



**ST PAUL'S CONVENT SCHOOL
PARENT-TEACHER ASSOCIATION**

140 Leighton Road, Causeway Bay, HONG KONG SAR.
Website: <http://spspta.org>

Advisor
Sr. Margaret WONG (Principal)

Chairperson
Ms. Jennifer LAM

Vice Chairpersons
Ms. Annette LAU
Mrs. Lydia KO (Vice Principal)

11th October 2024

Miss Gigi Mak
Honorary Legal Advisor
St. Paul's Convent School Parent-Teacher Association

Dear Gigi,

**Invitation to the 18th Annual General Meeting of
St. Paul's Convent School Parent-Teacher Association
For the Year 2024-25**

On behalf of St. Paul's Convent School Parent-Teacher Association ("SPCS PTA"), we would like to express our heartfelt gratitude for your invaluable contribution as Honorary Legal Advisor of the SPCS PTA over the past years.

We would like to appoint you as our Honorary Legal Advisor for the Year 2024-25 as your experience and advice have always been a treasure to us. We cordially invite you to attend the 18th Annual General Meeting ("AGM") on **26th October 2024 (Saturday)**.

Event Details:

Registration:	Begins at 2:00 p.m.
Meeting:	2:30 p.m. to 5:00 p.m.
Venue:	St. Paul's Convent School

Please let us know if you are available to attend by replying to this email.

Once again, thank you for your continuous support. We look forward to welcoming you at the 18th AGM of SPCS PTA.

Yours sincerely,

Ms. Jennifer Lam
Chairperson 2023-2024
St. Paul's Convent School Parent-Teacher Association



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Agenda for the 18th AGM of SPCS PTA

Date 26th October 2024 (Saturday)
Time 2:30 p.m. to 5:00 p.m.
Venue St. Paul's Convent School

2:30 PM	Welcoming speech
2:35 PM	Confirmation of Minute of 17th AGM Meeting
2:40 PM	Annual Report from Chairperson and confirmation
2:45 PM	Report from Treasurer and confirmation
2:50 PM	Confirmation of Appointing Auditor and Honorary Legal Advisor
3:00 PM	Report on Constitution Amendment
3:10 PM	Voting and collect voting form
3:20 PM	Introduction of Executive Committee (ExCo) 2024-25 and self-introduction of re-elected/new ExCo members and Confirmation on Executive Committee 2024-25
3:30 PM	Talk by Professor WING Yun Kwok (CUHK) with Q & A Topic: Enhancing Mental and Sleep Health in School Adolescents - The Way Forward 主題：增強學校青少年的心理與睡眠健康－未來方向
4:30 PM	Presentation of certificate and souvenir to guest speaker
4:35 PM	Announcement of 2024-25 Executive Committee
4:40 PM	Presentation of certificate to Honorary Legal Advisor, ExCo members and Co-opt members of 2023-24
4:50 PM	Speech by Chairperson 2024-25
5:00 PM	Photo taking & Closing