

PARENT-TEACHER ASSOCIATION HANDBOOK



Committee on Home-School Co-operation

手冊全文



Full text of handbook



PREFACE	3
CHAPTER ONE: ESTABLISHMENT	
1.1 Aims and Functions of Parent-Teacher Association (PTA)	5
1.2 Procedures for the Establishment of PTA	6
1.3 Forms of Establishment and Registration of PTAs	10
1.4 Duties of PTA Executive Committee Members	14
1.5 Points to Note during Elections and Voting	16
1.6 Simplified Model for the Establishment of Parent-Teacher Association in Kindergartens ("Simplified Model")	16
CHAPTER TWO: OPERATION	
2.1 General Business	18
2.2 Points to Note for Meetings	20
2.3 General Meeting	21
2.4 Organising Activities	21
2.5 Activities Insurance	22
2.6 Roles of Parent Executive Committee Members	23
2.7 Roles of Parent Volunteers	25
2.8 Home-School Communication	25
CHAPTER THREE: FINANCIAL AFFAIRS	
3.1 Principles of Financial Management	27
3.2 Sources of Income	28
3.3 Home-School Co-operation Grants	29
3.4 Financial Records	31
3.5 Other Reference Materials for Financial Matters	32
CHAPTER FOUR: PARENT MANAGERS	
4.1 School-Based Management and Incorporated Management Committee (IMC)	37
4.2 Parent Managers of IMCs	38
CHAPTER FIVE: NETWORKING	
5.1 Effective Networking	43
5.2 Home-School Level	43
5.3 District Level	44
5.4 Community Level	45
APPENDICES	47



Preface

Established in 1993, the Committee on Home-School Co-operation (CHSC) has since been dedicated to fostering home-school co-operation. We represent a diverse membership of professionals, parents and school representatives, with the aim of promoting home-school co-operation and parent education, while actively encouraging schools to establish Parent-Teacher Associations (PTAs).

Thanks to the unwavering support of stakeholders, the culture of home-school co-operation has taken root in Hong Kong. At present, all government and aided schools have set up their PTAs, with a commitment to enhancing connection and communication between parents and the school and to forging a home-school partnership. In recent years, the Federations of Parent-Teacher Associations have joined efforts to deepen home-school co-operation by actively organising diverse activities and flexibly deploying community resources. Moreover, following the Education Bureau's introduction of the "Simplified Model for the Establishment of Parent-Teacher Associations in Kindergartens" in the 2023/24 school year, it is encouraging to see a growing number of kindergartens establishing their own PTAs.

The "Parent-Teacher Association Handbook" (PTA Handbook), published by CHSC, has long been an essential reference widely adopted among PTAs. To keep up with the times and the needs of PTAs, we have updated the PTA Handbook to enrich its contents. The new edition comprises five chapters: Establishment, Operation, Financial Affairs, Parent Managers and Networking. We have not only revised and enhanced these chapters and their corresponding appendices but also adopted a reader-friendly approach by incorporating elements such as handy tips, QR codes and illustrative diagrams, making it more convenient for PTAs to access relevant information and adopt sample documents provided in the PTA Handbook.

A good home-school relationship benefits students, parents and schools alike. It is my hope that PTA of each school continues to serve as a bridge between parents and the school, fostering collaboration that promotes school development and creates an effective support network for the whole-person development of students. I urge all PTAs to consult this new edition of the PTA Handbook to take their work further.

Eugene FONG Yick-jin

Chairman of the Committee on Home-School Co-operation



Chapter One:

Establishment

1.1 Aims and Functions of Parent-Teacher Association (PTA)

- To enhance connection and communication between parents and school and foster a home-school partnership
- To jointly promote the academic performance and the physical and mental health of children for their whole-person development through home-school co-operation
- To develop the potential of parents and to strengthen their relationship with their children through actively organising diversified activities
- To help parents better understand their children's needs through parent education and involvement in youth policy
- To collect parents' views for promoting the development of the school
- To elect parent managers to the Incorporated Management Committee (IMC) and work with school managers from other sectors in the school management (only applicable to IMC schools)

Advantages of PTA from different perspectives

	With the establishment of PTA	Without the establishment of PTA
Parents	• The PTA could promote communication and strengthen the cohesion among fellow parents, and build a stronger network to facilitate mutual aid and support • Parents' views can be gathered for conveyance of the support or assistance they needed (e.g. parenting skills) to the schools	• Parents need to contact each other by themselves • Parents can only convey their children's needs to the schools individually
School	• The central dissemination of information to parents through the PTA facilitates the communication with parents • The PTA could assist schools in arranging and co-ordinating parent volunteers • The PTA could assist schools in organising diversified activities, thereby promoting home-school co-operation and parent education	• Teachers need to co-ordinate and contact parent volunteers on their own • Merely rely on teachers/ class teachers to communicate with parents individually • Merely rely on teachers to plan and promote home-school co-operation and parent education
Community connections	• Able to gain access to various community resources in the name of the PTA • Able to liaise with the PTAs of other schools in the district and work together for the benefits of students • Able to bring community resources together through the strengthened connection with district-based Federations of Parent-Teacher Associations (FPTAs) and jointly promote home-school co-operation and parent education	• It is difficult for schools to apply for community resources in parents' capacity • It is difficult for parents to effectively liaise with other schools or organisations in the district (including the district-based FPTAs) in their personal capacity
Resource Utilisation	• Eligible to apply for the Annual Grant under the Home-School Co-operation Grants of the Education Bureau (EDB) • Able to cover the expenses of activities organised by the PTA/ jointly organised with schools by the membership fees	• Not eligible to apply for the Annual Grant under the Home-School Co-operation Grants of EDB • Must use the school's existing resources/ funding to organise home-school co-operation and/ or parent education activities

1.2 Procedures for the Establishment of PTA

There are three key stages in establishing a PTA. Schools yet to establish their PTAs can make reference to the workflow described below to form and establish their PTAs according to their school-based circumstances as soon as possible.

A) Stage One Organising a Preparatory Committee

- Schools identify and invite parents who actively participate in the school affairs/ parent volunteers to become members of the Preparatory Committee. In addition to parent members, schools should arrange for suitable teachers to be Preparatory Committee members and assist in the formation of the PTA. The respective numbers of parent and teacher members of the Preparatory Committee can be decided by the schools (e.g. three to four teachers, as well as two to three parents from each grade level).
- Having finalised the membership of the Preparatory Committee, schools should convene the first meeting to take forward the formation of the PTA.

B) Stage Two Convening Preparatory Committee meetings and completing the preparatory work

- Members of the Preparatory Committee should attend scheduled meetings as far as possible. Sufficient time (at least seven days beforehand) should be allowed to inform members of the meeting details, including the date, time, venue, and agenda of the meeting.
- Schools may consider electing the chairman, secretary, etc. as necessary and draw up simple meeting rules (e.g. the quorum for the meetings, and the number of votes required for passing a resolution) during the first meeting of the Preparatory Committee to facilitate the formation of the PTA.
- During the meetings of the Preparatory Committee, members should discuss thoroughly and complete the preparatory work below:
 - (1) Stipulating the form of establishment for the PTA;
 - (2) Drafting a constitution for the PTA (which should cover the composition of its executive committee); and
 - (3) Planning for the first General Meeting of Parents.

Tips



Schools of a smaller scale/ with fewer parents may consider streamlining certain procedures or regulations (e.g. rules governing the passage of resolutions by the Preparatory Committee and electoral regulations) so that better home-school co-operation can be achieved.

Preparatory Work (1): Stipulating the Form of PTA Establishment

- The establishment of PTA may take one of the following forms:
 - form and operate as an affiliated organisation of the school without independent registration; or
 - register as a society according to the Societies Ordinance; or
 - register as a company according to the Companies Ordinance.
- For details of the forms of PTA establishment and registration, please refer to paragraph 1.3 in Chapter 1 of this Handbook.

Preparatory Work (2): Drafting a Constitution for the PTA

- Regardless of the form of PTA establishment, the Preparatory Committee should first draft a constitution as a basis for operation. The constitution shall clearly set out the detailed daily operation of the PTA.
- The constitution shall include the name of the PTA, its address, mission, organisation structure (e.g. the composition of the General Meeting and the Executive Committee, quorum for the meetings, forms of elections, terms of office and functions of Executive Committee members, and procedures of by-elections), financial matters, membership, membership fee, members' rights and obligations and amendment procedures of the constitution.
- For the composition and functions of the Executive Committee and the election arrangements of Executive Committee members, please refer to paragraph 1.4 and 1.5 in Chapter 1 of this Handbook.
- The constitution should be adopted at the first General Meeting of Parents before it becomes effective and in force. Any amendments to the constitution in the future shall be made in accordance with the procedures laid down in the constitution.
- Please refer to Appendix I (A) for the sample constitution. If the PTA is registered as a company according to the Companies Ordinance (Cap. 622 of the Hong Kong Legislation), please refer to the Model Articles in the Schedules to the Companies (Model Articles) Notice (Cap. 622H).
- The PTA may also make further articles for specific matters (such as articles regarding election) to those of the constitution as necessary.

Preparatory Work (3): Organising the first General Meeting of Parents

- Upon completion of the above preparatory work, the Preparatory Committee may proceed to organise the first General Meeting of Parents.
- Please refer to paragraph 1.2(C) in Chapter 1 of this Handbook for details and points to note of the General Meeting.

C) Stage Three Convening the first General Meeting of Parents

- Prior to the first General Meeting of Parents, the Preparatory Committee should allow sufficient time to send invitation letters to all prospective members (i.e. parents/ teaching staff) to facilitate their attendance and voting at the meeting. Please refer to Appendix I (B) for the sample invitation letter.
- The agenda of the first General Meeting of Parents should include:
 - (1) Introduction to the mission/ objectives of PTA establishment;
 - (2) Introduction to the PTA's work plan and financial budget;
 - (3) Vote to approve the PTA's establishment and adopt its constitution; and
 - (4) Election of executive committee members of the PTA (if time permits).
- The PTA will be formally established upon the approval of its establishment and the adoption of its constitution at the General Meeting of Parents.

Tips



To encourage more parents to attend the first General Meeting of Parents, schools/ Preparatory Committees may arrange to convene the meeting on parents' days or major parent activity days.

3 Steps to Establish PTA

01

Stage One Organising a Preparatory Committee

- (1) The school identifies parents and arranges suitable teachers
- (2) Convene the first Preparatory Committee meeting

02

Stage Two Convening Preparatory Committee meetings and completing the preparatory work

- (1) Stipulating the form of PTA establishment;
 - form and operate as an affiliated organisation of the school without independent registration; or
 - register as a society according to the Societies Ordinance; or
 - register as a company according to the Companies Ordinance.
- (2) Drafting a constitution for the PTA;
 - The constitution should be adopted at the first General Meeting of Parents before it becomes effective and in force.
- (3) Organising the first General Meeting of Parents.

03

PTA Formally Established

Stage Three Convening the first General Meeting of Parents

- (1) The agenda of the first General Meeting of Parents should include:
 - Introduction to the mission/ objectives of PTA establishment;
 - Introduction to the PTA's work plan and financial budget;
 - Vote to approve the PTA's establishment and adopt its constitution; and
 - Election of executive committee members of the PTA (if time permits).
- (2) The PTA will be formally established upon the approval of its establishment and the adoption of its constitution at the General Meeting of Parents.



1.3 Forms of Establishment and Registration of PTAs

Schools/ Preparatory Committees may choose the appropriate form of establishment of their PTAs (including whether independent registration should be sought) according to their school-based circumstances and actual needs. Please refer to the table below for the requirements and areas requiring attention for different forms of registration.

Comparison of Different Forms of Registration

Form of registration	Society	Company (Company limited by guarantee [^])	Without independent registration
Hong Kong Legislation	Societies Ordinance (Cap. 151)	Companies Ordinance (Cap. 622)	Not applicable (N/A)
Government department handling the registration	Societies Office, Hong Kong Police Force	Companies Registry	N/A
Related website	Hong Kong Police Force – Societies Registration 	Companies Registry – registration of a new company 	N/A
Legal status/ liability	- Without a separate legal entity status - Registered members shall bear the unlimited personal responsibility/unlimited liability for the responsibility/liability incurred by the society - When involving in legal dispute/ legal action, the principal office bearers will be charged individually or collectively <i>* According to section 2(2) of the Societies Ordinance, the provisions of the Ordinance do not apply to any persons listed in the Schedule for the registration of a society; this includes companies registered under the Companies Ordinance (Chapter 622), or an organisation registered under other ordinances.</i>	- With a separate legal entity status - For a company limited by guarantee which does not have a share capital, the liability of members of the company is limited by the articles of association to the amount that the members respectively undertake to contribute to the assets of the company in the event of its being wound up - If legal action is taken against the company, the liabilities of the directors concerned are limited to those listed in the Companies Ordinance and the Articles of Association of the Company <i>* When registered according to the Companies Ordinance, non-profit making organisations are usually registered as guarantee companies</i>	- Without a separate legal entity status - As an affiliated organisation of the school, members shall bear no personal responsibility/ liability for the responsibility/ liability incurred by the PTA

Form of registration	Society	Company (Company limited by guarantee [^])	Without independent registration
Number of members registered	A society must have at least three office-bearers. One of them, being the registered office-bearer, is the person in charge of the society (e.g. chairman). The rest may be the vice-chairman, treasurer, secretary, or persons authorised to administer bank account of the society	A company limited by guarantee must have one company secretary and at least two directors, one of whom may be the company secretary. It must not have a body corporate as its director (i.e. the director must be a natural person)	N/A
Application procedure	- The society shall apply to the Societies Officer for registration within one month of its establishment - Electronic application may be made via the e-Service for License Application of the Police Licensing Office. Applicants may also submit a duly completed application form in paper form with necessary documents attached may be submitted in person or by post to the Societies Office (for details, please refer to the webpage of the Hong Kong Police Force)	Choose the type of company and name the company, then deliver the application documents with the accurate fees either electronically through the e-Services Portal of the Companies Registry's website or in hard copy form to the Companies Registry (for details, please refer to the webpage of the Companies Registry)	N/A
Registration documents	Major application documents including: - Application for Society Registration - Other documents stated in the Notes for Applicants (e.g. copies of HKID cards or other valid identity documents of office-bearers, articles of association endorsed by office-bearers and proof of address of the society) <i>* The above application form and notes for applicants can be downloaded from the webpage of the Hong Kong Police Force</i>	Major application documents including: - Incorporation Form (NNC1G) - Copy of the company's Articles of Association - Notice to Business Registration Office (IRBR1) <i>* The above application form and sample model articles of association can be downloaded from the webpage of the Companies Registry</i>	N/A

Form of registration	Society	Company (Company limited by guarantee [^])	Without independent registration
Fees	Free	Incorporation of company fee, business registration fee and levy, fee for registration of an annual return, etc. <i>* The amounts of service charges vary according to the types of company and the methods of payments. For details, please refer to the Price Guide to Main Services on the webpage of the Companies Registry</i>	N/A
Requirements on the constitution	There is no specification on the contents of the constitution of a society under the Society Ordinance. The Preparatory Committee should discuss with the school on the necessary contents of the constitution. Reference can be made to the sample constitution for PTA in Appendix I (A)	The articles of association of a company must include the mandatory articles and comply with the requirements of the Companies Ordinance. Any or all provisions of the Model Articles in the Schedule to the Companies (Model Articles) Notice can be adopted, or reference can be made to the sample model Articles of Association available at the e-Services Portal	The Preparatory Committee should discuss with the school the necessary contents of the constitution. Reference can be made to the sample constitution for PTA in Appendix I (A)
Financial arrangement	An independent bank account can be opened in the name of the society <i>* The bank should be notified immediately of any changes in the signatory of the bank account/cheque for appropriate action</i>	An independent bank account can be opened in the name of the company <i>* The bank should be notified immediately of any changes in the signatory of the bank account/cheque for appropriate action</i>	For PTAs without an independent registration, since they are unable to open a bank account, they can have their income and expenditure managed under the school's bank account and recorded in a separate ledger

Form of registration	Society	Company (Company limited by guarantee [^])	Without independent registration
Points to note after registration	- For changes in its office-bearers, name, mission and/or address of a registered society, the society shall inform the Societies Officer in writing of such change within one month - Societies are not required to deliver their annual returns/ annual reports under the Societies Ordinance. Such arrangements shall be implemented based on the relevant provisions of the society's constitution (if applicable).	- The company shall deliver an annual return (including the auditor's report and directors' report) for registration within the prescribed time period - The company and every responsible person of the company must submit documents in strict compliance with the provisions of the Companies Ordinance. Otherwise, the company and every responsible person thereof will be liable to prosecution and, if convicted, to default fines. - Please refer to the information pamphlets of the Companies Registry for details of the requirements on the delivery of annual returns: Filing Requirements of a Local Limited Company after Incorporation Annual Return of a Local Public Company or a Company Limited by Guarantee	N/A

Note: This table is intended for reference purpose to provide a general comparison of different forms of establishment and does not constitute legal advice. Parents and schools should consult a legal advisor on their own if necessary.

[^] The list only contains certain points to note about the incorporation of a company limited by guarantee and is not exhaustive. For the requirements applicable to the incorporation of a company limited by guarantee or other types of company, please refer to the webpages of the Companies Registry.



1.4 Duties of PTA Executive Committee Members

- PTAs should allow all eligible members to participate in the election of its executive members in accordance with the rights and obligations of members provided in the constitution, including the right to run as candidates and to cast votes.
- Schools should assign a sufficient number of teachers who are enthusiastic in home-school affairs to take part in and assist the work of the PTA. The Principal/Vice-Principal(s) may act as consultants to monitor the operation of the PTA and promote home-school communication and co-operation.
- Generally, the Executive Committee of the PTA consists of the posts of Chairman, Vice-Chairman, Treasurer and Secretary to manage the day-to-day operation of the PTA.
- Except for the post of Chairman, schools may consider allowing parents and teachers to jointly serve as the Vice-chairman, Treasurer and Secretary. PTAs/schools can also create additional posts according to their school-based circumstances and actual needs, and determine the respective numbers and duties.

Tips



For a recognized PTA of an IMC school, the constitution must stipulate that only parents of current students or serving teachers of the school may elect or become executive committee members of the PTA (for details, please refer to Chapter 4 - Parent Managers of this Handbook).

Examples of posts and duties of the executive committee members of a PTA*:

Major posts

Chairman

1 parent

- To chair and call for meetings
- To establish and guide the direction of the PTA
- To act as an important communication channel between parents and the school



Vice-Chairman

1 parent and/or 1 teacher

- To assist the Chairman
- To preside over meetings (in the absence of the Chairman)



Treasurer

1 parent and/or 1 teacher

- To handle financial matters of the PTA
- To prepare budgets, financial reports, income and expenditure statements, etc.
- Proficient in numeracy and management of accounts



Secretary

1 parent and/or 1 teacher

- To draft and prepare meeting documents, such as agendas and minutes
- To handle other clerical work of the PTA, such as the preparation of circulars



Other posts (created based on the school-based circumstances and actual needs)

Event Co-ordinator Parent/Teacher

- To co-ordinate different types of activities
- To liaise and co-ordinate large-scale joint school/ community activities
- To arrange volunteers for activities



Recreation/Welfare/Social Development Parent/Teacher

- To promote educational, developmental, recreational or social activities, etc.
- To handle the welfare of members



Liaison/Public Relations/Publicity/ General Affairs Parent/Teacher

- To establish and expand parental networks
- To design publicity and promotional events of the PTA
- To arrange publication of newsletter for parents
- To liaise with members for participation in relevant meetings and activities



Auditor Parent/Teacher

- To audit the accounts of the PTA
- For PTAs registered under the Companies Ordinance, only a practice unit[^] is eligible for appointment as auditor of a company
 - [^] Has the meaning given by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588).
- For PTAs registered under the Societies Ordinance/without independent registration, it is not required to appoint the afore-mentioned “practice unit” as the auditor, and anyone knowledgeable in auditing can be entrusted to be the auditor



* For teacher representatives from Government schools, their work in the PTA is regarded as part of their duties as Government school teachers. Therefore, when they discharge their duties in the PTA, they should abide by the rules and regulations for civil servants, such as the Civil Service Regulations.

1.5 Points to Note during Elections and Voting

Before conducting the election of Executive Committee members, the Preparatory Committees/PTAs should set out suitable guidelines or requirements on the following general electoral procedures and important issues:

- Nomination procedures – eligibility of candidates, deadline and method of nomination;
- Electoral procedures – eligibility of electors, polling date and form of voting;

- Counting procedures – the arrangements for the counting of ballots, supervision of counting and announcement of results;
- Security of ballot papers – confidentiality arrangement of ballot papers and ballot boxes; and
- Complaint handling – channels of complaints, investigation mechanism and approving authorities.

Tips



Given that the school-based circumstances and the number of candidates/elector turnout in schools may vary, the Preparatory Committees/PTAs may set out suitable electoral procedures and steps as needed.

General points to note when handling matters pertinent to election and voting:

- The Executive Committee members or teachers responsible for the election and voting should ensure that the election and voting procedures, including those related to nomination (if applicable), casting and counting of ballots, are conducted in an open and transparent manner.
- The procedures for casting and counting ballots, and the announcement of election results should be completed within the same day.
- In the event that counting of ballots cannot be finished on the day of election, the person-in-charge should have the counted and uncounted ballots separately locked away and held in safe custody. Arrangement should then be made to process the uncounted ballots and announce the election results as soon as possible.
- The Executive Committee members or teachers responsible for the election should properly keep the ballots for at least six months in order that they can be made available for verification when necessary.
- Channels for enquiry or complaint on election should be provided to all related persons (including eligible electors), and the complaints should be handled by personnel who are not involved in the election.

1.6 Simplified Model for the Establishment of Parent-Teacher Association in Kindergartens (“Simplified Model”)

To encourage more kindergartens (KGs) to establish PTAs, EDB introduces the “Simplified Model” starting from the 2023/24 school year. The “Simplified Model”, available as an option for KGs, can streamline KG’s administrative and clerical work in establishing a PTA. Under the “Simplified Model”, KGs are not required to seek independent registration or draw up constitution for the PTA. Nevertheless, to ensure the smooth and effective operation of the PTA, KGs should formulate an appropriate school-based mechanism (i.e. “Parent-Teacher Association Operational Guide”) according to the school context as the basis for the formation and operation of the PTA. For the basic concepts of the “Simplified Model”, recommendations on relevant administrative arrangements and areas for attention, please refer to EDB’s [Guidelines on the “Simplified Model for the Establishment of Parent-Teacher Associations in Kindergartens”](#).



EDB
Guidelines on the “Simplified Model
for the Establishment of Parent-Teacher
Associations in Kindergartens”

An illustration featuring two stylized human figures interacting with large, interlocking gears. On the left, a man with a beard, wearing a light green long-sleeved shirt and dark blue trousers, is reaching out towards a large blue gear. On the right, a woman with long brown hair, wearing a dark purple t-shirt and dark blue trousers, is standing near a smaller blue gear. The background is composed of various shades of green, with a large, light green gear partially visible in the foreground. The overall style is modern and clean, with a focus on mechanical and human elements.

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.

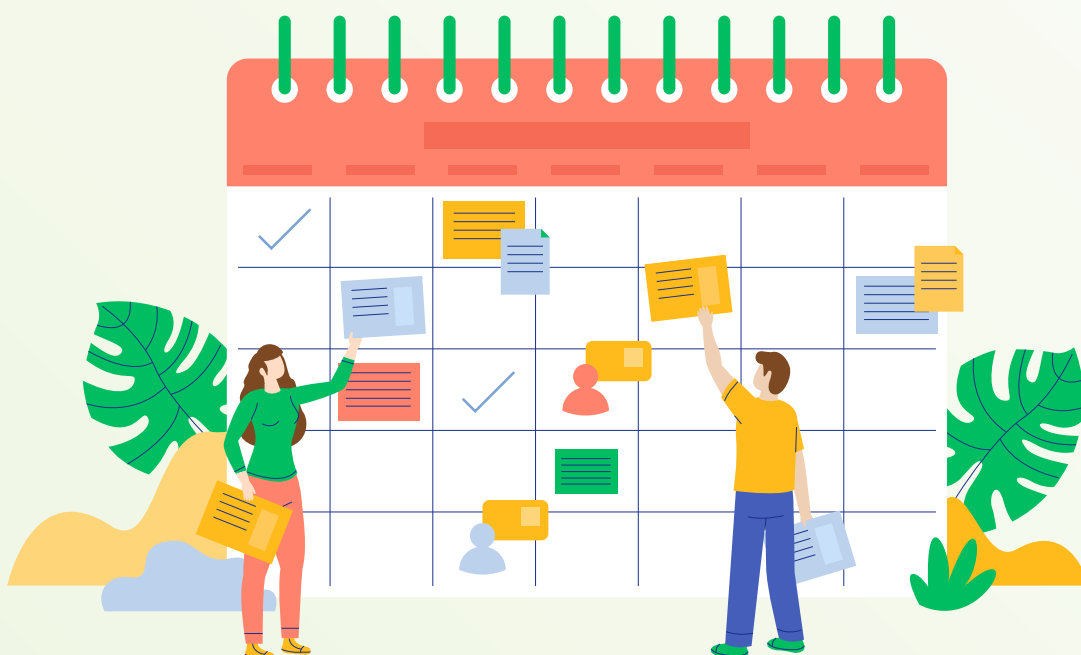
A) Annual Business Plans

- 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).

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).

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).

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.



Chapter Three:

Financial Affairs

3.1 Principles of Financial Management

The establishment and resources allocation of PTAs are built on the support and trust of members of the public, and parents in particular. In order to strengthen the standing and continuity of the PTA, the school and the PTA should handle matters relating to PTA's income and expenditure in a serious, open and fair manner. PTAs registered in accordance with the Societies Ordinance or the Companies Ordinance should be a financially independent body, of which the financial management should be guided by the principles of prudence and propriety to ensure effective and proper use of financial resources. Where necessary, the financial principles and arrangements should also be stipulated in the constitution to safeguard assets and ensure the proper use of funds, thereby enhancing the accountability and transparency of financial management.

A) Treasurer

- To be responsible for preparing financial budgets for the PTA, maintaining proper and accurate accounts of all financial records of the PTA, and compiling financial reports to precisely reflect and report the PTA's financial and asset status, so as to ensure that all resources are allocated according to the mission and objectives of the PTA.
- Accurate financial records can help the PTA Executive Committee formulate/ make appropriate financial plans/decisions, and also complement or support the development of the PTA.

B) Financial budgets

- Financial budgets manifest the PTA's business plan and its implementation for the year ahead. Relevant views of all members shall be solicited and fully considered in preparing the budgets, which should be closely tied in with the business plan, development and operational needs of the PTA, and may even complement/ support the plan and development of the school. A well-planned budget facilitates the PTA's proper use of all resources, and avoids unnecessary financial deficits. If necessary, the financial budgets may also be adopted at the General Meeting before putting into effect.
- In the event that the school's development is involved in the financial budget, the PTA should fully communicate with the school in advance, and prior approval should be obtained from the school subject to the plan and operational needs.

C) Financial Statements

- Financial statements are intended to provide clear information to reflect the financial situations, financial performance and cash flows of the PTA. They can assist the Executive Committee in monitoring the income and expenditure to achieve a fiscal balance as far as practicable, and enable all members to gain an understanding of the financial performance of the PTA and the implementation of its business.
- The financial situations should clearly reflect the PTA's assets and liabilities, whereas the financial performance shows the income and expenditure of the year concerned. All financial statements should present the financial situations, financial performance and cash flows of the PTA in a truthful and unbiased manner, and the information therein must be clear, organised, accurate, unbiased, reliable and complete.

- In general, a complete set of PTA financial statements should include (based on the accounting period of the PTA):
 1. Balance sheet (statement of financial position) *
 2. Statement of income and expenditure (consolidated profit and loss account)
 3. Cash flow statement
 * *The contents of the balance sheet include:*
 - *Non-current assets (such as furniture, appliances);*
 - *Current assets (such as bank account balances and cash balance); and*
 - *Short-term liabilities (such as amounts payable).*
- Please refer to [Appendix III \(A\)](#) for the sample statement of income and expenditure.

D) Auditing

- The purpose of auditing financial reports is to review all accounts within a certain period to check whether they have been properly recorded and give a true and fair view in accordance with the general accounting principles and standards. To maintain its independence, the PTA should invite a person experienced in auditing to be the honorary or voluntary auditor.
- For PTAs registered as a limited company, only “practice units” (this term has the meaning given by section 2(1) of the Accounting and Financial Reporting Council Ordinance (Cap. 588)) are eligible to be appointed as its auditor.

3.2 Sources of Income

A) Fees

1. Membership fee (generally speaking, all parents of current students will automatically become members)
2. Activity fees



B) Subsidies

1. Home-School Co-operation Grants (please refer to paragraph 3.3 of Chapter 3 in this Handbook for details)
 2. Subsidies/donations from other organisations (please refer to paragraph 3.5 of Chapter 3 in this Handbook for details)
- The above are the common sources of income of PTAs. PTAs and schools should determine the charges for different kinds of activities according to their school-based circumstances, fiscal status and financial needs of the activities.
 - Most PTAs collect nominal membership fee. The membership fee should be collected in accordance with the fee-charging criteria stipulated in the constitution.
 - If there is a special need for the PTA to charge its members an additional fee, prior passage of the relevant resolution at the General Meeting and the approval of the school should be sought, so as to avoid unnecessary disputes between the school and the parents.

Tips

If circumstances permit, PTAs may consider establishing relevant mechanisms to provide membership fee/activity fee remissions for families with financial needs.

3.3 Home-School Co-operation Grants

The annual provision of the Home-School Co-operation Grants (the Grants) by EDB is to encourage schools to set up PTAs and organise home-school co-operation activities and/ or parent education programmes or activities.

Starting from the 2026/27 school year, application from public-sector schools (including government, aided (including special schools) and caput schools) and Direct Subsidy Scheme (DSS) schools is not required. Kindergartens (KGs), kindergarten-cum-child care centres (KG-cum-CCCs), and private primary and secondary schools offering a formal curriculum (including private independent schools, international schools and English Schools Foundation schools; hereinafter collectively referred to as "private schools") and their PTAs may refer to the website of the Committee on Home-School Co-operation (CHSC) /relevant EDB circular memorandums, and submit their applications according to the requirements and the application deadlines.

The details of the Grants are as follows:

	Public-sector schools and DSS schools	KGs, KG-cum-CCCs and private schools	
Type of the Grant	Consolidated Home-School Co-operation Activities Grant	Grant for Setting Up PTAs	Consolidated Home-School Co-operation Activities Grant
Scope of the Grant	- To organise <u>at least two</u> home-school co-operation and/ or parent education programmes or activities. The activities can be organised by an individual school/ PTA or jointly by different schools/PTAs. Activities should aim at deepening home-school co-operation and enhancing parent education - To subsidise the recurrent expenditure of PTAs	A grant provided to schools planning to set up PTAs in the current school year to subsidise the recurrent expenditure of their PTAs, including purchasing furniture for their PTAs, publishing newsletters, acquiring stationery and other commodities, etc.	- To organise <u>at least two</u> home-school co-operation and/ or parent education programmes or activities. Such activities can be organised by an individual school/ PTA or jointly by different schools/ PTAs. Activities should aim at deepening home-school co-operation and enhancing parent education - To subsidise the recurrent expenditure of PTA (for schools with PTAs set up)
Grant Amount	Fixed amount	Fixed amount	To be approved according to the nature, estimated number of participants, etc., of the activities
Application	Application is not required.	Schools are required to log in to the "Home-School Co-operation Grants e-Application System" (https://hscg.chsc.hk/e_application/en) to submit the e-application form on or before the application deadline each year (Remarks: For schools planning to set up PTAs or schools with PTAs newly set up in the current school year, applications are accepted throughout the school year)	
Handling of Surplus	Depending on the type of school	PTAs can retain the unspent amount until it is fully utilised	Schools must return the unspent amount to the HKSAR Government by crossed cheque
Details	Please refer to EDB Circular No. 9/2026 or visit the " Consolidated Home-School Co-operation Activities Grant " webpage on the CHSC website 	Please refer to EDB Circular Memorandum of the current school year or visit the " Application for Home-School Co-operation Grants " webpage on the CHSC website 	
Remarks	- All schools should be responsible for monitoring the activities subsidised by the Grants. All activity reports, evaluation forms, financial records (including books of accounts, original copy of receipts, payment vouchers/ invoices and other relevant documents) must be kept for at least 7 years by schools for accounting and auditing purposes - School <u>must</u> evaluate the effectiveness of the activity or share the outcome with parents, and submit the "e-Home-School Co-operation Activities Evaluation Form" after the activity		

3.4 Financial Records

All financial records of the PTA must be properly kept, including documents recording financial/business transactions, or other documents that enable affairs of the PTA to be traced and verified through the accounting system. Regardless of using paper-based/computerised mode of book keeping, it must be ensured that all records are documented in a clear and orderly manner.

If the PTA chooses to retain relevant information and source documents, such as cheque stubs, invoices, bank deposit slips and bank statements, in the form of electronic records, it must be ensured that back-up copies of all the information saved in the computer are available, and that the retention arrangements of relevant records and source documents should also comply with [Section 8 of the Electronic Transactions Ordinance \(Cap. 553\)](#) of Hong Kong Legislation.

A) Banking Records

- Use a cash book to record all business transactions involving cash (the minimum bookkeeping system).
- Regularly deposit all incomes into a designated bank account.
- Pay all expenses by cheque whenever possible to create a permanent record of related payment items on bank statements.
- The cheque stubs or covering payment vouchers should record the date of payment, the name of the payee, details of relevant expenses, and the amount of the cheque.
- Keep self-carboning duplicate of bank deposit slips and bank statements properly in date order.
- Reconcile and compare the items and balances recorded on bank statements with those shown in cash books on a regular basis (e.g. monthly).



Tips

The bank should be notified immediately of any changes in the signatory of the bank account/cheque for appropriate action due to a change of term of the Executive Committee or other reasons

B) Records of Incomes

- Records that record and explain all incomes must be kept.
- Various ways of recording can be used, including books of accounts, receipts, etc.
- Receipts are used to record sums received by the PTA. The most suitable type of receipt is pre-printed and consecutively numbered with duplicates. The name of the PTA should appear on every receipt.
- Fee notes could be prepared to enumerate the nature of payment, the payer's information and the receipt numbers for regular review.

C) Records of Expenses

- Records that record and explain all expenses must be kept.
- Prior consent/authorisation of the Executive Committee must be obtained for approval and endorsement on all expenses incurred by the PTA.
- Various ways of recording can be used, including book of accounts, payment receipts, cheque stubs, invoices, petty cash system, etc.

- All payment should be made by cheques whenever possible. When payment is made, payment receipts should be requested regardless of the format of payment.
- The payment receipts should clearly show details such as date, name of supplier or service provider, amount and description of items paid for. If the payment receipt does not contain sufficient details, an additional notation should be clearly recorded.
- Diaries or similar records should only be used where no other proof of payment is available.
- Where cash is used for small purchases or small items, a petty cash system can be used to settle day-to-day small expenses. However, receipts should be obtained whenever possible to support the expenses incurred.
- The bank should be notified immediately of any changes in the signatory of cheques/withdrawal slips for appropriate action when the authorised Executive Committee member(s) has/have completed his/her/their term of office or resigned.

Tips



- All incomes and expenditures should be recorded in the account books as soon as possible.
- All financial records and relevant documents, such as receipts, must be kept for at least seven years.
- To avoid the print on receipts become faint with time, these receipts may be photocopied for filing or retained in electronic records.

D) Records of Assets (if any)

- If the PTA owns certain assets, relevant records must be kept, including date of purchase and costs, date of sales and price, and the dates and costs for any other expenses related to the assets.
- A Fixed Assets Register should be used to record the items of fixed assets. Please refer to [Appendix III \(B\)](#) for the sample Register.

Hong Kong Legislation
Section 8 of the Electronic Transactions
Ordinance (Cap. 553)



3.5 Other Reference Materials for Financial Matters

A) Purchasing Goods or Hiring Services

- PTAs should develop an effective and properly controlled procurement system to ensure that procurement in their day-to-day operation is conducted in a transparent and competitive manner. It shall be the duty of the Executive Committee to ensure the openness, fairness and competitiveness of procurement procedures at all times, and with adequate checks and balances.

- For details, please refer to the [“Best Practice Checklist – Governance and Internal Control in Schools”](#) and the [“Corruption Prevention Toolkit on Kindergarten’s Operations”](#) of ICAC, EDB [Circular No. 4/2013 on “Procurement Procedures in Aided Schools”](#), the [“Reference Materials on Procurement Procedures in Aided Schools”](#) webpage of EDB, and the [“Guidelines on Procurement Procedures in Kindergartens”](#).



B) Trading Operations of Schools

- PTAs of primary, secondary and special schools are required to observe the principles and arrangements as set out in prevailing EDB circular on Trading Operations in Schools should they be delegated by the School Management Committee (SMC) or the IMC to make arrangements for trading operations in the schools. Any profits or net income arising from such trading operations should be credited into the school accounts and applied for the purposes directly benefitting students of the schools.
- Before delegations take place, prior approval should be obtained from the SMC or the IMC, and all such records must be properly documented. The PTA shall submit relevant tender or quotation documents to the SMC or the IMC for record keeping purposes.
- For details, please refer to EDB [Circular No. 10/2016 on “Trading Operations in Schools”](#) and the [“Reference Materials on Trading Operations”](#) webpage of the EDB.
- For KGs, if the PTAs conduct trading operations for their KGs, prior approval should be obtained from the SMC, and such record should be properly documented. The SMCs have the obligation to ensure that the procurements conducted by the PTAs comply with the requirements of “Guidelines on Procurement Procedures in Kindergartens”, and observe the guidelines as stipulated in EDB [Circular No. 16/2013 “Collection of Fees, Sales of School Items and Provision of Paid Services in Kindergartens”](#).



EDB Circular No.
10/2016
"Trading Operation in
Schools"



EDB Webpage
"Reference Materials on
Trading Operations"



EDB Circular No. 16/2013
"Collection of Fees, Sale of School
Items and Provision of Paid Services in
Kindergartens"

C) Fund-raising Activities

- For organising general charitable fund-raising activities in public places, please visit the ["Public Subscription Permit \(General Charitable Fund-raising Activities\)"](#) webpage of the Social Welfare Department (SWD).
- When the PTA participates in a fund-raising activity organised by the school (for the school's own purposes/for outside charitable institutions), the intended purposes of the fund-raising activity should be explicitly specified to its members and any particular amount of the contributions should not be suggested. The PTA should keep proper records of funds collected and obtain official receipts from the charitable institutions concerned. The documents shall be retained for the information of members and for record purposes.
- If the PTA plans to hold fund-raising activities for own purposes within the school but the PTA is not a registered charitable institution which is exempt from taxes under Section 88 of the Inland Revenue Ordinance, prior approval from the Permanent Secretary for Education must be sought. Depending on the nature and form of fund-raising activities, schools and/or PTAs are required to seek approval from other relevant government departments.
- For details, please refer to the ["Guides on Charitable Fund-raising Activities"](#) webpage of SWD, the ["Fund-raising Activities in Schools"](#) webpage of EDB and the ["Corruption Prevention Guide for Management of Charities, Donation and Fund-raising Activities"](#) of ICAC.



SWD webpage
"Public Subscription Permit
(General Charitable Fund-
raising Activities)"



SWD webpage
"Guides on Charitable
Fund-raising Activities"



EDB webpage
"Fund-raising Activities in
Schools"



"Corruption Prevention
Guide for Management of
Charities, Donation and
Fund-raising Activities"

D) Acceptance of Advantages and Donations

- When dealing with the acceptance of advantages and donations, PTAs should make reference to the EDB [Circular No. 3/2022 on "Acceptance of Advantages and Donations by Schools and their Staff"](#) and the ["Best Practice Checklist - Governance and Internal Control in Schools"](#) or the ["Corruption Prevention Toolkit on Kindergartens' Operations"](#) of ICAC to avoid contravention of the Prevention of Bribery Ordinance or leading to situations or allegations of conflict of interest, as well as to promote effective integrity management and internal control measures.



EDB
Circular No. 3/2022 on "Acceptance
of Advantages and Donations by
Schools and their Staff"

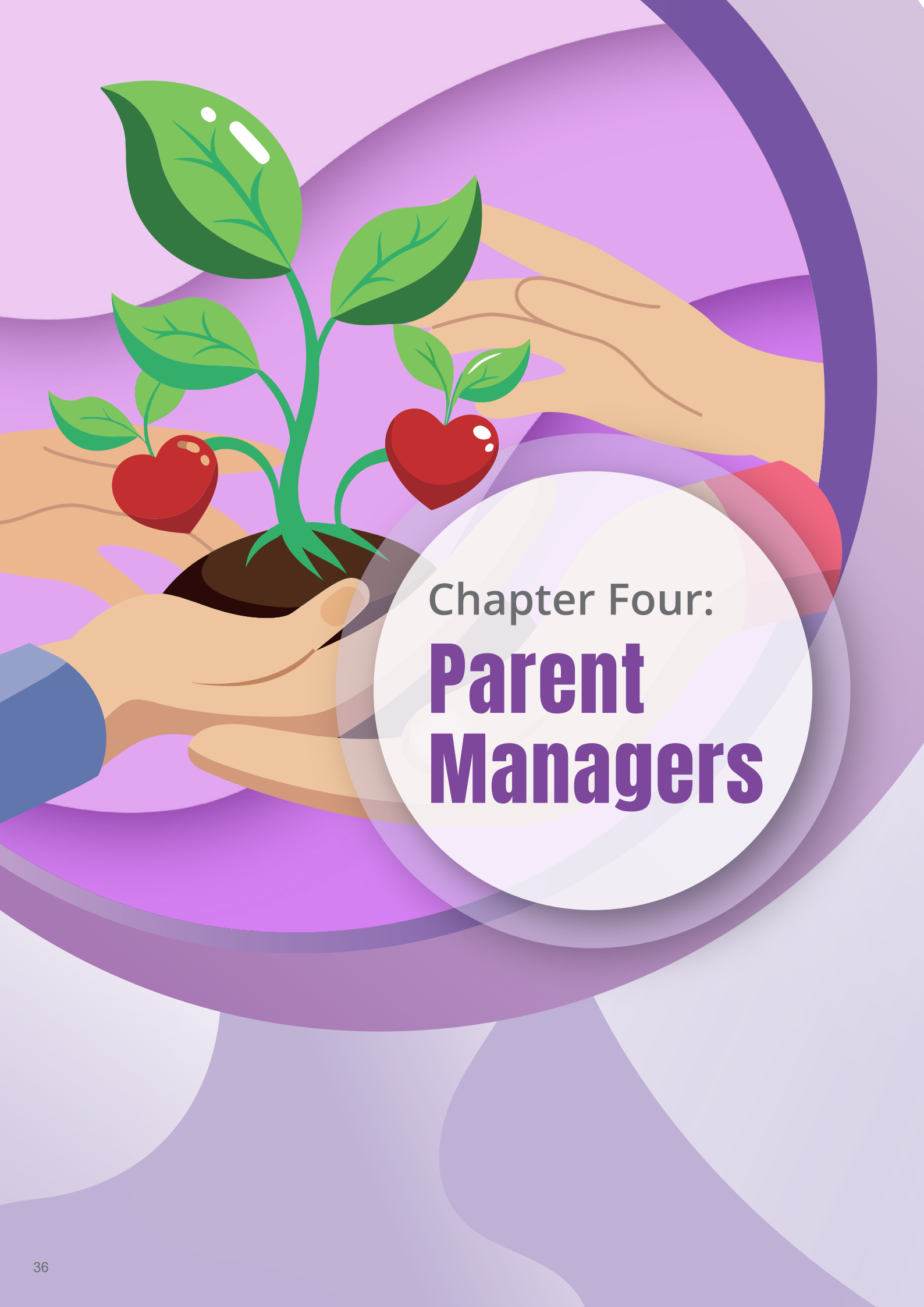


ICAC
"Best Practice Checklist -
Governance and Internal
Control in Schools"



ICAC
"Corruption Prevention
Toolkit on Kindergartens'
Operations"



An illustration featuring three hands of different skin tones (light, medium, and dark) gently holding a small green plant with three leaves. The plant has two red heart-shaped fruits hanging from its stems. The background consists of soft, overlapping purple and lavender circular shapes. A white circular overlay on the right side contains the chapter title.

Chapter Four: **Parent Managers**

4.1 School-Based Management and Incorporated Management Committee (IMC)

- School-based management seeks to enhance transparency and accountability of the schools by providing a participatory decision-making mechanism where all key stakeholders are involved.
- School-based management provides schools with enhanced flexibility and autonomy in their daily operation and resources management according to the needs of their students.
- According to the Education Ordinance, all aided schools shall establish an IMC in order to put in place a governance framework with participatory decision-making of school policies by the key stakeholders.
- DSS schools or specified schools in Schedule 3 of the Education Ordinance may choose to establish an IMC. The IMC is not applicable to government and private schools.
- The IMC shall manage the school in accordance with the relevant provisions of the Education Ordinance and the Education Regulations, as well as the IMC constitution.
- The IMC is responsible for determining the direction of school development, managing the school's finance and manpower resources, supervising the school in pursuing self-improvement, facilitating the development of students, and ensuring that the mission of the school set by the SSB is carried out. The IMC is also accountable for the performance of the school.

Composition of IMCs (Six categories of school managers):

Composition	Method of Formation	Number	Alternate Manager
Sponsoring Body Manager	By nomination	Maximum of 60% of the total number of managers (all alternate managers shall not be counted)	Not more than one
School Principal	By virtue of status	Ex-officio manager	Not applicable
Teacher Manager	By election	Not less than one	One (where the constitution allows the nomination of not more than one teacher manager)
Parent Manager	By election	Not less than one	One (where the constitution allows the nomination of not more than one parent manager)
Alumni Manager	By election	One or more (where manager(s) is/are nominated)	Not applicable
Independent Manager	By nomination	Not less than one	Not applicable

4.2 Parent Managers of IMCs

A) Recognised Parent-Teacher Association (RPTA)

- The IMC may recognise one body of persons (however described) as an RPTA.
- The constitution of the PTA shall stipulate that only parents of current students or serving teachers* of the school may elect or become executive committee members of the PTA, otherwise it will not be recognised by the IMC of the school as an RPTA.
- The RPTA may nominate such number of persons for registration as parent manager or alternate parent manager of the school as may be provided for in the constitution of the IMC of the school.

* *“Teachers” do not include “specialist staff” of the school.*

B) Parent Managers and Alternate Parent Managers

- There shall be at least one parent manager in IMC schools. The IMC constitution of the school shall stipulate the number and tenure of office of parent managers.
- If there is only one parent manager, an alternate parent manager shall be provided. The rights and obligations of alternate parent managers are as follows:
 - Except for the right to vote, an alternate parent manager shall have the same rights and obligations of other school managers.
 - The alternate parent manager may vote on any matter to be resolved by the IMC only when no parent manager is present or the school has no parent manager for the time being.
 - An alternate parent manager shall be registered as a school manager and attend meetings of the IMC. Except in specific circumstances, he/she shall not be counted when establishing a quorum of the meeting. For details, please refer to section 40AS of the Education Ordinance.

C) Nomination, Election and Vacation of Office of Parent Managers

- The election of parent manager and alternate parent manager shall be conducted by the RPTA of the school.
- The RPTA should adapt the Guide for Parent Manager Election issued by EDB to suit its own needs and set out details of parent manager election.
- The RPTA should consult parents to ensure that the parent manager election system is fair and transparent. Detailed arrangements of the election system should be made known to all parents before conducting the election. Any subsequent amendments to the election system shall be properly documented.
- Elected executive committee members of the RPTA (including the chairman) shall not serve as parent managers automatically.
- The RPTA should not require its elected parent manager to serve as the chairman of the RPTA automatically.
- Eligibility of parent manager candidates:
 - All parents of current students of the school are eligible to become candidates.
 - Not a serving teacher of the school.
 - All eligible candidates shall have equal right of candidature.

- Candidates should also note the registration requirements of managers set out in section 30 of the Education Ordinance.
- Eligibility of electors:
 - All parents of current students of the school, including the guardians of the students and the persons who are not the parent or guardian of the student but have the actual custody of the student, are eligible to vote.

Tips



According to section 40AB of the Education Ordinance, parent includes:

- parent of the current student;
- a guardian of the student; and
- a person who is not the parent or guardian of the student but has the actual custody of the student.

Tips



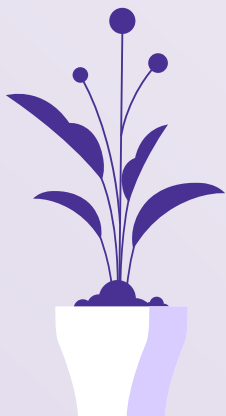
For the sake of administrative arrangements, the RPTA may give students two ballot papers each for their parents to vote. A ballot paper may be given to the guardian of the student or the person who has the actual custody of the student if such a request is received and school's verification is obtained.

- A serving teacher of the school who is the parent of a current student of the school also has the voting right.
- All eligible electors have equal voting right.
- Each parent should vote individually and should have only one vote irrespective of the number of children the parent has at the school (e.g. for parents who have three children currently studying at the school, each of the parents will have one vote.)

- Election arrangements:
 - The election shall be conducted by the RPTA of the school and in accordance with the principle of "fairness and transparency".
 - Both candidates and electors should observe the ethical conduct requirements (for the ethical conduct required in the election, please refer to the [Ethical Conduct Required in the Parent Manager Election in Annex V](#) of EDB's Guide for Parent Manager Election.)
 - The RPTA should assign a person, who may be elected amongst the executive committee members of the RPTA or a teacher appointed by the school, to serve as the Returning Officer. The Returning Officer should oversee the different aspects of work including nominations, issuance of ballot papers and counting of votes, as well as informing all parents in writing of the relevant information of the parent manager election, but he/she must not be a candidate for the parent manager election.
 - There should be an interval of at least two weeks between the date of voting and the deadline for nomination for parent manager election.
 - The RPTA shall distribute ballot papers according to the number of parents instead of the number of families.
 - The election shall be conducted by secret ballot.

- The chairman of the RPTA, the Returning Officer and/or the principal shall be present to witness the counting of votes. The Returning Officer should also invite all parents, candidates, and/or the principal to witness the counting.
 - The election of executive committee members of the RPTA should be conducted separately from the election of parent managers. If the respective elections for parent managers and executive committee members of the RPTA are conducted concurrently, the RPTA shall pay heed to the electors' eligibility in the two elections and make appropriate arrangements in the voting procedures to prevent electors from confusing the candidates for the two elections.
- Nomination for parent managers:
 - The RPTA shall nominate the parent(s) elected as the parent manager(s) or alternate parent manager(s) of the school in accordance with section 40AO(4) of the Education Ordinance, and notify the IMC of the result of the parent manager election.
 - The elected parent(s) shall apply to the Permanent Secretary for Education for registration as manager of the school.
- Filling of vacancies:
 - If a parent manager's child leaves the school (no longer a current student of the school) during his/her term of office as a manager, his/her term of office shall continue until its expiry or to the end of the school year, whichever is the earlier.
 - If a parent manager vacancy arises out of either the expiry of term of office or resignation tendered by the manager during the term of office, the RPTA shall conduct an election and make nomination of parent manager to fill the vacancy within three months.

For the requirements and detailed guidelines of parent manager election, please refer to the [Guide for Parent Manager Election](#) issued by EDB.



EDB
"Guide for Parent Manager
Election"

- Vacation of office of managers:
 - If the RPTA deems a parent manager not suitable to continue to hold office, it may pass a resolution and make a written request to the IMC for issuing a notice in writing to the Permanent Secretary for Education as regards the cancellation of the registration of the said parent manager or alternate parent manager.
 - The resolution shall be passed in a manner which is, as far as reasonably practicable, similar to the manner in which the manager concerned is elected for nomination. For details, please refer to section 40AX of the Education Ordinance.

For the legislative requirements pertaining to the operation of IMCs and manager election, please refer to the [Legislative Requirements Related to the Operation of Incorporated Management Committees - Key Reminders](#) on EDB's webpage and [Part IIIB of the Education Ordinance](#).



EDB webpage
"Legislative Requirements Related
to the Operation of IMCs - Key
Reminders"



Part IIIB of the Education
Ordinance





Chapter Five:

Networking

5.1 Effective Networking

- PTAs should go beyond organising activities for parents and children. They can also liaise and seek collaboration with teachers, schools as well as various groups and organisations in the community. A sound and efficient liaison network enables the effective utilisation of various resources to promote the development of PTAs.
- A sound liaison network should be based on the shared belief among parents, the school and the society to promoting the whole-person development and healthy growth of students.

5.2 Home-School Level

A) Networking in the Executive Committee

- As the spearhead of home-school communication, PTAs should, with sincerity and respect, proactively promote communication among Executive Committee members.
- In addition to handling core business, PTAs can arrange regular team-building activities for Executive Committee members, such as brief gatherings scheduled after school activities and monthly tea gatherings to facilitate experience sharing in a casual atmosphere and strengthening the relationship among members.
- The current Executive Committee may consider inviting former Executive Committee chairmen and members to serve as advisors. Their valuable practical experience helps enhance the effectiveness of the PTA.

B) Networking with Parents

- The parent volunteer teams currently available at most schools help foster a harmonious and collaborative relationship between Executive Committee members and parents.
- Executive Committee members can be engaged to establish liaison networks at individual grade levels at the school, so as to strengthen the connection with parents and gather their opinions. Such efforts encourage parents to express their opinions to the Executive Committee members/the PTA so that follow-ups can be made in collaboration with the school (if necessary).
- Concrete and effective communication channels, such as publishing newsletters, setting up message boxes in campus and intranet platforms can be established.
- Parents' opinions can be collected through questionnaires. However, prior consent of the school must be obtained to avoid causing unnecessary disputes or misunderstanding.
- PTAs with sufficient resources can explore with the school the feasibility of establishing a PTA Centre, with a view to strengthening the cohesion among Executive Committee members, parents and teachers.

C) Networking with the School

- Seek communication with the school before organising various types of PTA activities to prevent unnecessary misunderstanding.
- Actively participate in and support the activities of the school, and consider taking up the role of co-organiser.
- Invite teachers and school representatives to attend PTA activities such as tea gatherings and interest classes.
- Keep good and regular contacts with stakeholders such as teachers, principal, the school management committee, the students' association and alumni association, and exchange opinions with mutual respect.

5.3 District Level

A) Schools in the Same District

- A sound co-operative relationship with PTAs of schools in the district facilitates the proper use of community resources, where the synergy among families, schools and the community is conducive to the effective organisation of PTA activities.
- PTAs can utilise the Subsidy for Joint Home-School Co-operation Project under the Home-School Co-operation Grants to jointly organise home-school co-operation activities and/or parent education programmes or activities with schools/PTAs in the same district.

B) Federations of Parent-Teacher Associations (FPTAs)

- The FPTAs are local organisations set up voluntarily by PTAs in the respective districts. A total of 18 FPTAs have been established in all districts in Hong Kong, with each drawing up its own constitution.
- Generally speaking, registered PTAs or RPTAs of schools (including registered KGs, KG-cum-CCCs, primary schools, secondary schools and special schools) can apply to become a member of an FPTA.
- Although the constitutions of FPTAs in different districts may differ, their objectives can broadly be summarised as follows:
 - To facilitate district-based liaison and exchange of views among PTAs;
 - To assist the schools in the same district in the establishment of PTAs;
 - To promote parent education for the betterment of parents;
 - To promote and deepen home-school co-operation to facilitate the development of PTAs;
 - To enlist parents to promote educational and community development;
 - To promote exchanges and broaden horizons; and
 - To play the advisory role on issues on education and home-school co-operation.
- Please refer to [Appendix V \(A\)](#) for the contact information of FPTAs of the 18 districts.

5.4 Community Level

A) SSBs/ Social Enterprises/ Non-governmental Organisations

- PTAs can consider co-operating with their respective SSBs, various social enterprises (SEs) or non-governmental organisations (NGOs) to plan activities relating to civic education, community services or the school's development. This not only avoids duplication of work and resources but also assists the school in dedicating more time to teaching.
- By participating in activities organised by SSBs/ SEs/ NGOs, PTAs can make good use of community resources as well as cultivate strong ties with various sectors of the community, thereby enhancing the images of the schools and the PTAs.
- Please refer to the ["Social Enterprise"](#) website of the Home Affairs Department (HAD) for information about current SE projects.
- For the websites of NGOs, please refer to the ["NGO Websites Links"](#) webpage of SWD.

B) Government Departments

- PTAs can keep themselves informed of the resources, activities and support related to the youth, family services, health services, etc. provided by various government departments such as EDB, HAD, SWD, the Leisure and Cultural Services Department and the Department of Health.

C) Online resources

- PTAs can arrange various types of online educational seminars or make recommendations to parents on online parent education resources as appropriate, with a view to promoting parent education as well as encouraging parents to commit to continuous learning and self-enhancement. Examples of educational seminars and resources mentioned above can be found at the [CHSC website](#), the ["Smart Parent Net"](#) parent education webpage of EDB and the ["Parent Page"](#) website of the Hong Kong Education City (EdCity).
- PTAs should beware of cyber security risks when gathering information on the Internet, and take appropriate precautionary measures to prevent the leakage of personal or sensitive information of students, PTAs and schools.
- The Office for Film, Newspaper and Article Administration (OFNAA) organises various types of publicity and public education activities including talks for students and parents, parent workshops, etc. to promote the Control of Obscene and Indecent Articles Ordinance as well as the safe and smart use of the Internet (including the use of filtering software). These activities aim at enhancing public awareness of the proper use of the Internet, thereby protecting the youngsters from the harmful effects of contacting objectionable materials or content. For relevant details, please refer to the ["Publicity and Public Education"](#) webpage of OFNAA.

- The [“Cyber Security Information Portal”](#) website managed by the Digital Policy Office (DPO) provides various types of information and resources related to cyber security for PTAs’ reference and downloading. In addition, DPO organises talks jointly with professional organisations under the [School Visit Programme](#) to promote information security among primary and secondary students, teachers as well as parents.



HAD website
“Social Enterprise”



SWD webpage
“NGO Websites Links”



CHSC website



EDB parent education
webpage
“Smart Parent Net”



EdCity website
“Parent Page”



OFNAA webpage
“Publicity and Public
Education”



DPO website
“Cyber Security Information Portal”



DPO website
“Cyber Security Information Portal -
School Visit Programme”



Appendix



DOC. File of Appendices

Appendix I (A): Sample Constitution

Sample

[Name of School] **Constitution of the Parent-Teacher Association**

1. Name of the Association (hereinafter referred to as the “PTA”)

[Chinese name]

[English name]

2. Office

[School address]

3. Mission

- 3.1 To promote the communication between the school and parents to establish a home-school partnership.
- 3.2 To develop the potential of parents and strengthen the connection and communication in between through planning and organising a variety of activities.
- 3.3 To discuss issues of mutual concern between parents and the school to promote the development in academic performance and the physical and psychological well-being of students.

4. Membership

4.1 Eligibility

- a. Parent members: All parents or guardians of current students of the school are eligible to apply for parent membership.
- b. Ex-officio members: The serving Principal and Vice Principals of the school shall be ex-officio members.
- c. Teacher members: The serving teachers of the school shall be teacher members.

4.2 Members' Rights and Obligations

- a. All members shall have the right to elect and be elected as members of the Executive Committee, and shall have the right to vote at the meetings which they are entitled to attend.
- b. All members shall have the obligation to attend the General Meeting, obey and observe the rules stipulated in the Constitution, and comply with the resolutions passed at the General Meeting.
- c. All members are bound by the Constitution.

4.3 Membership fee

- a. Parent members are required to pay a membership fee of \$[] per family per school year.
- b. Ex-officio and teacher members are exempt from membership fees.
- c. Membership fees already paid by individuals who withdraw their membership during the school year are not refundable.

Sample

- d. No member shall be obliged to provide the PTA with any monetary aid other than the membership fee.

5. Organisation

- 5.1. The PTA shall be made up of the General Meeting and the Executive Committee.
- 5.2. The General Meeting is composed of all the members and has the highest authority in the PTA.
- 5.3. During the recess of the General Meeting, the Executive Committee will be the executive arm to handle all the business of the PTA.

6. General Meeting

- 6.1. The General Meeting shall be convened at least once a year (usually in the first term). The chairman of the Executive Committee shall report on the business and the financial status of the PTA in the previous school year.
- 6.2. The quorum for the General Meeting shall not be less than [] members/ [] percent of all members (whichever is smaller).
- 6.3. The notice and agenda of the General Meeting shall be delivered to each member of the PTA [] days prior to the meeting.
- 6.4. Except for motions pertaining to amendments of the Constitution and/or dissolution of the PTA, all motions shall be settled by a majority vote. In the event of a tie vote, the chairman shall have a casting vote.
- 6.5. The General Meeting shall be convened by the Executive Committee, and Extraordinary General Meetings may be convened where needs arise.
- 6.6. After receiving a written request proposing matters for discussion from not fewer than [] members, the Executive Committee shall also convene an Extraordinary General Meeting. The quorum and the notification to members to attend the meeting shall align with relevant requirements for the General Meeting.

7. Executive Committee

- 7.1. The Executive Committee shall be made up of [] members, including [] parent members and [] ex-officio/teacher members.
- 7.2. The appointment of teacher members shall be made on the school's recommendation, whereas parent members shall be elected by secret ballot on a "one person, one vote" basis at the General Meeting.
- 7.3. The composition of the Executive Committee is as follows:
 - a. Chairman : 1 person (1 parent member)
 - b. Vice Chairman: [] person(s) ([] parent member(s), [] teacher member(s))
 - c. Treasurer : [] person(s) ([] parent member(s), [] teacher member(s))
 - d. Secretary : [] person(s) ([] parent member(s), [] teacher member(s))
 - e. [] : [] person(s) ([] parent member(s), [] teacher member(s))

Sample

- 7.4. The term of office for all members shall be [] year(s). A committee member may serve for consecutive terms if re-elected.
- 7.5. The posts within the Executive Committee shall be determined through mutual election among the elected committee members at the first Executive Committee Meeting.
- 7.6. The quorum for an Executive Committee Meeting shall be [in fractional terms] of all committee members. A resolution regarding any motion brought forward at such a meeting shall require a majority vote of the committee members present for its adoption.
- 7.7. In the event of a tie vote at an Executive Committee meeting, the chairman shall have a casting vote.
- 7.8. The Executive Committee has the right to elect additional members to fill vacancies arising during the year.
- 7.9. All members of the Executive Committee shall serve the PTA on a voluntary basis.

8. Finance

- 8.1. The main sources of income of the PTA are membership fees, fees collected for individual activities and the Home-School Co-operation Grants.
- 8.2. The PTA may use its money for its business development and pay for its expenses.
- 8.3. The treasurer shall report the financial status of the PTA at every Executive Committee Meeting.
- 8.4. The Executive Committee shall deposit all income of the PTA into the designated bank account. All cheques for withdrawing the monies of the PTA shall be valid only if they bear the signatures of any one of the following committee members from the parent member group and the teacher member group (a total of two different committee members):
 - a. Parent member group: Chairman, Vice Chairman, Treasurer
 - b. Teacher member group: Vice Chairman, Treasurer
- 8.5. The General Meeting shall elect a voluntary auditor to be responsible for auditing the accounts of the PTA at least once a year.

9. Amendments of the Constitution/Dissolution of the PTA

- 9.1. Any amendments made to the Constitution shall be passed by the votes of at least [in fractional terms] of the members present at the General Meeting/ Extraordinary General Meeting in order to become effective.
- 9.2. In the event of a dissolution of the PTA, the relevant decision of dissolution shall be passed by the votes of at least [in fractional terms] of the members present at the General Meeting/ Extraordinary General Meeting in order to become effective. If there are any remaining assets, they shall be dealt with according to the resolution reached at the meeting.

(Last revision date of the Constitution: [DD/MM/YYYY])

Appendix I (B): Sample Invitation Letter for First General Meeting of Parents

Sample

Dear Parents,

First General Meeting of Parents cum Executive Committee Election of the Parent-Teacher Association

With the continued support from parents, our school has sustained growth in the district to provide our children with quality education and a conducive learning environment. To further promote home-school co-operation, we are establishing a Parent-Teacher Association (PTA) to enhance the connection and communication with parents, so that we can work together for the whole-person development of children and enable them to grow healthily with the love and care from home and school.

In this connection, the Preparatory Committee on the Establishment of Parent-Teacher Association (Preparatory Committee) has completed the preparatory work for PTA establishment, and will hold the first PTA General Meeting of Parents cum Executive Committee election (General Meeting) on [dd/mm/yyyy]. Relevant information, including the constitution of the PTA to be established and the profiles of Executive Committee member candidates, has been uploaded to the school intranet for reference. You are cordially invited to attend the General Meeting to vote in support of the PTA establishment. The detailed arrangements of the General Meeting are as follows:

Date : [dd/mm/yyyy]

Time : []

Venue : []

Agenda : 1. Introduction to the mission, business plans and financial budgets of the PTA

2. Vote to establish the PTA and adopt its Constitution

3. Introduction to Executive Committee member candidates of the PTA

4. First Executive Committee member election

QR Code
<The Constitution
and documents>

Please sign and return the reply slip by [dd/mm]. For enquiries, please contact [] at [tel. no.].

Yours sincerely,

[Signature of Preparatory Committee Chairman] [Signature of Principal]
[Name of Preparatory Committee Chairman] [Name of Principal]

Reply Slip

First General Meeting of Parents cum Executive Committee Election of the Parent-Teacher Association

As the parent of _____ () of Class ____, I acknowledge the school's establishment of the Parent-Teacher Association. I will/will not* attend the first General Meeting of Parents cum Executive Committee Election of the Parent-Teacher Association, and the number of participant(s) will be _____.

*Please delete as appropriate

Signature of Parent:

Name of Parent:

Date: _____

Appendix II (A): Sample Annual Business Plan

Sample A

[Name of School] Annual Business Plan of the Parent-Teacher Association

Category/ Month	September	October	November	December	January
Executive Committee					
General business		Annual General Meeting		Parent managers election	Publication of newsletters
Other activities	Parent volunteers recruitment			"Parents-Also-Appreciate-Teachers" Drive	
Parent activities					
Interest classes		Parent-child photography workshop	Parent-child photography workshop		Narcissus bulb planting
Series of parents' talks				Spending quality time with your children 1	
Parent-child activities					
Community activities			Visiting singleton elderly		Parent-child flag selling
School activities		Swimming Gala	School picnic		
Parent voluntary services					
School festive and celebratory events				• Christmas caroling • Teacher's Day	Chinese New Year bazaar on campus
Learning activities		• Chinese Language subject-lantern riddle quiz • Swimming Gala			
Visits	Visits/outings for various grade levels				
External competitions/ Activities			Schools Speech Festival		STEAM Competition
School competitions/ Activities		Swimming Gala	School picnic		
"Luncheon" volunteers	Lunch time throughout the year				

February	March	April	May	June	July	August
				Publication of newsletters	30th anniversary school magazine	Preparation for the next executive committee member election
					30th anniversary banquet	
				Parent-child yoga	Parent-child rock climbing	
Spending quality time with your children 2		Spending quality time with your children 3		Spending quality time with your children 4	Spending quality time with your children 5	
						Beach cleaning
Chinese New Year tour	Sports Day			30th anniversary of the school		
	School Open Day			30th anniversary of the school	School anniversary music concert	
Chinese Culture Day	Sports Day	English Language subject-learning activities	Overseas exchange programmes		Post-examination Activity Day	
	Schools Music Festival			Joint-school activities		
	Sports Day					

Sample B

[Name of school] Annual Business Plan of the Parent-Teacher Association

Month	Date	Activity	Purposes	Target participants	Remarks
September	13th-23rd	Parent volunteers recruitment	To recruit volunteers for the school activities in the coming school year	All parents	Use the school notice boards for promotion and recruitment
October	21st	Annual General Meeting	- To present Business Report and Financial Report of the previous year - To present the Annual Plan and Budget of the current year	All PTA members	
October/ November	6th, 13th, 15th, 22nd	Interest class for parents – parent-child photography workshop	To help parents develop photo-taking and communication skills with children using photography tools/application software and participating in related activities	Parents of senior form students and their children	To be assisted by the Student Guidance Officer
January	13th	Chinese Culture Day	- The school to design the learning elements/content - The PTA to assist in the school's learning activities, such as setting up booths, making props	All students	
February	5th	Chinese New Year tour	To enhance parent-child and home-school communication and connection through parent-child outing	All students, parents and teachers	Location to be confirmed
May	18th-25th	Mainland study tour	Several parents to accompany the study tour for senior form students and provide assistance	Parents joining the study tour	To be arranged with the Mainland sister school
June - July	/	30th anniversary of the school	- To celebrate the 30th anniversary of the school - To enhance the sense of belonging of students and parents through various celebratory activities	All students, parents, teachers, and alumni	Details to be arranged with the school
August	/	Preparation for the next executive committee member election	To prepare for the next executive committee member election	All PTA members	Election is tentatively scheduled for the day of the Annual General Meeting
Whole year		"Luncheon" volunteers	To help teachers supervise daily lunch arrangement	Parent volunteers	To be co-ordinated by Mr Lau, the senior teacher of the school

Appendix II (B): Sample Agenda of PTA Executive Committee Meeting

Sample

[Name of School] Parent-Teacher Association The [] Executive Committee Meeting Agenda

Date: [dd/mm/yyyy] ()

Time: []

Venue: []

1. Approval of Minutes of the Last Meeting

2. Report

2.1 Lantern Riddle Quiz of the Chinese Language Subject

2.2 Parent-Child Interest Class – “Parent-Child Photography Workshop”

3. Discussion

3.1 Parent-Teacher Association Picnic – “Chinese New Year Tour”

3.2 Parents’ Talk Series – “Spending Quality Time with Your Children”

3.3 30th Anniversary Celebrations

4. Any Other Business

5. Date of Next Meeting

Appendix II (C): Sample Minutes of PTA Executive Committee Meeting

Sample

Minutes of the [] Executive Committee Meeting of [School Name] Parent-Teacher Association

Date: [dd/mm/yyyy] ()

Time: []

Venue: []

Present:	Chairman	Mr [MAN]
	Vice Chairman	Ms [HO] (Vice Principal)
	Secretary	Ms [CHAN]
		Mr [WONG] (Teacher)
	Treasurer	Mr [CHA]
		Ms [MOK] (Teacher)
	Recreation Liaison	Ms [FONG] Mr [CHEUNG]
In attendance:	Principal	Mr [LEE]
	Honorary Advisor	Mr [CHOW]
	Student Guidance Officer	Ms [SO]
Absent with Apologies:	General Affairs	Ms [LEUNG]
	Events	Ms [KOO]

1. Approval of Minutes of the Last Meeting

The minutes of the 1st Executive Committee meeting were emailed to all Members on 4 November. The Chairman thanked the Secretary and Mr [WONG] for their assistance. Mr [CHEUNG] put forward a motion to pass the minutes, and the Vice Principal seconded the motion. As no amendment was proposed at the meeting, the minutes were approved unanimously.

2. Report

2.1 Lantern Riddle Quiz of the Chinese Language Subject

- The Vice Principal reported that the Lantern Riddle Quiz was held on 9 September (Friday) at the school hall. The event was run smoothly and in good order. The Principal thanked the Parent-Teacher Association (PTA) for the assistance on behalf of the school, and praised the beautiful decoration. The Chairman also

Sample

shared with Members that parent volunteers were excited about the resumption of similar large-scale events after the pandemic. Some of them had agreed to serve as volunteers for the upcoming large-scale events.

2.2 Parent Interest Class – “Parent-Child Photography Workshop”

- Mr YAM Siu-ming, a parent of Class 4A, volunteered to teach the interest class, i.e. the “Parent-Child Photography Workshop”, which was well received and had attracted a total of 32 parents and their children. The participants indicated that they had benefited a lot from the interest class, which had enhanced their photography skills and facilitated the parent-child interactions as well. Feedback from parents showed that a vast majority of them hoped that the PTA would organise the interest class again, or even introduce the advanced photography workshop.
- The PTA had presented certificates of appreciation and school souvenirs to Mr YAM and Ms SO, the School Guidance Officer, for their efforts and assistance in the interest class.
- The PTA would contact Mr YAM in the 2nd term to consider whether the interest class could be regularised starting from the next school year, subject to his preferences and availability.

3. Discussion

3.1 PTA Picnic – “Chinese New Year Tour”

- The PTA Picnic scheduled for 5 February 2025 would take place in Tai Po Lam Tsuen and Yuen Long Farm based on the voting result. The PTA would obtain quotations from three or more travel agencies according to the school’s procurement mechanism, and a reply was still awaited. The Vice Principal would continue to follow it up.
- The PTA had successfully applied for the Home-School Co-operation Grants of the Committee on Home-School Co-operation for this event. The subsidy amount would be \$10,000, and a concessionary enrollment fee could be offered to encourage more families to join the picnic. The details would be decided in the next meeting.

Sample

3.2 Parents' Talk – "Spending Quality Time with Your Children"

- The theme of this talk series would tie in with the moral education part of this year's School Development Plan, with a view to facilitating students' learning outside the classroom and in daily life from the parents' perspective.
- The tendering for the talk series had been completed, thanks to the assistance from Ms [SO], the school and the Executive Committee Members (Event, General Affairs and Secretary). Ms [KOO] had contacted the non-profit making organisation awarded with the tender to plan for this school year's talk series for parents.
- Representatives of the organisation would visit the school and meet with the school and PTA representatives to gain an understanding of the situations of the students and parents, so as to design suitable talks and courses to tie in with the targets of the school's development plan.
- Recommendations were raised to include workshops, parent-child interactive activities and guests' sharing in the talk series to enhance and enrich participants' experience. The feasibility to include study topics for parent's learning at home should also be explored, with a view to consolidating their understanding.
- Ms [KOO] would bring up the recommendations to the organisation concerned for further consideration. The content of the talks would be confirmed in the next meeting.

3.3 30th Anniversary Celebrations

- The Principal reported that the school would produce a 30th anniversary commemorative publication, in which parents of current students, the PTA, and parents of alumni would be invited to contribute. The theme and layout were subject to confirmation.
- The tentative celebrations included the 30th anniversary ceremony, banquet and concert. The Principal and the Music panel head invited the PTA choir to perform in the concert. The Chairman

Sample

thanked the Principal for the invitation, and advised Mr [CHEUNG] to inform the PTA choir of the date and arrangement.

- A recommendation was raised to incorporate a time capsule placement ceremony. The Vice Principal would discuss with teachers to prepare for the relevant arrangements.
- In addition, Members proposed to produce 30th anniversary special edition jackets for all participating parent volunteers. The Treasurer would seek quotations in the first place.

4. Any Other Business

4.1 Storage Room of the PTA

- The Principal indicated that the school had designated the conference room on the 1st floor as a resource centre for the PTA, so that the PTA and parent volunteers could use the room for supplies' storage and as a lounge for those assisting in school activities.
- The Chairman thanked the school for their support and recognition on behalf of the PTA.

5. Date of Next Meeting

The meeting was adjourned at 8:30 pm. The date of next meeting would be on 9 December (Friday), with the venue to be confirmed.

Signature of Secretary: _____

Signature of Chairman: _____

Name: _____

Name: _____

Date: _____

Date: _____

Appendix III (A): Sample Statement of Income and Expenditure

Sample

**[Name of School] Parent-Teacher Association
Statement of Income and Expenditure
(2024.09.01 – 2025.08.31)**

Income		Expenditure	
	\$		\$
Balance brought forward	36,899.41	Publication of newsletters	3,600.00
Membership fee for 24-25	23,900.00	Parents' interest class materials	387.20
Annual Grant for PTA for 24-25	5,780.00	Parent-child interest class	4,500.00
Subsidy for Home-School Co-operation Activities for 24-25 (Activity 1)	10,000.00	Christmas party materials	823.61
Subsidy for Home-School Co-operation Activities for 24-25 (Activity 2)	10,000.00	Chinese New Year Tour (Activity 1)	56,350.00
Subsidy for Joint Home-School Co-operation Project for 24-25 (Joint school activity)	20,000.00	Joint school seminar on parent education (Joint school activity)	22,000.00
Chinese New Year Tour (Activity 1)	45,000.00	Learning experiences outside school (Activity 2)	8,693.87
Parent-child interest class	1,000	Claw-back of the unspent amount of the subsidy (Activity 2)	1,306.13
Subtotal	152,579.41		97,660.81
Balance	\$ 54,918.60		

Appendix III (B): Sample Fixed Assets Register

Sample

**[Name of School] Parent-Teacher Association
Fixed Assets Register**

Asset	Item No./No.	Value (\$)	Date Purchased	Remarks
Laser printer	651	3,900.00	15/10/18	
Scanner	652	7,500.00	15/10/18	
Computer monitor	653	2,000.00	15/10/18	
Fax machine	654	1,500.00	24/01/19	
Desk	655	1,550.00	24/01/19	
Computer	656	20,000.00	21/06/20	
Chair	657	550.00	21/07/20	
Sofa	658	5,000.00	28/08/21	
Reception desk	659	1,500.00	11/11/22	
Coffee machine	660	1,700.00	12/11/23	
Hot water urn	661	1,500.00	12/11/23	

Appendix V (A): Contact Information of Federations of Parent-Teacher Associations



(FPTAs) of 18 Districts







Committee on Home-School Co-operation

-  Address: Room W215, 2/F., West Block, EDB Kowloon Tong Education Services Centre,
19 Suffolk Road, Kowloon Tong, Hong Kong
-  Tel: 3698 4376
-  Fax: 2710 9970
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更多資訊：



For more details:

