



港大同學會小學家長教師會

HKUGA Primary School Parent-Teacher Association

各位親愛的家長：

本會將於2023年11月3日舉行2022-23年度週年會員大會。當日亦安排了不同活動，誠邀各位參加，冀與各位歡度一個愉快的晚上。詳情如下：

日期：2023年11月3日（星期五）

地點：港大同學會小學（香港柴灣怡盛街九號）

時間	活動
16:30 – 18:20	手工藝工作坊（供家長教職員參加）
18:20 – 18:50	校園導賞
19:00 – 19:30*	2022-23年度週年會員大會
19:30* – 21:30	【家長學堂】 Long Term Athletic Development for Students by Mr. Dominic Browne (講座以英語進行)

* 【家長學堂】在週年會員大會完結後隨即舉行。

有關各項活動的詳情，請參閱通告《附件》及電子報名表格。請閣下在 **2023年10月15日（星期日）或之前** 點擊以下連結或掃描二維碼填妥電子表格回覆，以便安排。

<https://forms.gle/tbdmZmVusRwkv4uN7>



此外，本會將設置「會議觀察員」安排，讓普通會員參加常務委員會會議。增加透明度之餘，亦鼓勵會員積極參與本會工作。請參閱通告《附件》。

港大同學會小學家長教師會 謹啟
2023年10月12日



港大同學會小學家長教師會

HKUGA Primary School Parent-Teacher Association

各位家長教師會會員：

2022-23年度週年會員大會

現特函通知 閣下有關本會2022-23年度週年會員大會之詳情如下：

日期：2023年11月3日（星期五）

時間：晚上7時至9時30分（簽到時間由晚上6時30分開始，出席人數達到大會法定人數後大會將正式進行。務請預留時間盡早登記入座）

地點：港大同學會小學四樓禮堂（香港柴灣怡盛街九號）

議程：

1. 名譽顧問黃桂玲校長致辭
2. 通過 2022-23年度週年會員大會議程
3. 2021-22年度週年會員大會會議記錄*
4. 2022-23年度會務報告*
5. 2022-23年度財務報告*
6. 通過2022-23年度會務報告及財務報告
7. 感謝2022-23年度名譽核數師、義務法律顧問及義工家長
8. 委任2023-24年度名譽核數師及名譽法律顧問
9. 其他事項

* 請於2023年10月20日或以後在本會網頁查閱有關文件。

<https://www.hkugaps.edu.hk/en/about-us/home-school-co-operation/parent-teacher-association>

港大同學會小學家長教師會

主席 Thomas Kwan 敬約

2023年10月12日



港大同學會小學家長教師會

HKUGA Primary School Parent-Teacher Association

PTA/C03/2023 (附件一)

11月3日活動詳情

1. 【家長學堂】 Long-term Athletic Development for Students by Mr. Dominic BROWNE (以英語進行)

Mr. Browne是一位資深運動教練，在不同運動、地區及級別有豐富的經驗，亦長期與青少年運動員及教學團體有合作關係。他將會分享他的經驗，講解家長就子女的體能及運動發展需要注意的地方。詳情請參閱本通告的英文版。

2. 製作「熊啤啤擴香石」工作坊

讓我們嘗試石膏藝術吧！任何人都可以製作出完美無瑕的石膏擴香石。當擴香石的濕度比空氣中的濕度低時，會向空氣吸收水氣；反之則會向空氣排出水氣。因此當擴香石滴上水和精油時，便會達到自然擴香的效果。

導師：家長 Venus Wong

人數：約20人

費用：每人港幣50元（已包括材料費）



3. 花盆設計工作坊

導師：Serena Lo

- 花藝愛好者，擁有超過三十年花藝經驗，精於日式，西式及韓式插花藝術
- 曾於加拿大經營花店多年，深受客人及企業歡迎
- 去年曾為家教會舉辦「聖誕花環工作坊」，家長老師反應熱烈
- 近年專注韓式插花藝術：
 - 注重品位和細節處理，乾淨利落、手工精緻，不論在線條、意境、色塊、幾何構圖等方面都表現自然
 - 作品包括婚禮鮮花拱門，新娘花球，花環等等

人數：約20人

費用：每人港幣380元（已包括鮮花材料費）

4. 校園導賞

相信家長會不時聽到子女講述校園內各處風光，但未必有機會親歷其境。有見及此，本會安排了導賞團，由老師帶領家長遊覽，讓家長能親身體會孩子在校的體驗。



PTA/C03/2023 (附件二)



港大同學會小學家長教師會

HKUGA Primary School Parent-Teacher Association

設置家教會常務委員會「會議觀察員」安排

前言

本校家教會每兩年舉行換屆選舉。在非選舉年，有不少會員曾表示希望參與會務，卻不知有何渠道。另外，家教會一向秉承公開透明的原則處理會務，希望盡可能促進溝通及鼓勵家長積極參與，共同建構港小大家庭。

因此，本會將設置「觀察員」的安排，讓普通會員參加常務委員會會議。增加透明度之餘，亦鼓勵會員積極參與本會工作，特別是給有意成為家教會常務委員的人士提供機會，在決定參選前更全面地了解會務。

細則

1. 觀察員必須是家教會會員。
2. 每次會議最多設兩名觀察員，不一定每次會議都設觀察員。
3. 所有會員均可報名，報名名單保密。家教會亦可邀請個別會員成為觀察員。
4. 觀察員人選及人數由家教會常務委員會全權決定，不設解釋或申訴程序。
5. 觀察員不具投票權或任何法定權力。
6. 會議紀錄會列出所有參加會議的觀察員，他們的發言也有可能被記錄在案。
7. 會議主席有絕對權力要求觀察員在部分會議環節避席或離開會議。
8. 觀察員不得在未經發言者和會議主席的同意下，在會後引述與會者的發言。
9. 觀察員身分屬單次性。如欲在另一會議成為觀察員，需再次報名。
10. 此安排屬新嘗試。本會將在學年終檢討成效，決定是否優化或延續安排。

報名方法

家教會將在常務委員會會議舉行前約一個月，經班群組及/或Facebook公佈會議日期及時間，同時開放電子表格供會員報名成為觀察員。任何家教會會員均可報名，只需回答簡單問題；家教會亦可能邀請個別會員參加。曾積極參與會務或擔任義工的會員將獲優先分配名額。

在會議舉行前約兩週，家教會將聯絡成功報名人士，確認他（們）的觀察員身分及安排他們出席會議。

資源所限，家教會未必能逐一通知未能成功取得名額的報名者，敬請見諒。



港大同學會小學家長教師會

HKUGA Primary School Parent-Teacher Association

12th October 2023

Dear PTA Members,

We are pleased to announce the 2022-23 Annual General Meeting (AGM) of our Parent-Teacher Association will be held on 3rd November 2023. You are cordially invited to join the AGM as well as activities we have organized on the day. Details are as follows:

Date: 3rd November 2023 (Friday)

Venue: HKUGA Primary School, 9 Yee Shing Street, Chai Wan, HK

Time	Activity
16:30 – 18:20	Fun workshops for parents and staff!
18:20 – 18:50	Guided school tour
19:00 – 19:30*	2022-23 AGM
19:30* – 21:30	Parent Academy: Long Term Athletic Development for Students by Mr. Dominic Browne (conducted in English)

* Parent Academy will be held immediately after the AGM.

Please refer to the Appendix and the registration form for details regarding the individual activities. Kindly register **on or before 15th October 2023** by filling in the below electronic form.

<https://forms.gle/tbdmZmVusRwkv4uN7>



Separately, the PTA will introduce an "Observer" system for members to attend our Standing Committee meetings. We hope to increase our transparency as well as to encourage your active participation. Please see the Appendix for details.

Best Regards,

HKUGA Primary School Parent-Teacher Association



港大同學會小學家長教師會

HKUGA Primary School Parent-Teacher Association

12th October 2023

Dear PTA Members,

Notice of 2022-23 AGM

We are pleased to announce the 2021 Annual General Meeting (AGM) of our Parent-Teacher Association will be held with details as follow:

Date: 3rd November 2023 (Friday)

Time: 7:00p.m. to 9:30p.m. (Registration from 6:30p.m. with quorum expected to form at 7:00p.m.)

Venue: School Hall, 4/F, HKUGA Primary School (9 Yee Shing Street, Chai Wan, HK)

Agenda:

1. Speech by Honorary Advisor
2. Adopt the 2022-23 AGM Agenda
3. Adopt the 2021-22 AGM Meeting Minutes *
4. Receive the 2022-23 Annual Report *
5. Receive the 2022-23 Financial Report *
6. Approve the 2022-23 Annual Report and the 2022-23 Financial Report
7. Vote of thanks to 2022-23 Honorary Auditor, Honorary Legal Advisor and Parent Volunteers
8. Appoint 2023-24 Honorary Auditor and Honorary Legal Advisor
9. AOB

* These documents can be found on the PTA Website on or after 20th October 2023.

<https://www.hkugaps.edu.hk/en/about-us/home-school-co-operation/parent-teacher-association>

Best Regards,

Thomas Kwan

Chairperson

HKUGA Primary School Parent-Teacher Association



港大同學會小學家長教師會

HKUGA Primary School Parent-Teacher Association

Details of activities on 3rd November

1) Parent Academy: Long-term Athletic Development for Students by Mr. Dominic BROWNE

Mr. Browne is a highly experienced strength and conditioning coach with a 16- year career working with various sports, including football, rugby, lacrosse, and swimming. He is a former international athlete and coach at the World Championship level, and has worked extensively with children, student athletes and educators across different regions and levels. He will share with us his unique perspective, including five crucial areas that parents should consider when planning sports activities and athletic development for their children:

1. Dispelling common misconceptions about youth resistance training.
2. Exploring the wide-ranging benefits of a structured youth strength and conditioning program.
3. Understanding the essential components of an effective youth S&C program.
4. Navigating sports nutrition and supplements for youth athletes.
5. Emphasizing the significance of rest and recovery for the young athlete.

Don't miss this informative talk on a critical aspect of your children's development! You can find more information about Mr. Browne here: <https://tinyurl.com/mhbyb464>

2) Aroma stone workshop

Experience the magic of aroma stones! It works by naturally releasing moisture and aroma into its surroundings when you add water and aroma oil into it. This workshop will guide you to make these cute bear aroma stones yourself!

Instructor: Ms. Venus WONG (fellow parent)

Class size: around 20 people

Cost: HK\$50 (inclusive of materials)



3) Flower box arrangement workshop

Instructor: Ms. Serena LO

- Instructor for our very popular Xmas Wreath workshop last year!
- Floral arrangement aficionado with 30+ years experience
- Expertise in Japanese, Western and Korean style floral arrangement
- Professional florist in Canada for many years

Class size: around 20 people

Cost: HK\$380 (inclusive of fresh flowers and materials)



4) Guided school tour

Many parent may have heard lots about the different corners of the school from their children but never had a chance to visit in person. The school has kindly agreed to host a guided tour so parents can see for themselves where their children spend their days! Join us and don't miss out!



港大同學會小學家長教師會

HKUGA Primary School Parent-Teacher Association

Establishment of an “Observer” system at Parent-Teacher Association meetings

Preface

Our school's Parent-Teacher Association (PTA) elects its Standing Committee every two years. In non-election years, many members have expressed their desire to participate in PTA affairs but are unsure of the ways to do so. Separately, the PTA has always strived to conduct its affairs in an open and transparent manner. Where possible, we hope to encourage active communication and participation from our members to enrich the HKUGAPS community.

As a result, the PTA will introduce an “Observer” system for members to attend our Standing Committee meetings. We hope to increase our transparency as well as to encourage your active participation, especially for members who may be considering running for the PTA Standing Committee in the future.

Guidelines

- 1) Observers must be members of the PTA.
- 2) Up to two observers may attend each meeting though not all meetings will have observers.
- 3) All members are eligible to apply, and the list of applicants will be kept confidential. The PTA may also invite individual members to serve as observers.
- 4) The selection of and number of observers for each meeting will be determined exclusively and in confidence by the PTA's Standing Committee. Its decisions are final and no explanation will be provided.
- 5) Observers do not have voting rights or any statutory authority.
- 6) The meeting minutes will list all observers, and their remarks may be recorded.
- 7) The chairperson of the meeting has absolute authority to require observers to excuse themselves from certain parts of the meeting or to leave altogether.
- 8) Observers may not quote other meeting attendees' statements without prior consent from the speaker and the meeting chairperson.
- 9) Observers serve on a one-time basis, and members must apply separately to be observers for each meeting.
- 10) This system will be implemented on a trial basis and subject to review at the end of this school year.

Application Procedure

The PTA will announce the date and time of its next Standing Committee meeting approximately one month in advance via WhatsApp and/or our Facebook private group. Any member can apply to become an observer by submitting an electronic form and answering a few simple questions. The PTA may also invite individual members. Priority will be given to those who have actively participated in PTA activities and/or served as volunteers.

Approximately two weeks before the meeting, the PTA will contact the successful applicants to arrange their attendance at the meeting.

Due to resource limitations, the PTA may not be able to notify all unsuccessful applicants. We apologize for any inconvenience caused.