

**Minutes of the Fourth Annual General Meeting in 2010/11**  
**St. Paul's Convent School Parent-Teacher Association**

**Date :** 9<sup>th</sup> October <sup>2010</sup>~~2009~~ (Saturday)  
**Time:** 2:30 p.m. – 5:45 pm  
**Venue:** SPCS School Covered Playground  
**Attendance:** School Principal / PTA Advisor:  
Sister Margaret Wong  
Ex-officio Members of PTA  
S W Law (Vice Principal), Chow Chin, T K Yam,  
Jamie Yu  
Ordinary Members of PTA:  
Lina Cheng, Lilian Hui, Rebecca Chan, Anthony  
Chung, Lawrence Tse, Wanda Hau, Sabrina Chow,  
Jacqueline Wong, K W Chan  
107 Parents and teachers  
Guests:  
Ms Annie Fung (President, Federation of  
Parent-Teacher Associations of the Central and  
Western District), Ms Gigi Mak (Legal Adviser), Mr  
Patrick Tse (Honorary Auditor), Professor Sandra  
Tsang (Guest Speaker)

**(I) Welcome Speech by MC**

1. Masters of Ceremony Ms Jamie Yu and Ms Sabrina Chow called the meeting to order and welcomed School Principal and PTA Advisor Rev Sister Margaret Wong, our honorable guests Ms. Annie Fung, Ms. Gigi Mak, Mr. Patrick Tse, Professor Sandra Tsang and all the members to the AGM.

**(II) Address by PTA Advisor**

2. Sister Margaret Wong 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 2009/10 PTA ExCo and Mrs Lina Cheng (Chair lady) for their passion and dedicated support to the School and looked forward to have a close cooperation in the forthcoming term.

**(III) Confirmation of the Minutes of the last AGM**

3. The MCs reminded the members that a copy of the minutes of the 3rd AGM, the Chairlady's Report and the audited Financial Report in 2009/10 had been uploaded to the PTA website for members' information and the hard copies were posted on the display board at the back of the covered playground for the members' perusal.
  
4. As no amendment was proposed, the minutes of the 3rd AGM held on 10<sup>th</sup> October, 2009, motioned by Mrs Ellen Chau Shui Ling, parent of Chau Debby Lok Ching (F4S), and seconded by Mrs Sylvia Au, parent of Au Ka Lok Charlotte (F4S), was carried.

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

**(IV) Annual Report from PTA Chairman**

5. Chairlady Mrs Lina Cheng summarised the activities organised by the PTA in 2009/10. She thanked the Executive Committee, Parent Helpers and the School for their commitment, advice and support during the last 3 years as the Vice Chairlady and Chairlady for the SPCS PTA. She also expressed heartfelt gratitude to the PTA Advisor Principal Rev Sr. Margaret for her trust and support for the past years since the Association was established. Lastly, she urged the members to actively participate in the events to be held by the PTA in the forthcoming year and extend their support to the new Chairlady and the new Executive Committee. The report, motioned by Mrs Bibiana Choy, parent of Choy Teresa Gomes Yee Man (F.4T) and seconded by Ms Rosana Wu, parent of Fan Tsz Ching Venice (F.4P) was carried.

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

**(V) Proposed Changes to the PTA Constitution**

6. Chairlady Mrs Lina Cheng went through the proposed changes of financial year commencing 1<sup>st</sup> Sep to 31<sup>st</sup> Aug of the following year. Clause 2.11, 2.22, 6.4 and 10 were amended accordingly. A copy of the related amendment is attached at **Annex 'C'**. The

amendments, motioned by Ms Annette Cheung, parent of Ho Hiu Lam Tiana (F.2A) and seconded by Ms Amy Cheung, parent of Chow Hoi Ying Eunice (F.4A), was carried.

7. Chairlady Mrs Lina Cheng went through the proposed changes to organization of the PTA Executive Committee. Clause 5.1, 5.16, 5.4.1(i) and 4.1.2(vi) were amended accordingly. A copy of the related amendments is attached at **Annex 'D'**. The amendments, motioned by Mrs Sylvia Au, parent of Au Ka Lok Charlotte (F4S) and seconded by Mrs Iris Chow, parent of Chow Irisa Bianca (F.2T), was carried.

**(VI) Report from PTA Treasurer**

8. Treasurer Mr Anthony Chung reported that the financial status of the PTA was robust and sound. As at 30 September, 2009, the income for 2009/10 is HK\$97,025.00, and the expenditure is HK\$76,770.70, leaving a surplus of HK\$20,254.30. The accumulative surplus carried forward to 2010/11 is HK\$65,543.67. Motioned by Ms Rita Ko, parent of Lai Po Man Bobo (F.4A), and seconded by Mrs Bibiana Choy, Choy Teresa Gomes Yee Man (F.4T), the report was carried.

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

**(VII) Self-introduction from Nominees of PTA ExCo in 2010/11**

9. 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 5 nominees from F1-F2, 5 from F3-F4, 2 from F5-57. Motioned by Ms Rosana Wu, parent of Fan Tsz Ching Venice (F.4P), seconded by Ms Annette Cheung, parent of Ho Hiu Lam Tiana (F.2A), was carried. After the completion of self-introduction by all the new ExCo members-elect, they retreated to room G5 for the election of the post of Chairperson, Vice Chairperson, Treasurer, Secretary and General Officers amongst themselves.

**(VIII) Speech by Special Speaker Professor Sandra Tsang**

10. Professor Tsang, Head and Associate Professor Department of Social Work and Social Administration, The University of Hong Kong, gave a presentation on “How to Build and Sustain good Family Relationship (如何與家人建立及維持良好關係)” to parent members. After the talk, a random survey conducted at the scene showed that the parents were greatly impressive by the speaker’s vivid interactive demonstration and professional advice which were inspiring and interesting. School Principal Sister Margaret presented a souvenir to Professor Tsang on behalf of the PTA.

**(IX) Certificates of Appreciation and Photo-taking**

11. In acknowledgement of their contribution and commitment to the PTA, Chairlady Mrs Lina Cheng presented the Certificates of Appreciation to the Executive Committee members in 2009/10, Honorary Auditor Mr Patrick Tse, Legal Adviser Ms Gigi Mak and PTA Adviser Sister Margaret. School Principal Sister Margaret Wong in turn presented the Certificates of Appreciation to President, Federation of Parent-Teacher Associations of the Central and Western District Ms Annie Fung and Chairlady Mrs Lina Cheng. To mark the occasion, a group photo was taken on the school stage.

**(X) Announcement of 2010/11 PTA ExCo by Vice Principal**

12. School Principal Sister Margaret Wong formally announced the election results and the respective offices responsible for by the new ExCo members in 2010/11. Mrs. Lilian Hui was elected as the Chairlady and the new ExCo members are as follows:

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

Ms Sabrina Chow  
Mr Lawrence Tse  
Mrs Rebecca Tse  
Ms Jacqueline Wong  
Ms Ada Chan  
Ms Vivian Ho  
Ms Connie Lai  
Mrs Jamie Yu ( Ex-officio)

13. Handover ceremony was taken place. To mark the occasion, a group photo with all new ExCo members in 2010/11 was taken on the school stage.

**(XI) Speech by New Chairperson**

14. New Chairlady Mrs. Lilian Hui 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, former Chairlady Lina Cheng and the other outgoing members for their unreserved efforts and continued support to the PTA business over the year.

**(XII) Close of the Meeting**

15. The meeting came to an end with fun and happiness from a surprise episode of lucky draw by School Principal Sister Margaret Wong. Lucky ones were presented endearing stuffy toys by our Honorable Guests.

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

Prepared by :



**Rebecca CHAN**  
(Secretary)

Confirmed by:



**Lina CHENG**  
(Chairlady)

**Confirmed this Day of 19<sup>th</sup> October 2010**