12. The Annual General Meeting closed at 5: 00.

Recorded by Mrs. Betty Lam, Secretary
St. Paul's Convent School Parent-Teacher Association

Date: 4th October 2008

**St Paul's Convent School Parent-Teacher Association
Chairlady Report 2008/2009 by Mrs. Lina Cheng**

Foreword

This Chairlady Report report covers the period from October 5, 2007 to October 10, 2009. As always, we are convinced that parent involvement in school is a key to our children's personal growth and educational success. With this conviction in mind, the PTA has been maintaining a closer tie with the school in promoting effective home-school communication and collaboration, as well as optimising the learning experiences of students in community services. In practice, we have also actively participated in students' extracurricular activities and organised a number of parenting seminars/talks for members following the inauguration of 2008/09 SPCS PTA Executive Committee Members.

Under the joint efforts of the PTA and the school, it is gratifying and encouraging to see that all the events have met with positive response and favourable feedback from our members and students. I wish to take this opportunity to express my heartfelt appreciation to Principal Sr. Margaret Wong for her advice and trust placed on us, as well as the PTA Executive Committee members and parent volunteers for their passion and generous support to the PTA all along.

Executive Committee in 2008/09

In the presence of PTA Advisor Rev. Sr. Margaret Wong (Principal), participating PTA members and school teachers, the following 2008/09 Executive Committee Members were elected uncontested at the 2nd Annual General on October 4, 2008 held at the school hall of SPCS (Secondary Section).



Chairlady	: Mrs Lina CHENG
Vice-Chairs	: Mrs Betty LAM
	: Mr LAW Siu Wing (Ex-officio Member)
Treasurers	: Mr Anthony CHUNG
	: Mr CHOW Chin (Ex-officio Member)
Secretaries	: Mr Albert POON
	: Mr YAM Tze Kay (Ex-officio Member)
General Officers	: Mr K W CHAN
	: Mr Francis CHAU
	: Ms Anna CHOW
	: Ms Sabrina CHOW
	: Ms Wanda HAU
	: Mrs Lilian HUI
	: Mr S K SHUM (Ms Jacqueline Wong stood in for Mr Shum who resigned on Nov 18, 2008 for personal reasons)
	: Mrs Rebecca TSE
	: Mrs Jamie YU (Ex-officio Member)

During the reporting period, the Executive Committee had held eight meetings and appointed Ms Gigi Mak as Honorable Legal Advisor and Mr Patrick Tse as Honorable Auditor of the PTA.

PTA Highlights of the Year:

H1N1 Crisis Management

PTA had worked very closely with the school and exchanged views on H1N1 Crisis Management, covering issues from temporarily closing down of the School, cancellation of F1-3 examinations, collection of textbooks for all the students during class suspension, to negotiation with the tour agent for the parents of F3 students who had registered for the study trip to Stanford University under the threat of swine flu.

Parent Volunteers Briefing (Nov 11, 2008)



Over 60 parents attended the briefing session, where they were briefed on the roles and duties of a parent volunteer. Sr. Margaret thanked the parents for taking the time and sparing no effort in support of the school.

Speech Festival Escort (Nov 18, 2008 to Dec 10, 2008)

A total of 49 parent volunteers assisted the school in accompanying the students to the competition venue of the Speech Festival for taking part in 32 sessions of performance.



Knit for the Elderly Community Service Project with Community Youth Club (CYC) (Jan 10, 2009)

The school, CYC, Prefects' Board and PTA co-organised the activity, in which more than 210 parents and students visited over 1,000 senior citizens in 6 elderly homes at 5 locations. We had collected over 580 scarves hand-knitted by our Form 1 to 3 students for doling out to the elderly in the event.



Caritas Green Campaign with Conservancy Club (Apr 23 – 25, 2009)

About 90 students and their families showed their kindness and generosity by donating a total of 70 boxes and bags of recycled items during the campaign. This project served the dual-purpose of instilling environmental consciousness in our daughters and helping the underprivileged at the same time.



Seminars



Mr. Edmond Suen
"Well Equip our Children
to Lead a Happy Life"



Professor Arthur Costa
"16 Habits of Mind"



Mr. Law Chi Keung
"Happy Parenting on Y
Generation"

Nearly 400 parents attended the three enlightening parenting seminars organised by the PTA over the year.

Fellowship (Jan 23, 2009)

To express our heartfelt appreciation to parent volunteers for their dedication to the PTA in the 2007/08 school year, we invited them to a buffet lunch with Principal Sister Margaret, teachers and the incumbent PTA Executive Committee Members before the holding of the “Paulinian Lunar New Year Talent Show” that day. Meanwhile, Appreciation Certificates were awarded to the parents as a gesture of thankfulness for their continued support to the PTA at the show.



School Annual Stakeholders' Meeting (July 2, 2009)



Both the Chairlady and Vice Chairlady of the PTA were invited to the school's Annual Stakeholders' Meeting to share their views with the School Management, Advisory Board and Leadership Team on school improvement and make recommendations thereof. Also in attendance were the representatives of the Student Council and the Alumni Association.

Annex C

Please refer to the attached “2008-2009 Financial Statement”.