

An illustration featuring two stylized human figures, a man and a woman, interacting with large, interlocking gears. The man, on the left, is wearing a light green long-sleeved shirt and dark blue pants, and is reaching out towards a large blue gear. The woman, on the right, is wearing a dark purple t-shirt and dark blue pants, and is standing near a green gear. The background is a light green gradient with large, overlapping gear shapes in various shades of green and blue. A large white circle is positioned in the center, containing the chapter title.

Chapter Two: **Operation**

2.1 General Business

The general business of the PTA should be based on the mission as stipulated in its constitution. The Executive Committee should formulate and implement annual business plans in line with the school's development. Regular meetings should be held to implement the arrangements for activities and various types of business.

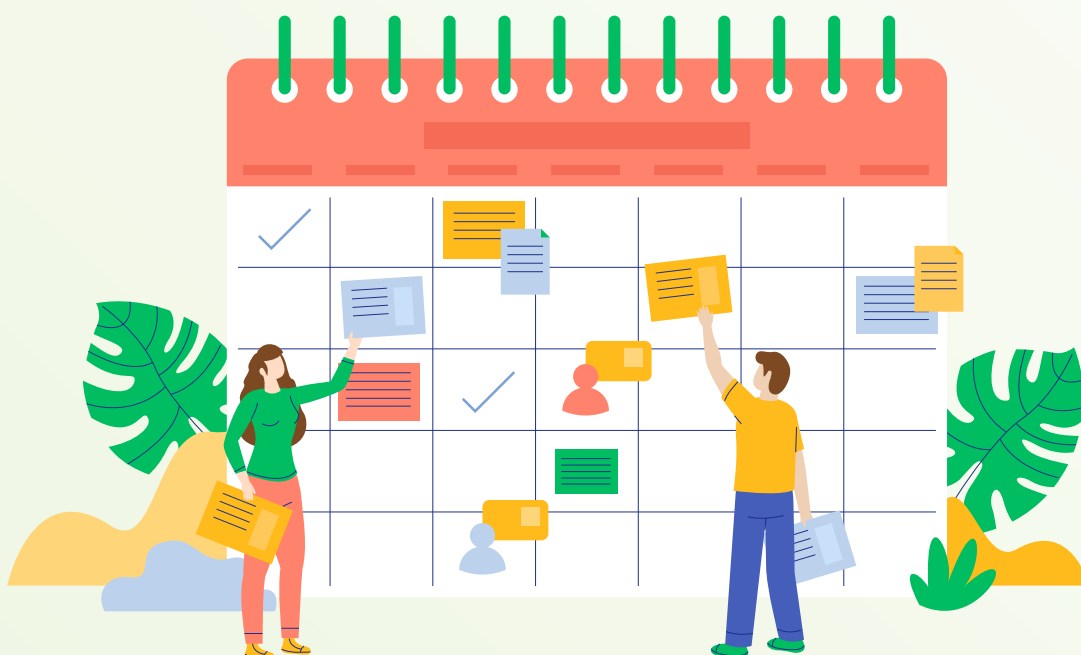
A) Annual Business Plans

- The preparation of annual business plans not only facilitates the planning of activities by PTAs, but is also conducive to organising diversified activities in line with the school's schedule/development plan.
- Generally speaking, business plans should be simple and practical. In preparing these plans, PTAs may also make reference to the business reports of preceding year(s) or consult parents/teachers.
- PTAs should establish a consensus with the school before formulating business plans/organising activities. Parents' financial abilities should also be considered.
- Please refer to [Appendix II \(A\)](#) for the sample annual business plan.

Tips



PTAs with fewer Executive Committee members/of a smaller scale may deal with general business and meeting arrangements in a more flexible manner/based on their actual needs (for important issues pertaining to the interests of all members, the PTA is required to handle them in accordance with the procedures stipulated in its constitution, such as voting at a General Meeting).



B) Types of Meeting

- Different types of meetings serve their respective functions. For example, important issues can be discussed and handled at a General Meeting.
- Certain types of meeting and their functions are listed below for reference:

Tips



Depending on the nature of the issues to be discussed, PTAs may invite relevant parties (e.g. school social workers and Special Educational Needs Coordinators) to sit in the meeting as necessary.

Type	Main functions	Others
General Meeting	• Conducting annual business reports and financial reports • Handling matters requiring the voting of the whole membership (e.g. amendments to the constitution and elections/by-elections of Executive Committee members) • Discussion and resolution on other important issues	• The procedures and requirements stipulated in the constitution must be complied with • The date and time of a General Meeting should be able to suit the majority of members (e.g. on Parents' Day or a day on which a major event for parents take place) as far as possible
Ordinary Meeting	• Regular reporting and follow-ups (e.g. progress on major concerns, difficulties encountered or outstanding issues) • Allocation of work and manpower • Discussion and resolution on day-to-day matters (e.g. organising activities and procuring stores)	• Major concerns of the year, objectives/schedules for work, financial and resource estimates, etc. can be formulated at the first Ordinary Meeting • Working groups can be formed as necessary for major events to be organised
Review Meeting (Events)	• Review the arrangements and effectiveness of events as well as areas for improvement/follow-up	• Such a review may be incorporated into the Ordinary Meeting • Alternatively, hold a brief Review Meeting after the event
Review Meeting (Yearly)	• Report, review and finalise the work conducted in the entire year	• Subject to the actual circumstances/needs, such a review may be incorporated into the Ordinary Meeting held before the end of the current term of office of members • PTAs of a larger scale can also formulate the business plan or financial budget for the coming year during the meeting
Extraordinary General Meeting (if applicable)	• Discussion and resolution on special/important issues (e.g. important issues involving the PTA and by-elections of Executive Committee members)	• The format and procedures of extraordinary general meeting must be compliant with the requirements stipulated in the constitution

2.2 Points to Note for Meetings

A) Convening of Meetings

- Meetings should be convened regularly in accordance with the requirements in the constitution (e.g.: at least once every three months for ordinary meetings/ at least twice a year for executive committee meetings).
- The chairman and the secretary should work out the agenda, report and discussion items first. Please refer to [Appendix II \(B\)](#) for the sample agenda.
- Generally, the secretary should notify all attendees of the date, time, venue and agenda of the meeting not less than 14 days in advance.
- The secretary should prepare minutes of the previous meeting and other relevant documents for the attendees' perusal in advance. Please refer to [Appendix II \(C\)](#) for the sample minutes of the meeting.

Tips



PTAs with fewer executive committee members/of a smaller scale may adopt more flexible/practical meeting procedures (e.g. notification to be sent out not less than 7 days in advance).

Tips



Generally speaking, when determining whether a resolution is passed by a majority vote, the following shall not be considered:

- committee members absent from the meeting;
- committee members present but without voting; and
- blank or invalid votes, or abstentions (if applicable).

B) Meeting Procedures

- The meeting should run following the agenda, and the chairman should lead the discussion and resolution of matters. Attendees should make effort to study the discussion items and the background information.
- Decisions should be made after thorough discussion and in accordance with the constitution
- Generally speaking, if voting is required to make a decision on an issue at a meeting, a resolution can be passed by a majority vote of the Executive Committee members present at the meeting. In the event of a tie vote, the Chairman shall have a casting vote in addition to a deliberative vote (unless otherwise specified in the constitution or other articles).

C) Minutes and Post-meeting Follow-ups

- Minutes of meeting should be prepared within seven days after the meeting for the perusal and approval of the chairman.
- Hard or electronic copies of the approved minutes of meeting should be sent for comments of all attendees of the meeting as soon as possible, where a deadline (usually within seven days) should be set for collecting feedback. The amended version serves as the draft minutes.
- Generally speaking, the draft minutes should be submitted for adoption and filing at the next meeting.
- Executive Committee members or members responsible for executing the resolutions should follow up on the issues concerned, and report in the next meeting if necessary.

2.3 General Meeting

- Basic requirements such as the number of meetings and the quorum for a General Meeting should be clearly stipulated in the constitution for the information of all members. PTAs should also strictly adhere to the requirements specified in the constitution for holding a General Meeting (e.g. issuing the notice of the meeting and agenda to all members not less than 14 days in advance).
- Generally speaking, the General Meeting has the highest authority in the PTA, which signifies that the execution of/changes to all important and significant affairs (such as amendments to the constitution, financial plans, appointment of auditors, and member rights) must be discussed and resolved during a General Meeting. These decisions shall only be implemented after being adopted at a General Meeting.
- The minutes of a General Meeting should be properly kept as the records of the discussions, resolutions and voting results of important matters.
- For PTAs registered as a local company limited by guarantee under the Companies Ordinance (Cap. 622), an Annual General Meeting must be held in respect of each financial year (not calendar year) of the PTA within nine months after the end of its accounting reference period by reference to which the financial year is to be determined. For details, please refer to the website of the Companies Registry.

Tips



For outstanding significant issues where the date of the General Meeting cannot be accommodated, the PTA can hold an Extraordinary General Meeting in accordance with the requirements stipulated in the constitution to address relevant issues.

2.4 Organising Activities

- The PTA should draw up a programme of activities when preparing for the annual business plan. Such programme of activities facilitates the drawing up of annual schedule of activities by the school and the PTA to avoid duplication of activities of a similar nature/conflict of schedule, as well as to inform members in advance for them to spare the time to participate and/or assist in the activities.
- The programme of activities should clearly specify information such as the purposes, time, venue, target participants, number of participants and financial arrangement of various activities, so that the PTA can follow up on and co-ordinate relevant work in subsequent ordinary meetings, and arrange for parent volunteers in advance. When organising large-scale activities, such programme can facilitate the collaboration between the PTA and the school, so that the school can render assistance as appropriate.
- PTAs should actively organise diversified activities, with a view to deepening home-school co-operation, enhancing parent-child relationship, as well as promoting parent education and developing the potential of parents. The following types of activities are for reference:
 - Parent-child activities: outings, interest groups, joint-PTA activities;
 - Value-added courses: talks, interest classes, workshops/training classes/programmes, sharing sessions;
 - Voluntary services: on-site services, counselling services for parents/students;

- Home-school activities: teaching/recreational activities engaging parents, students and teachers; and
- Preparing and distributing publications: newsletters, annual reports, business reports of the PTA
- PTAs can make reference to the relevant EDB circular memorandum, such as [EDBCM No. 163/2026 ""Forging Relationships, Nurturing Well-being" School Campaign and "4Rs Mental Health Charter""](#), and the Curriculum Framework on Parent Education developed by EDB for parents of students of KGs, primary schools and secondary schools when designing activities, so that parents can understand the holistic child development, promote healthy, happy and balanced child development, enhance their physical and psychological well-being, and foster home-school communication and co-operation. For details, please refer to the ["Parent Education"](#) webpage of EDB.
- After the activity has been conducted, a review meeting can be held if necessary to review the arrangement of the activity and identify rooms for improvement in the future.



EDBCM No. 163/2026 ""Forging Relationships, Nurturing Well-being" School Campaign and "4Rs Mental Health Charter""



EDB webpage
"Parent Education"

2.5 Activities Insurance

When organising activities, PTAs should pay attention to the appropriateness and adequacy of the insurance coverage provided by schools. If necessary, PTAs may also acquire additional insurance for individual activities.

A) Block Insurance Policy

- EDB has taken out the Block Insurance Policy (BIP) for aided schools, caput schools and aided and caput schools before full conversion into schools under the Direct Subsidy Scheme (DSS). The BIP comprises three sections, namely Public Liability Insurance, Employees' Compensation Insurance and Group Personal Accident Insurance:
 - (i) The Public Liability Insurance protects a school against legal liability for accidental injury to any person (including students) and/or accidental loss of or damage to any property arising out of its daily operation.
 - (ii) The Employees' Compensation Insurance covers employees' injury by accident and death arising out of and in the course of employment. All staff directly employed by the schools and paid by EDB subventions are covered.
 - (iii) Group Personal Accident Insurance covers students who suffer from Accidental Death or Permanent Disablement whilst participating in any school activities with a nominal benefit out of grace. However, this cover should not be considered as a comprehensive personal insurance for students.

- The BIP is a publicly funded protection provided for aided schools by the Government. For details of the BIP, please refer to the [“School Safety and Insurance”](#) webpage of EDB.

B) Procurement of School Insurance

- In the interests of teachers, students and the school, all schools should acquire appropriate and adequate insurance to cover the legal liabilities against accidental injury to students and other persons and/or accidental loss of or damage to any property arising from accidents, such as fire and employees’ compensation as required by the Employees’ Compensation Ordinance.
- All private schools, including KGs, and DSS schools (excluding aided schools that have not yet fully converted into DSS schools) are not insured schools under the BIP. Where necessary, the schools concerned have to acquire their own insurance as appropriate.
- Regarding matters relating to the procurement of insurance in schools, please refer to EDB [Circular No. 16/2004 on “Insurance in Schools”](#).

C) Protection for PTA Activities

- Activities organised by the PTAs are covered by the BIP provided that such activities are directly related to the schooling and/or educational business of the schools and are endorsed by the schools. Before organising the activities, PTAs should approach the insurance companies concerned through the schools for information about the terms and coverage of the insurance policies.
- The BIP is not a comprehensive personal insurance coverage for students. If it is necessary to arrange additional insurance for individual activities, the PTAs may do so on behalf of students upon discussion among and with the consent of the Executive Committee.
- For activities solely organised by the PTAs, they should acquire suitable insurance on their own according to the nature of the activities and the needs to enhance protection.
- For schools not covered under the BIP, the PTAs should consult their schools about insurance-related matters or acquire suitable insurance on their own when organising activities.



EDB webpage
“School Safety and
Insurance”



EDB Circular No.
16/2004
“Insurance in Schools”

2.6 Roles of Parent Executive Committee Members

- Parent executive committee members are the core members of the PTA's Executive Committee. When handling the business of the PTA, they should act and discharge their duties impartially to serve the interests of the PTA and all students, and should not use their official position to further personal interests or the private interests of their children or others.
- The Executive Committee members of the PTA should, as far as possible, avoid any actual and perceived conflict of interest. When a situation of conflict of interest cannot be avoided, they should as soon as possible declare and disclose all relevant details. Upon receiving such declaration, the PTA should make timely and appropriate decisions in accordance with its established mechanism (e.g. the Executive Committee members concerned should abstain from discharging relevant duties), and provide clear instructions to the executive committee members concerned.
- When handling day-to-day business of the PTA, Executive Committee members of the PTA may need to access personal information or other confidential or proprietary information provided by PTA members. Executive Committee members who have access to or in control of such information should ensure its security and prevent any abuse/unauthorised disclosure/misuse of the information.
- Since the Executive Committee members handle the day-to-day operation on behalf of the PTA (e.g. assisting in arranging study tours and organising trading operations in schools), it is advisable for PTAs to formulate a Code of Conduct or a set of probity guidelines for the members to follow, including regulations on offering, solicitation or acceptance of advantages, mechanism to manage conflict of interest, and policies for protecting confidential or proprietary information. For detailed guidelines and samples on the Code of Conduct for Executive Committee members of the PTA, please refer to the ["Best Practice Checklist - Governance and Internal Control in Schools"](#) and ["Corruption Prevention Toolkit on Kindergartens' Operations"](#) of the Independent Commission Against Corruption (ICAC).



ICAC
"Best Practice Checklist -
Governance and Internal
Control in Schools"



ICAC
"Corruption Prevention
Toolkit on Kindergartens'
Operations"



2.7 Roles of Parent Volunteers

- The active assistance of parent volunteers is necessary for most PTA activities. Their participation not only helps ease the workload of teachers, but also fosters among parents a greater sense of belonging and involvement towards the school, thereby facilitating parent-child interactions.
- When PTAs/schools recruit parent volunteers, they should allocate suitable tasks according to the parents' areas of strength, and provide them with sufficient guidance and information as well as maintain good communication, so that the parent volunteers can contribute to their strengths.
- When volunteering, parents should also pay attention to the following issues regarding attitudes and responsibilities:
 - After promising to volunteer, do their best to fulfil their commitment and respect the arrangements made by the PTA or the school. Never leave their assigned posts out of personal preference without permission.
 - Maintain good communication with the PTA, the school and other volunteers, and should not impose their personal values on others.
 - Respect the privacy of Executive Committee members/members of the PTA, school staff and other parents/students.
 - Not to abuse their role as volunteers or the relationships established through volunteering for personal interests.

Tips



When recruiting parent volunteers, KGs with pre-nursery classes can consider identifying volunteers among parents of pre-nursery students (those with their children to continue their studies in the nursery classes in the same KG) and invite suitable candidates to serve as/run for Executive Committee members of the PTA in the future.

2.8 Home-school Communication

- PTAs should work with the school to foster a positive atmosphere and environment promoting home-school co-operation, so that parents will be willing to visit the school and participate in various activities. PTAs should also appreciate the active participation of parents. Proper arrangements for activities can leave parents with a good impression, creating conditions necessary for effective home-school co-operation and communication.
- Active communication between parents and the school is the basis for mutual respect, understanding and appreciation. PTAs should provide various channels for collecting parents' views for further conveyance to the school. At the same time, the school can also take the initiative to provide the PTA with information on various issues, such as the principles of policy-making, and directly seek the views of parents through the PTA.
- Schools should regularly update parents on the latest school information in order to enhance transparency and parents' understanding of the school. They can also seek the assistance of the PTA in disseminating the information to keep parents informed, such as information about major development projects (e.g. school development plans, annual school plans) and various procedures for handling student matters (e.g. arrangements under inclement weather conditions, reward and punishment system). When encountering difficulties in the implementation of various measures, schools can also discuss with parents through the PTA, thereby facilitating the school development.