

**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 30<sup>th</sup> October 2018 at  
Discovery College, 38 Siena Ave, Discovery Bay, Hong Kong**

**Agenda:**

1. Outgoing committee’s report in relation to the PTA activities during 17/18.
2. Presentation of the PTA Company’s audited balance sheet and accounts for the period to 31<sup>st</sup> July 2018.
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 2018-2019. 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 2018/19. 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 30<sup>th</sup> October 2018 and all existing committee members are eligible for election for 2018-2019. **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

29<sup>th</sup> September 2018

**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 2018/19 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 26<sup>th</sup> October 2018.

**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 2018/19 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 26<sup>th</sup> October 2018.

**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 26<sup>th</sup> October 2018.

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

**Nomination Form**  
**Chairperson of the Committee of**  
**Discovery College PTA Limited for 2018/2019**

I am nominating \_\_\_\_\_ parent of \_\_\_\_\_ in Year \_\_\_\_\_ to be Chairperson of the committee of Discovery College PTA Limited for the 2018/19 academic year.

Signature of Candidate to confirm their willingness to stand for election: \_\_\_\_\_

Proposer  
Signature of Proposer: \_\_\_\_\_  
Name of Proposer: \_\_\_\_\_  
Year(s) of Child: \_\_\_\_\_

Secunder  
Signature of Secunder: \_\_\_\_\_  
Name of Secunder: \_\_\_\_\_  
Year(s) of Child: \_\_\_\_\_

Contact Details of Candidate so receipt of their nomination can be acknowledged.

Name as it appears on your HKID: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

HKID: \_\_\_\_\_

If you do not receive confirmation of receipt of your nomination within 72 hours, please contact Andrea Swedenklef the PTA Administrator by:

Tel:+852 3969 1069 or Email: [PTA@dc.edu.hk](mailto:PTA@dc.edu.hk)

Signed Nomination Forms must be submitted to the Chairperson of the PTA committee on or before 9 a.m. on 26 October 2018.

1. By hand or by mail to:

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Discovery College PTA  
Discovery College  
38, Siena Ave.,  
Discovery Bay,  
Hong Kong

2. Email: scanned copy to [PTA@dc.edu.hk](mailto:PTA@dc.edu.hk)

