

ROSYTH SCHOOL PARENT SUPPORT GROUP

Minutes of the 19th Annual General Meeting

Date : 30th March 2019

Time : 10.00am to 12.00am

Venue : Rosyth School, Conference Room

1. CALL TO ORDER

The President of the Rosyth School Parent Support Group (PSG), Ms Eunice, called the meeting to order at 10.30am.

2. CONFIRMATION OF QUORUM

Ms Eunice 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 confirmed that everyone in the room had received the newsletter and shared that the previous year's AGM minutes has been uploaded in the website.

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

Ms Esther seconded and confirmed the AGM minutes.

4. REPORT BY PRESIDENT

Ms Eunice shared that the school representative will join in the meeting at 11.00am and encouraged members to bring up issues that they would like to see addressed.

Ms Eunice shared that the number of committee members has increased since previous years so as to assist running the programs. She also applauded the fact that 3 daddies have joined in.

Ms Eunice mentioned that the members were nominated and voted in and shared that there were no external nominations received as of today.

The President, Ms Eunice, introduced the members on board for the Term 2019 to 2020. The list of members is as follows:

President	Ms Eunice Tay
Vice President	Ms Ng Hwee Min
Vice President	Ms Amy Goh
Treasurer	Ms Esther Choong
Assistant Treasurer	Ms Tan Kar Lin
Secretary	Ms Lavina Peswani
Assistant Secretary	Ms Kelly Ho
Editor	Ms Tan Suan Hui
Assistant Editor	Ms Phebe Poon
IT	Ms Rukmani Devi Sayanthan and Mr Montri Laokullavanich,
Membership Recruitment	Ms Doreen Lee and Ms Katty Chia
Head of Programmes	Ms Serene Pang
Programme	Ms Suzan Koa
Programme	Ms Gracia Ng
Programme	Ms Winny Yap
Programme	Ms Renugan Mohan
Programme	Mr Bryant Ee
Programme	Ms Fiona Chiu
Programme	Ms Carine Lee
Head of Parent Involvement Programme	Ms Ang Yi Min
Parent Involvement Programme	Ms Siti Aisyah
Weekend Enrichment	Ms Irene Lim
Weekend Enrichment	Ms Jean Cheong

5. ROSYTH PSG 2019 MEMBERSHIP REPORT

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

No of students in school for year 2019 (as at 26 March 2019)	2021
No of 2019 Pri 1 students	301
No of valid members	622
No. of sign up for 2018	102
No. of sign up for 2017	109
No. of sign up for 2016	131
No. of sign up for 2015	111
No. of sign up for 2014	98
No. of sign up for 2019 (updated to 26 March 2019)	71

Ms Eunice shared that there will be sign-ups throughout the year as the process is now done online.

Ms Eunice shared that the membership rate in 2019 is 23.6% of the new Primary 1 pupil intake.

6. FINANCIAL REPORT FOR YEAR 2018

Ms Esther presented the audited financial report for the year ended 31st December 2018.

Profit and Loss Statement for the year ended 31st December 2018

Total Receipts	S\$35,295
Total Expenses	S\$26,400
Surplus for the year	S\$ 8,895

Balance Sheet as at 31st December 2018

Total Current Assets	S\$63,490
Total Current Liabilities	S\$ 401
Total Net Current Assets	S\$63,089

Accumulated Fund

Surplus brought forward from 2016	S\$54,194
Current year Surplus/Deficit	S\$ 8,895

Ms Esther shared that there were no programs organized as the school was undergoing painting works.

Ms Esther shared that the total income was about \$35,000 inclusive of the MOE grant.

Ms Esther shared that the cost of running the program is about \$10,000.

Ms Esther shared that the net profit was \$25,000.

Ms Esther shared that the PSG sponsored two awards, one for Teacher's Day and the other for Children's Day.

Ms Esther shared that the PSG website was re-launched recently.

Ms Esther ran through the expenses incurred for administration works like printing of AGM letters, newsletters and phone bills.

Ms Esther shared that after deducting tax, the net profit was \$8,895.

As there were no questions on the Profit and Loss statement, Ms Esther went through the Balance Sheet.

Ms Esther shared that the accounts were audited by Ms Cindy Allen.

Ms Esther shared that the cash balance was about \$63,490.

Ms Esther shared that the tax provision made for 2018 was \$401.

Ms Eunice shared that the net asset was \$63089.

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

The report was certified by Ms Eunice and audited by Ms Cindy Allen.

7. CALENDAR OF EVENTS

Ms Eunice ran through the completed 2018 Calendar of Events.

January – Orientation for P1

February – Publication of the newsletter

March – Etiquette Class, Financial Literacy

April - AGM

June – Movie screening, Hip Hop Camp

August – Teacher's Day celebration

September – Edu-tour (cancelled), Motivational goody bag for P6 pupils

October – Children's Day, Bag and Shoe sale

November – Sponsorship for school awards

See attached – 2018 Calendar of Events.

Ms Eunice shared that due to the recent implementation of the data privacy Act, PSG could not use the school portal for notifications, therefore the registration for the September Edu-tour was affected and had to be cancelled.

8. ANY OTHER ISSUES

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

8.1 PSG Weekend Enrichment Course

Ms Joyce, a parent member, suggested that if at the last minute, parents cancel their intention to send their kids to PSG weekend enrichment course, the parents should be responsible for the administration fees as it is not fair for PSG to incur that due to payment made via Paypal.

Ms Eunice replied that it was a good idea and that perhaps only part of the course fees should be refunded.

Ms Eunice shared that under the Terms and Conditions section in the registration form, there will be no refund allowed. However, PSG does make exceptions for a refund on a case by case basis due to valid or unforeseen reasons.

8.2 Canteen Issues

Ms Eunice shared that a parent feedback if the school canteen can do away with selling maggi noodles.

Ms May Ling replied that the school Vice-Principal has already checked the food label and the noodles have a healthy label indicated on the package.

Ms Joyce shared that some schools have done away with drinks stall in the canteen and have placed water cooler all over the school premises.

Ms May Ling replied that the school's stand is to educate the pupils to make informed choices.

Ms May Ling shared that parents also have to educate their children that if soft drinks are not healthy, they have to draw a balance as well and not allow them to drink at home or when they are out. The onus should not be on the school only.

Ms May Ling also shared that water coolers are readily located around the school.

8.3 Exam Matters

Ms Kar Lin enquired why there was no indication of exam dates in Term 2 letter.

Ms Eunice replied that a general range of dates for mid-year and final-year were indicated in the Term 1 letter and that the confirmed dates are not out yet.

Ms Eunice enquired when will the dates for mid-year exams be out.

Ms May Ling replied that it will be out some time next week.

8.4 School Matters

Ms Jean, a committee member, shared that some schools conduct Math Workshops for parents and enquired if Rosyth School have similar workshops.

Ms May Ling replied that this should be left at the teachers' level because the needs and the directions of each school are different.

Ms May Ling shared that during P1 orientation, the parents were already briefed about the general direction in academic matters.

Ms May Ling shared that during PTC, some Science workshops were conducted to create awareness among parents about the change in syllabus.

Ms Beryl, a parent member, enquired if there is an online platform that parents can refer to on the school website for assistance in case parents need help in coaching their children Math.

Ms Eunice replied that there are a few online resources and facebook groups like Math Heuristics where parents can seek help from.

Ms Eunice suggested that parents can seek consultation with the subject teacher if there are any issues.

Ms Winny, a committee member, advised not to use the algebra method but rather the model method as the objective is to use visualization and work through the sums.

Ms May Ling reiterated that when a child uses the algebra method, if he leaves out the dash or the equal sign, he will lose marks.

Ms May Ling shared that if the pupil chooses to use another method to solve the math equation, he will not be penalized.

Ms May Ling shared that for certain topics, they will drill the method for solving for a certain purpose.

Ms Kar Lin shared that some schools encourage pupils to read via a reading portal and enquired if it is possible for Rosyth School to implement such a program to get pupils to complete reading as many books as possible.

Ms May Ling enquired if it is a paid portal and requested Ms Kar Lin to share the link so that the school can assess the range of books and cost and revert back.

Mr Bryant, a committee member, shared that the school reading program has an online reading portal. The portal has quizzes about the books after the pupils have read them. The difficulty level increases and can be adjusted anytime, making it very interesting and competitive for the pupils.

Ms Esther shared that the National Library Board has a list of recommended books for children to read which the parents can refer to.

Ms Lavina shared that perhaps the school can consider the reducing the amount of online work for the P6 pupils and focus on inculcating time management under exam conditions skill.

Ms Rukmani shared that she will ensure that her daughter does her written work first before allowing her to do computer work.

Ms Lavina cited an example where pupils were required to type a composition for English and Chinese using Microsoft word as part of their homework. This defeats the purpose of writing an essay under exam condition.

Ms May Ling replied that she understood the concern raised and will revert.

Ms Eunice enquired if the pupils have to complete all the tasks posted on SLS.

Ms May Ling replied that it is dependent upon the teacher's instructions.

Ms Doreen, a committee member, shared that some teachers do not use the textbooks that are listed in the booklist.

Ms May Ling replied that subject heads have informed teachers to use all the textbooks as recommended in the booklist.

Ms May Ling shared that they will review again at the end of the year after feedback was given during the parent teacher introductory meeting at the beginning of the year and may remove any books that may be redundant.

Ms Doreen also shared that sometimes pupils get scolded for not having their FTGP or school handbook. However, these books are always out of stock or printed late.

Ms Beryl enquired if teachers can take away a pupil's recess time as a form of punishment.

Ms May Ling suggested that the pupils have informed the school management directly when the management visited the classrooms to request from feedback from the pupils.

Ms May Ling shared that the school will look into the matter, but explained that sometimes it is not a deliberate move as teachers may want to share some important information with the children.

8.5 Weekend Enrichment Classes Matters

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

Ms Eunice replied that once there are enough pupils, the class will commence.

Ms Eunice enquired if there were any other issues.

A parent enquired about the purpose of the car decal.

Ms Eunice replied that it is for parents to park their car in school during weekend enrichment classes.

The parent mentioned that she does not have the decal.

Ms Eunice replied that she should get one soon.

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

8.6 Communication Matters

Ms Doreen enquired about the use of class dojo by teachers.

Ms May Ling replied that when it first started, it was very popular, but due to the recent data privacy act, the popularity toned down.

Ms May Ling shared that not all teachers have to use it.

Ms Renuga, a committee member, enquired how can a parent get in touch with his child in school if there is a family emergency. She shared that she left a message with the school receptionist that she would like her son to return her call but he did not.

Ms May Ling replied that she will revert after checking with the school management.

8.7 Other Issues

Ms Doreen shared that a parent feedback the bookmarks prepared for the jumble sale have sharp edges after laminating them. The parent was concerned about this as the lower primary pupils may not be as cautious when handling the bookmarks

Ms May Ling replied that she will take note of this.

9. Conclusion of Meeting

As there were no other issues to discuss, the President, Ms Eunice, called the meeting to a close at 11.45am.

The President thanked all who were present for their support.

Minutes by Ms Lavina Peswani
Secretary (Term 2019 to 2020)