

## **ROSYTH SCHOOL PARENT SUPPORT GROUP**

### **Minutes of the 18<sup>th</sup> Annual General Meeting**

**Date : 7 April 2018**

**Time : 1000 hrs to 1200 hrs**

**Venue : Rosyth School, Conference Room**

#### **1. CALL TO ORDER**

The President of the Rosyth School Parent Support Group (PSG), Ms Eunice Tay, called the meeting to order at 1030hrs.

#### **2. CONFIRMATION OF QUORUM**

Ms Eunice Tay apologized for starting the meeting half an hour later at 10.30am as she explained that the quorum was not attained.

#### **3. CONFIRMATION OF LAST AGM MINUTES**

Ms Eunice Tay went through the previous year's AGM minutes.

Ms Eunice Tay mentioned that the Parents' Introduction meeting was implemented in January.

Ms Eunice Tay mentioned that issues brought up in the 2017 minutes have been addressed.

Ms Eunice Tay requested the minutes to be seconded and confirmed.

#### **4. REPORT BY PRESIDENT**

The President, Ms Eunice Tay, introduced the members on board for the Term 2018 to 2019. The list of members is as follows:

<b>President</b>	<b>Ms Eunice Tay</b>
<b>Vice President</b>	<b>Ms Ng Hwee Min</b>
<b>Vice President</b>	<b>Ms Amy Goh</b>
<b>Treasurer</b>	<b>Ms Esther Choong</b>
<b>Assistant Treasurer</b>	<b>Ms Tan Kar Lin</b>
<b>Secretary</b>	<b>Ms Lavina Peswani</b>
<b>Assistant Secretary</b>	<b>Ms Siti Aisyah</b>
<b>Editor</b>	<b>Ms Renuga Johan</b>
<b>Website &amp; Newsletter</b>	<b>Ms Rukmani Sayanthan</b>
<b>Membership Recruitment</b>	<b>Ms Katty Chia and Ms Doreen Lee</b>
<b>Head of Programmes</b>	<b>Ms Serene Pang</b>

<b>Programme</b>	<b>Ms Suzan Koa</b>
<b>Programme</b>	<b>Ms Irene Lim</b>
<b>Programme</b>	<b>Ms Charmaine Khoo</b>
<b>Programme</b>	<b>Ms Gracia Ng</b>
<b>Head of Parent Involvement Programme</b>	<b>Ms Nancy Yap</b>
<b>Parent Involvement Programme</b>	<b>Ms Ang Yi Min</b>

## 5. ROSYTH PSG 2018 MEMBERSHIP REPORT

Ms Eunice Tay went through the membership strength. The information is as follows:

<b>No of students in school for year 2018 (as at March 2018)</b>	<b>2023</b>
<b>No of 2018 Pri 1 students</b>	<b>295</b>
<b>No of members up to date as at 31 Mar 2018</b>	<b>584</b>
<b>No. of sign up for 2012</b>	<b>127</b>
<b>No. of sign up for 2013</b>	<b>121</b>
<b>No. of sign up for 2014</b>	<b>97</b>
<b>No. of sign up for 2015</b>	<b>106</b>
<b>No. of sign up for 2016</b>	<b>131</b>
<b>No. of sign up for 2018 (updated to March 2017)</b>	<b>102</b>

Ms Eunice Tay shared that there will be sign-ups throughout the year. The current number of active members is 584.

## 6. FINANCIAL REPORT FOR YEAR 2017

Ms Esther Choong presented the audited financial report for the year ended 31<sup>st</sup> December 2017.

### Profit and Loss Statement for the year ended 31<sup>st</sup> December 2017

Total Receipts	S\$43,959
Total Expenses	<u>S\$41,496</u>
Surplus for the year	S\$ 2,463

### Balance Sheet as at 31<sup>st</sup> December 2017

Total Current Assets	S\$59,905.52
Total Current Liabilities	<u>S\$ 5,711.88</u>
Total Net Current Assets	S\$54,193.64

Accumulated Fund

Surplus brought forward from 2016	S\$51,731.05
Current year Surplus/Deficit	S\$ 2,462.59

The report was certified by Ms Eunice Tay and audited by Ms Goh Kim Pei.

Ms Esther Choong shared that the collection from membership, weekend collection and the organization of holiday programs are not really profit but is done in the name of service.

Ms Esther Choong shared that income generated has to be off-set by costs associated.

Ms Esther Choong mentioned that some sponsor-ships were run for school like Teacher's Day awards and Children's Day celebration.

Ms Esther Choong mentioned that after all the deductions, the net income was \$2400 plus.

Ms Esther Choong shared that the intent of the PSG is to provide a service for the kids and not make a profit.

Ms Esther Choong shared there was about \$57000 plus cash in bank.

Ms Esther Choong referred to the Income and Expenses receivables last year and shared that some revenue was not received so therefore they have been listed as accrued revenue.

Ms Esther Choong shared that some receivables from the IRAS is actually a refund.

Ms Esther Choong shared that under liabilities, there are some issued cheques but they have not been banked in yet.

As there were no questions, Ms Eunice Tay requested for the financial report to be proposed and seconded.

**7. CALENDAR OF EVENTS**

Ms Eunice Tay ran through the completed 2017 Calendar of Events.

January – Orientation for P1

February – Publication of the newsletter

March – Chinese talk

June – Movie screening, camp challenge and Laser Tag

August – Teacher's Day celebration

September – Edu-tour, Motivational Talk and motivational goody bag for P6 pupils by PSG, the Principals and the teachers

October – Children’s Day carnival in which the PIP and parent volunteers helped out in the activities and the Bag and Shoe sale

November – the annual PSG Dinner and Dance

Ms Eunice Tay ran through the proposed 2018 Calendar of Events.

See Annex A – 2018 Calendar of Events.

## **8. ANY OTHER ISSUES**

The question and answer session was opened up to the PSG members.

Ms Eunice Tay apologized on behalf of the school representative, Ms May Ling for her absence as she is under the weather. However, Ms Eunice Tay assured the floor that any matters pertaining to the school will be conveyed to the representative.

### **8.1 PSG Dinner and Dance (D&D)**

A. Ms Eunice Tay mentioned that the Dinner and Dance (D&D) will not be held annually, but rather once every two years so that the funds can be channeled to do more for the school like contributing for the Children’s Day or Teacher’s Day celebration.

As there were nothing more to discuss, Ms Eunice Tay suggested moving on to other concerns.

### **8.2 Lunch Space at Macdonald Table**

B. Ms Eunice Tay shared that there are feedback that the lunch space for pupils to have lunch at the Macdonald tables is not sufficient.

B.(i) Ms Lavina Peswani mentioned that some of the tables near the bookshop have been converted into games tables so the space issue is further exacerbated.

B.(ii) Ms Eunice Tay mentioned that perhaps this matter can be brought up to the school to allow only pupils to sit and have their lunch after school.

B.(iii) Ms Eunice Tay shared that some of the pupils may not want to have their lunch in the canteen as they only have half an hour before CCA starts and they do not want to queue up to purchase food as it is a waste of time.

As there were nothing more to discuss, Ms Eunice Tay suggested moving on to other concerns.

### **8.3 Flooring issue**

D. A parent, Ms Janice, shared that some of the height of the flooring near the macdonald tables is uneven and a child tripped over it.

D.(i) Ms Lavina Peswani enquired whether the incident happened on a normal or rainy day.

D.(ii) Ms Janice replied that it was on a normal day.

D.(iii) Ms Lavina Peswani shared that the area can be dangerous and that her son has fallen down before and has had to have stitiches.

D.(iv) Ms Eunice Tay shared that she will share this feedback to Ms May Ling and also take some photos of that area.

As there were nothing more to discuss, Ms Eunice Tay suggested moving on to other concerns.

### **8.4 Parent Teacher Introductory Meeting**

E. Ms Eunice Tay requested for some feedback about the introductory meeting between parents and teachers.

E.(i) A parent member commented that it was a good move as the parents are able to get to know the teachers.

E.(ii) A parent enquired if it was necessary to have meetings for all levels on the same day as some parents may have multiple kids.

E.(iii) Ms Eunice Tay shared that the school reviewed PSG's previous feedback to implement a parent and teacher introductory meeting so parents can get to know the teachers.

E.(iv) Ms Eunice Tay shared that the school realized that having the entire cohort on the same day posed a lot of problems for instance the issue of sufficient carpark lots.

E.(v) Ms Eunice Tay shared that the school is doing some evaluation and might implement staggered timings/levels in the next meeting but she mentioned that no one system will be perfect.

E.(vi) Ms Eunice Tay shared that overall it is a good drive to have introductory meetings although different teachers may have different sharings via their presentation.

E.(vii) Ms Eunice Tay shared that her kids' teachers' presentation was well planned, mostly about laying down ground rules and expectations.

E.(viii) Ms Suzan Koa shared that the school put in a lot of effort to convince the teachers the benefits of having the introductory meeting.

E.(ix) Ms Eunice Tay shared that parents must also do their part as some teachers feedback that some parents seem more interested in setting up chat groups during the meeting which can be so demoralizing for them.

E.(x) Ms Eunice Tay suggested that school can consider organizing the introductory meeting after about a month as by then the teachers would have become familiar with the kids and the class dynamics.

E.(xi) Ms Eunice Tay shared that hopefully parents can understand the objectives of the meeting as it is more of a welcome meeting to get to know the teachers.

E.(xii) Ms Eunice Tay shared that different school teachers may have different methods on how they conduct lessons and discipline kids. So the intention of the meeting is to set the right tone and find out the working synergy of both the teachers and parents.

E.(xiii) Ms Eunice Tay shared that parents can find out more about their kids later on in the year during the Parent Teacher Conference (PTC).

E.(xiv) Some members from the floor feedback that the meeting is useful however it is held too close after the P1 Orientation.

E.(xv) Ms Eunice Tay replied that it was because of parents' request that this introductory meeting was implemented.

E.(xvi) Ms Eunice enquired from the members whether there were other related concerns about the meeting.

E.(xvii) A member replied that perhaps the parents may have other agendas during the meeting.

E.(xviii) Ms Eunice Tay replied that it should be all right as long as enquiries are made discretely as different parents have different parenting styles and they are just enquiring out of interest for their kids.

E.(xiv) The member mentioned that working parents have to rush down for the meeting on work days.

E.(xx) Ms Eunice Tay replied that the meetings cannot be held during the weekends because teachers need their personal time with their family. Moreover, the meetings currently implemented are already using the teacher's own personal time.

As there were nothing more to discuss, Ms Eunice Tay suggested moving on to other concerns.

### **8.5 Weekend Enrichment Classes Matters**

F. A parent enquired when the weekend enrichment class for math was going to start.

F.(i) Ms Eunice Tay replied that once there are enough pupils, the class will commence.

F.(ii) Ms Eunice Tay enquired if there were any other issues.

F.(iii) A parent enquired about the purpose of the car decal.

F.(iii) Ms Eunice Tay replied that it is for parents to park their car in school during weekend enrichment classes.

F.(iv) The parent mentioned that she does not have the decal.

F.(v) Ms Eunice Tay replied that she should get one soon.

As there were nothing more to discuss, Ms Eunice Tay suggested moving on to other concerns.

### **8.6 PIP and Parent Volunteers (PV)**

G. A parent enquired if the school can increase the pool of parent volunteers for the art class.

G.(i) The parent shared that during her daughter's time, there were more parent volunteers but now with her son in P1, she says that the pool has decreased.

G.(ii) Ms Eunice Tay replied that it depends on the needs of the teachers as some teachers may need more support while others may not.

G.(iii) Ms Suzan Koa shared that it depends on the type of art work they are engaged in. If it involves a lot of cutting for instance, then more volunteers are needed.

G.(iv) Ms Eunice Tay shared that the number of art lessons have also decreased, hence correspondingly, the number of parent volunteers would follow suit too.

G.(v) Ms Eunice Tay enquired if there is a preference for more parents' involvement in school base activities.

G.(vi) The floor agreed unanimously.

### **8.7 Parent Drop Off At Gate 2 In The Mornings**

H. Ms Doreen Lee enquired what are the teachers' duties outside ISH during the time when parents drop off their kids at Gate 2 in the mornings.

H.(i) Ms Doreen Lee shared that in the mornings, traffic is held up as many parents get down from their car to help their kids with their bags.

H.(ii) A parent enquired if the teachers on duty there can help to advise the parents not to hold up traffic.

H.(iii) Ms Eunice Tay shared that it happens for kids from all levels. Parents will help their kids with the thus delaying the traffic.

H.(iv) A parent suggested that teachers should be more pro-active in informing parents not to hold back traffic.

H.(v) Ms Amy Goh disagreed as she mentioned that tensions may arise.

H.(vi) Ms Eunice Tay shared that they have already informed the school about this matter.

H.(vii) Ms Amy Goh shared that perhaps it is due to the increase in bus fare, hence more parents are dropping off their kids to school.

H.(viii) Ms Amy Goh shared that the school bus drivers are locals or Malaysian unlike those from the construction companies. Therefore, the school bus fare is high as the schools are not allowed to engage foreign drivers.

H.(vix) Ms Eunice Tay shared that the various school bus companies work closely with one another. If the big players like Min Yang are bidding for a certain school, then the smaller players will not bid. So it is considered a monopoly system.

H.(vix) The floor agreed that the current school bus vendor Min Yang is reliable

### **8.8 Bullying Issues**

K. A parent enquired how are the kids expected to handle bullying in school.

K.(i) Ms Eunice Tay shared that this issue has been brought up many times and the school has addressed it by setting a system in place.



K.(ii) Ms Eunice Tay mentioned that the children are being taught how to handle bullies during the school assembly by giving possible scenarios and how to react accordingly.

K.(iii) Ms Eunice Tay shared that when actual bullying happens, there is a protocol to follow. If it happens in class, the form teacher will be informed. If it gets out of hand, then the level head will step in and if it is still not contained then the discipline master will be involved.

K.(iv) Ms Eunice Tay shared that both the victims and the bullies will be referred to the school counsellor.

K.(v) Ms Eunice Tay shared that recently there were cases of outraging of modesty in the school and during sports and assured that these topics are covered in the Sex Education lessons at Upper primary while topics on inappropriate touching are covered in P1 and P2.

### **8.10 Other Issues**

L. There were no other issues to discuss.

## **9. Conclusion of Meeting**

As there were no other issues to discuss, the President called the meeting to a close at 12.10hrs.

The President thanked all who were present for their support.

Minutes by Ms Lavina Peswani  
Secretary (Term 2018 to 2019)