

**Notice of Annual General Meetings of the Members of Discovery College PTA Limited (“PTA Company”) to be held at 7:00 p.m. on Wednesday 27<sup>th</sup> October 2021 at  
Discovery College, 38 Siena Ave, Discovery Bay, Hong Kong**

This year, in addition to the usual business of the AGM, we are asking our members to consider some special resolutions regarding the transition of Discovery College PTA from a company limited by guarantee to an Association or Society. Please review the following documents carefully.

- Draft Constitution for the Discovery College Parent Teacher Association
- Supplemental Notice to the AGM, including special resolutions to be passed
- Frequently Asked Questions re: Transition to an Association

If you have any questions regarding the transition, the resolutions or any other matter relating to the proposed changes, please email [dc.pta@dc.edu.hk](mailto:dc.pta@dc.edu.hk).

**Agenda:**

1. Outgoing committee’s report in relation to the PTA activities during 20/21.
2. Presentation of the PTA Company’s audited balance sheet and accounts for the period to 31<sup>st</sup> July 2021.
3. To consider and if thought appropriate adopt the PTA Company’s balance sheet and accounts presented to the meeting.
4. To consider and if thought appropriate to resolve to appoint Clemence Y.C. Lo & Co as auditors of the PTA Company with their remuneration to be agreed by the PTA Company committee.
5. To discuss, with the approval of the majority of those present, any matters raised at the meeting but not included in the agenda.
6. Change of Discovery College PTA Legal Status.
7. Election of up to a maximum of 17 Parent Members to the Committee of the PTA Company for 2021/2022. The Committee will usually meet at the school once a month during term time and all the Committee members will during their term of office be directors of the PTA Company. The term of office of the existing PTA committee expires on 27<sup>th</sup> October 2021 and all existing committee members are eligible for election for 2021-2022. **See Note One below regarding nomination procedures.** There will be a meeting of the new committee immediately after the AGM at which meeting the newly appointed committee will elect from amongst their members a;

By order of the PTA Committee

5<sup>th</sup>, October 2021

**Only members attending the meeting can vote – proxy voting is not permitted.**

**Notes on the election of the net PTA Committee**

All families of children at Discovery College are members of the PTA Company and as such are eligible to stand for election to the PTA Committee.

**Notice of Annual General Meetings of the Members of Discovery College PTA Limited (“PTA Company”) to be held at 7:00 p.m. on Wednesday 27<sup>th</sup> October 2021 at  
Discovery College, 38 Siena Ave, Discovery Bay, Hong Kong**

**Note One: Election of up to 17 Parent Members of the committee of the PTA Company**

1. All candidates for the positions of Parent Representatives on the Committee of the PTA Company for the 2021/22 Academic Year must be members of the PTA Company and be nominated by a proposer and a seconder who are also members of the PTA Company. Each family may act as a proposer or a seconder for more than one candidate but not as a proposer and a seconder for the same candidate. At the election meeting each family will have the same number of votes, as there are positions to fill.
2. All nomination forms must be submitted in writing addressed to the Chairperson of the PTA on or before 9 a.m. on 22<sup>nd</sup>, October 2021.

**Note Three: Submission of Nomination Forms**

Signed Nomination Forms must be submitted to the Chairperson of the PTA committee on or before 9 a.m. on 22<sup>nd</sup>, October 2021.

1. By Hand or by mail to

PTA Administrator  
Discovery College PTA  
School Uniform Shop  
Discovery College  
38 Siena Ave,  
Discovery Bay

2. By email scanned copy to PTA @ dc.edu.hk

End of Notice

