港大同學會小學家長教師會
2024-2025年度週年會員大會會議紀錄
HKUGA Primary School Parent-Teacher Association
Minutes of the Annual General Meeting 2024-2025

Date: 17 October 2025
Time: 7:40 p.m. – 8:00 p.m.
Mode: In-person meeting and live broadcast
Venue: The School Hall, 4/F, HKUGA Primary School

Present:

Honorary Advisor	:	Mr. Samuel Wong (Principal)
Honorary Legal Advisor	:	Ms. Pheona Chow (Parent)
Honorary Auditor	:	Mr. Lewis Chou (Parent)

Members of the Parent-Teacher Association Standing Committee (PTASC):

Ms. SUEN Chung Ling, Christina	Vice-Principal
Mr. SUNG Po Wa, Leo	Vice-Principal
Mr. HO Siu Fung	Vice-Principal
Mr. Ng Wai Man, Raymond	Teacher
Mr. CHEN Yuyu, Christine	Teacher
Ms. HO Lai Shun	Teacher
Mr. LEE Mun Lam, Roy	Teacher
Ms. TSANG Ka Yu, Karina	Teacher
Mr. Heywood Lo	Chairperson
Ms. Claudia LAM	Vice-chairperson
Ms. Fanny CHENG	Treasurer
Ms. Oskar LAM	Secretary
Ms. Jennifer MO	Alt-Secretary
Ms. Claudia CHAN	SC Member
Mr. CHOI Wai Ming	SC Member
Ms. Helen FUNG	SC Member
Ms. Joanna HUNG	SC Member
Mr. Gary KWAN	SC Member
Ms. Alice KWONG	SC Member
Ms. Jean LAI	SC Member
Ms. Joanne LEE	SC Member
Mr. Henry TAN	SC Member
Mr. Cyril WONG	SC Member
Ms. Venus WONG	SC Member
Ms. Carole YUEN	SC Member

Absent with apology:

Mr. Ken CHEUNG (SC Member)
Ms. Nicole WONG (SC Member)

Filed by: Ms. Oskar Lam

Minutes:

1. **Adoption of the AGM Agenda 2024-2025**

   The Chairperson proposed the motion to adopt the agenda, which was unanimously approved without objection or abstention.

2. **Adoption of the AGM Meeting Minutes 2024-2025**

   The Chairperson proposed the motion to adopt the previous AGM minutes, which was unanimously approved without objection or abstention.

3. **Report on the Annual Report 2024-2025**

   The Chairperson presented and summarized the PTA's annual report at the meeting. A total of 41 activities were organized during the 2024-2025 school year, with approximately 17,000 participant attendances recorded across all activities. The annual report had been distributed to members via the intranet prior to the AGM and was also displayed on the notice board during the meeting.

4. **Report on Financial Report 2024-2025**

   The Chairperson presented and summarized the Audited Income & Expenditure Account. This report was similarly distributed to members via the intranet before the AGM and displayed on the notice board. He reported a healthy financial status for the PTA in the 2024-2025 financial year.

5. **Approval on the Annual Report 2024-2025 and the Financial Report 2024-2025**

   The Chairperson proposed the motion to approve both reports, which was unanimously approved without objection or abstention.

6. **Vote of Thanks to the Honorary Legal Advisor, Honorary Auditor and Parent Volunteers, 2024-2025**

   The Chairperson expressed gratitude to Honorary Legal Advisor, Ms. Pheona Chow and Honorary Auditor, Mr. Lewis Chou for their support during their tenure. He also extended heartfelt thanks to all parent volunteers who supported the school and PTA throughout the 2024-2025 school year.

7. Appointment of Honorary Legal Advisor and Honorary Auditor, 2025-2026

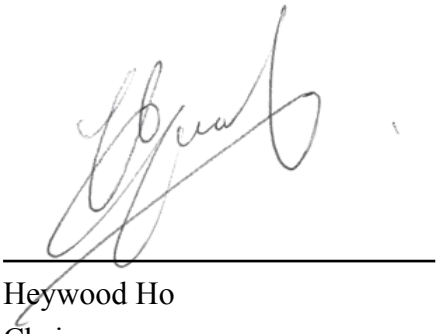
The Chairperson proposed the reappointment of Ms. Pheona Chow as Honorary Legal Advisor, and Mr. Lewis Chou as Honorary Auditor for 2025-2026 school year. The motion was unanimously approved without objection or abstention.

8. AOB

The Chairperson expressed gratitude to President Wong for coordinating the Parents' Night and the AGM on the same day, which enabled greater parent participation. This year's AGM was held in a hybrid mode, with an in-person meeting for parents of Primary 4 to Primary 6 students and a live broadcast in the classrooms for parents of Primary 1 to Primary 3 students.

No other business was raised, the Annual General Meeting 2024-2025 was adjourned at 8:20 p.m.

Confirmed as above by:



Heywood Ho
Chairperson
HKUGA Primary School
The 11th Parent-Teacher Association