

**Meeting Minutes of  
the 3<sup>rd</sup> Executive Committee Meeting of  
△ △ △ School Parent-Teacher Association (Sample)**

Date: OOdayOOmonthOOOOyear (Weekday/Weekend)

Time: OO:OO to OO:OOp.m.

Place: Room OO of the School

Present:	Chairlady	Ms. Mary Lee
	Vice Chairman	Mr. Tony Tong
	Treasurer	Mr. Samuel Sung
	Assistant Treasurer	Ms. Lancy Kong (teacher)
	Secretary	Ms. Cindy Tong
	Recreation and Welfare	Mr. Michael Chan
	Liaison	Mr. John Yim
		Ms. Mimi Cheung
In attendance:	Vice Principal	Ms. Lucy Chau (teacher)
		Ms. Susan Fong
Absent with Apologies:	Liaison	Ms. Lily Ting
	Auditor	Mr. David Wong
Recorder:	Secretary	Ms. Judy Ho (teacher)

Meeting Minutes	Follow-up
<p><b>1. Passing the meeting minutes of the 2<sup>nd</sup> executive committee meeting</b> The Vice Chairman put forward a motion to pass the minutes of the previous meeting. The motion was adopted unanimously by all members present.</p> <p><b>2. Matters to follow up</b></p> <p>2.1 Progress on sending “Appreciation Cards” to teachers</p> <ul style="list-style-type: none"> <li>• All the 500 “Appreciation Cards” were distributed to students for sending to their teachers.</li> </ul> <p>2.2 Progress on the “Competition on the e-Card Design of Appreciation Cards for Teachers”</p>	Recreation

	Michael Chan
<ul style="list-style-type: none"> <li>• 10 entries have been uploaded to the website of the sponsoring organization for selection of entries.</li> <li>• The announcement of the competition results is scheduled for OObayOOmonthOOOOyear. If any of the submitted work is selected, the Parent-Teacher Association will present an award to the winning students and/their parents separately.</li> </ul>	Liaison  Teacher Lucy Chau
<p><b>3. Report</b></p> <p>3.1 Tactics for making school choices under the Secondary School Places Allocation System</p> <ul style="list-style-type: none"> <li>• To invite Ms Lucy Chau to report on the following main points about the tactics for making school choices: *** ***</li> <li>• Documents on the tactics will be submitted to the Principal for review and will only be printed upon her confirmation. The documents concerned will be sent to the parents of each of the Primary 6 students on OObayOOmonthOOOOyear for their reference.</li> </ul>	Welfare John Yim Treasurer
<p><b>4. Discussion</b></p> <p>4.1 Election of volunteer parents and “Student Care Ambassadors”</p> <ul style="list-style-type: none"> <li>• The nominees of the school were accepted unanimously.</li> </ul> <p>4.2 Choice of gifts/book coupons</p> <ul style="list-style-type: none"> <li>• It was resolved that the book coupons of Δ Δ Bookstore should be purchased as gifts for the awardees.</li> <li>• The value of each book coupon is HK\$50.</li> <li>• With the nomination of 120 parents and students, the Parent-Teacher Association needs to buy 120 book coupons costing a total of \$6,000. This should be done before OObayOOmonthOOOOyear.</li> </ul> <p>4.3 Bookmark design contest matters for “Unity of Home and School, Life with Love and Care”</p> <ul style="list-style-type: none"> <li>• The competition rules suggested by the school are accepted unanimously.</li> </ul>	Samuel Sung

**5. Any other business**

Nil

Secretary  
Judy Ho

**6. Adjournment**

All matters were discussed. The Chairlady announced the meeting ended at OO: OO p.m.

**7. Date of next meeting**

OO:OO p.m., OObdayOOmonthOOOOyear  
(Weekday/Weekend)

(Signature)

Ms Mary LEE

Chairlady

△ △ △ School PTA

Date: OObdayOOmonthOOOOyear

(Signature)

Ms Judy HO

Secretary

△ △ △ School PTA

Date: OObdayOOmonthOOOOyear