

**Notice of Annual General Meetings of the Members of Discovery College PTA Limited (“PTA Company”) to be held at 6:30 p.m. on Monday 30th October 2017 at
Discovery College, 38 Siena Ave, Discovery Bay, Hong Kong**

Agenda:

1. Outgoing committee’s report in relation to the PTA activities during 16/17.
2. Presentation of the PTA Company’s audited balance sheet and accounts for the period to 31st July 2017.
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 Ian Hasell & 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. Election of Chairperson of the PTA Company for 2017-2018. The Chair will during their term of office be a director of the PTA Company. **See Note One below regarding nomination procedures.** The role of the Chair is to lead the Committee of the PTA Company.
7. Election of up to a maximum of 17 Parent Members to the Committee of the PTA Company for 2017/18. 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 30th October 2017 and all existing committee members are eligible for election for 2017-2018. **See Note Two 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;
 - (i) Vice – Chair
 - (ii) Honorary Secretary; and
 - (iii) Honorary Treasurer

By order of the PTA Committee

12th September 2017

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.

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Note One: Election of Chairperson

1. All candidates for the position of Chairperson of the Committee of the PTA Company for the 2017/18 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 has one vote and is able to act as a proposer or a seconder of a candidate for Chair but not as a proposer and a seconder of the same candidate.
2. All nomination forms must be submitted in writing addressed to the Chairperson of the PTA on or before 9 a.m. on 26th October 2017.

Note Two: 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 2017/18 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 26th October 2017.

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 26th October 2017.

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

