



**ST PAUL'S CONVENT SCHOOL  
PARENT-TEACHER ASSOCIATION**

140 Leighton Road, Causeway Bay, Hong Kong  
Website: <http://spcspta.org>

Advisor  
Sr. Margaret WONG (Principal)  
  
Chairperson  
Mrs. Jennifer LAM  
  
Vice-chairpersons  
Ms. Annette LAU  
Mrs. Lydia KO (Vice Principal)

**Minutes of the 18<sup>th</sup> Annual General Meeting in 2024/25  
St. Paul's Convent School Parent-Teacher Association**

**Date:** 26<sup>th</sup> October 2024 (Saturday)  
**Time:** 2:30 p.m. – 4:30 p.m.  
**Venue:** SPCS Room G7  
**Attendance:** School Principal / PTA Advisor:  
Rev. Sister Margaret WONG

Ex-officio Members of PTA:

Mrs. Lydia KO, Mrs Catherine Li, Mr. T. K. YAM, Ms. Irene LUK

Ordinary Members of PTA:

Ms. Jennifer LAM, Ms. Annette LAU, Dr. Tony CHEONG, Ms. Joanna LAM, Ms. Athena CHONG, Ms. Carey TSUI, Dr. Joanne Chow OWYANG, Ms. May HO, Ms Bonnie CHAN, Ms. Candy LUK, Ms. Maria HUI

Co-opt Member of PTA:

Ms. Grace LAM, Ms. Frances NG, Ms. Karen LAW, Ms. Faith CHOI, Dr. Anne CHANG

Honorary Legal Advisor

Ms. Gigi MAK

69 members

Guests:

Mrs. Zoie CHOW (Honorary Member)  
Ms. Iris CHOW (Honorary Member)  
Ms. Joanna Chiu (Honorary Member)  
Professor. Wing Yun Kwok (Guest Speaker)

**Absence with apologies:** Dr. Bryan WONG (ExCo Member of PTA)



**(I) Welcome Speech by MC**

The two MCs, Ms. Carey TSUI and Dr. Tony CHEONG started the meeting and welcomed School's Ex-officio members, Honorary members and all the members to the AGM.

**(II) Confirmation of the Minutes of the 17<sup>th</sup> AGM**

The MC reminded the members that a copy of the minutes of the 17th AGM, the Chairman's Report and the Treasurer's Report in 23/24 have been uploaded to the PTA website for members' information and was also sent via email to those who confirmed attendance at AGM for members' perusal.

**(III) As no amendment was proposed, the minutes of the 17th AGM held on 28<sup>th</sup> October, 2023, motioned by Ms. Annette LAU, parent of Zin Hang CHOW (F2L) and seconded by Ms. Bonnie CHAN, parent of Hazel WONG (F6S), was carried.**

A copy of the minutes is attached at **Annex A**.

**(VI) Annual Report from PTA Chairperson**

Chairperson Ms. Jennifer LAM summarized the activities organized by the PTA in 2023/24. She thanked the Executive Committee, Parent Volunteers and the School for their commitment, advice and support for the SPCS PTA in the past year. She urged the members to actively participate in the events to be held by the PTA in the forthcoming year. The report, motioned by Ms May HO, parent of Mavis SEI (F5S) and seconded by Ms Karen LAW parent of Nap Yin Natalie PO (F1L), was carried.

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

**(V) Report from PTA Treasurer**

Treasurer Ms. Joanna LAM reported that the financial status of the PTA was robust and sound. As at 31<sup>st</sup> August, 2024, the total Membership fee amounted to HK\$133,000.00, the Government grants and other income amounted to HK\$12,978.00. Bank Interest Income was HK\$1,505.03 and the Operating Expenses was HK\$45,656.50;. Surplus for the year was HK\$114,715.53. Members' Fund was HK\$239,267.72 as at 1 September 2023 and it amounted to HK\$303,983.25 as at 31 Aug 2024. (There was an initial funding for seeding fund of 50,000.00). Motioned by Ms. Grace LAM parent of Tanith LAU (F2U) and seconded by Ms. Jessica GUO parent of Siyi Stephanie CHEN (F3S), the Report was carried.



The salient points of treasurer report were briefly presented to the members. A copy of the Auditors' Report and the Financial Statements audited by Lee, Sek, Chiu & Hui, Certified Public Accountants Hong Kong is attached at **Annex C**.

**(VI) Confirmation of Appointment of Auditor and Honorary Legal Advisor in 2024/25**

The MCs announced that Lee, Sek, Chiu & Hui, Certified Public Accountants will continue to serve the PTA as the Auditor for 2024/25. Motioned by Ms. Candy LUK, parent of Sally CHOW (F4S) and seconded by Mr Stanley HO, parent of Bo Lan Hannah HO (F2A), the appointment was carried.

The MCs announced that Miss Gigi MAK will continue to serve the PTA as the Honorary Legal Advisor for 2024/25. Motioned by Ms Vicky LAW, parent of Yan Yan Annabella MUI (F3T) and seconded by Ms Judy CHU, parent of Ka Nam Nicole YEUNG (F3A), the appointment was carried.

**(VI) Constitution Amendment & Member voting**

Ms. Jennifer LAM shared the notion for PTA constitution amendment about increasing "Associated Member" categories:

*The following persons may be nominated by the Executive Committee to be Associate Members:*

- (i) *former Executive Committee Members.*
- (ii) *former Members and other persons who have made important and continuous contribution to the Association.*

*Associate membership will take effect upon the approval by the Executive Committee in the first Executive Committee Meeting of the academic year. A majority vote of the Members present is required.*

*Associate Members shall have the responsibility to assist the Executive Committee in carrying out its duties and responsibilities.*

*The term for an associate membership is two years unless otherwise earlier terminated under 2.4.*

*Associate Members who become eligible for the membership as Ordinary Members or Ex-Officio Members shall have their Associate status revoked automatically.*

*Associate members type added to section: 2.2.1, 2.3.1 (iii), 2.4.3, 4.4.1, 4.4.3, 4.5, 5.3.1, 7.1.1, 8 (ii)*

Ms. Jennifer LAM proceeded with the Q&A session for members about constitution amendment.





MC announced the procedure of members voting towards amendment of constitution and explained the voting forms which were distributed to each member in attendance. Helper collected members' voting forms.

67 members voted "FOR" the constitution amendment, motioned by Dr Tony CHEONG parent of Sum Yu CHEONG (F3T) and seconded by Ms. Carey TSUI parent of Maeva WONG (F2L), was carried.

## **(VII) Introduction of Executive Committee 2024/25 and**

### **Self-Introduction of New ExCo Members**

Ms. Annette LAU, Ms. Bonnie CHAN, Dr. Bryan WONG, Ms. Carey TSUI, Dr. Joanne CHOW OWYANG will be extended for PTA ExCo duties from 2023-2024. Ms. Jennifer LAM, Ms. May HO, Dr. Tony had to be re-elected to the PTA ExCo 2024/25. 4 parent members, Dr. Anne CHANG, Ms. Frances NG, Ms. Grace LAM, Ms. Karen LAW were nominated for the PTA ExCo 2024/25. As the total number of parents running for PTA ExCo in 2024/25 falls short of the maximum positions in the PTA ExCo, the MC announced that no election was required. All nominated members would automatically become PTA ExCo members in 2024/25. Motioned by Ms Frances NG, parent of Wai Yan Mimi LEUNG (F4T) and seconded by Dr Anne CHANG, parent of Anneka Yik Hei Nicole OEY (F2L), the ExCo team formation was carried.

## **(VIII) Speech by Guest Speaker**

Our guest speaker, Professor Wing Yun Kwok—( gave a speech titled : "Enhancing Mental and Sleep Health in School Adolescents - The Way Forward" 增強學校青少年的心理與睡眠健康－未來方向 to parent members.

Certificate of Appreciation was presented to Professor Wing Yun Kwok.

## **(IX) Certificates of Appreciation and Handover to the new PTA ExCo members in 2024/25**

In acknowledgement of their contribution and commitment to PTA, Principal Rev. Sister Margaret WONG presented the Certificate of Appreciation to 2023/24 ExCo and Co-opt members and announced the new ExCo members in 2024/25.

Chairperson:	Ms. Jennifer LAM
Vice Chairpersons:	Ms. Annette LAU
	Mrs. Lydia KO (Ex-officio)



Treasurers: Dr. Anne CHANG  
Mr. T. K. YAM (Ex-officio)

Secretaries: Dr. Tony CHEONG  
Mrs. Catherine LI (Ex-officio)

General Officers: Mrs. Irene LUK (Ex-officio)  
Ms. Bonnie CHAN  
Ms. Frances NG  
Ms. Grace LAM  
Ms. May HO  
Ms. Karen LAW  
Dr. Joanne CHOW OWYANG  
Ms. Carey TSUI  
Dr. Bryan WONG


New Chairperson Ms. Jennifer LAM was invited by Rev. Sister Margaret Wong to deliver a welcome speech.

To mark the occasion, a group photo was taken in Room G7.


**(X) Close of the Meeting**

The 18<sup>th</sup> Annual General Meeting closed at 4:30 p.m. the same day.

Prepared by:

  
Dr. Tony CHEONG  
(Secretary )

Confirmed by:

  
Ms. Jennifer LAM  
(Chairperson)

**Attachments:**

The 17<sup>th</sup> AGM minutes

Annex A

Chairman's Report 2023/24

Annex B

Treasurer's Report 2023/24

Annex C