

**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:OO p.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         |
|                        |                        | Mr. John Yim             |
|                        | Liaison                | Ms. Mimi Cheung          |
|                        |                        | Ms. Lucy Chau (teacher)  |
|                        | In attendance:         | Vice Principal           |
| 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></p> <p>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 |

|  |  |
|--|--|
| <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 ODayOMonthOOOOyear. 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>   | Michael Chan                           |
| <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: <ul style="list-style-type: none"> <li>***</li> <li>***</li> </ul> </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 ODayOMonthOOOOyear for their reference.</li> </ul> | Liaison Teacher Lucy Chau              |
| <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 □□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 ODayOMonthOOOOyear.</li> </ul>  | Welfare John Yim Treasurer Samuel Sung |
| <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>   |  |

**5. Any other business**

Nil

**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)

Secretary  
Judy Ho

(Signature)

Ms Mary LEE

Chairlady

□□□School PTA

Date: OObdayOOmonthOOOOyear

(Signature)

Ms Judy HO

Secretary

□□□School PTA

Date: OObdayOOmonthOOOOyear