

ROSYTH SCHOOL PARENT SUPPORT GROUP

Minutes of the 21th Annual General Meeting

Date : 27th Mach 2021

Time : 10.00am to 12.00am

Venue : Online via Zoom

1. CALL TO ORDER

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

Ms Eunice commenced the meeting and shared that this is the second virtual AGM meeting being conducted, the first was conducted last during Circuit Breaker (CB) in 2021

2. CONFIRMATION OF QUORUM

Ms Eunice shared that the meeting commenced half an hour later due to the quorum of 25% of the members' attendance not being met.

3. CONFIRMATION OF LAST AGM MINUTES

Ms Eunice went through the previous year's AGM minutes. As there were no questions, Ms Eunice and Ms Suzan proposed and confirmed the minutes.

Ms Eunice shared that henceforth PSG will be going green as the minutes will be posted online and emailed to members.

4. REPORT BY PRESIDENT

Ms Eunice went through the meeting agenda.

Ms Eunice went through the committee member listing

The President, Ms Eunice, introduced the members on board for the Term 2021 to 2022. The list of members is as follows:

President	Ms Eunice Tay
Vice President	Ms Suzan Koa
Treasurer	Ms Esther Choong
Assistant Treasurer	Ms Adeline Neo
Secretary	Ms Kelly Poon
Assistant Secretary	Ms Lavina Peswani

Editor	Ms Tan Suan Hui
Assistant Editor	Ms Phebe Poon
IT	Ms Rukmani Devi Sayanthan and Mr Montri Laokullavanich,
Membership Recruitment	Ms Caitlin Oh and Ms Tan Kar Lin
Head of Programmes	Ms Winny Yap
Programme	Ms Jean Chong
Programme	Mr Bryant Ee
Programme	Mr David Shen
Programme	Ms Carine Lee
Head of Parent Involvement Programme	Ms Ang Yi Min
Parent Involvement Programme	Ms Siti Aisyah
Weekend Enrichment	Ms Fiona Chiu
Weekend Enrichment	Ms LillianTan

Ms Eunice shared that 5 PSG members are attending this meeting.

5. ROSYTH PSG 2021 MEMBERSHIP REPORT

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

No of students in school for year 2020 (as at)	1949
No of 2021 Pri 1 students	270
No of sign up for 2015	111
No of sign up for 2016	131
No of sign up for 2017	109
No of sign up for 2018	102
No of sign up for 2019	100
No of sign up for 2020	65
No of sign up during 2021 (updated as at 24/3/2021)	76
No of active members (updated as at 24/3/21)	575

Ms Eunice shared that the total membership cohort is 1949.

Ms Eunice shared that the P1 intake for this year is 270 pupils

Ms Eunice shared that the school had reduced 1 class as MOE had reduced the intake of pupils.

Ms Eunice shared that membership sign-up in 2020 decreased as no events or physical recruitment were conducted due to Circuit Breaker (CB).

Ms Eunice shared that online registration for membership was implemented and sign-up had increased with a total number of 76 members dated as at 24 March 2021.

Ms Eunice shared that there is a total number of 575 active members.

Ms Eunice shared that the membership subscription rate is 28% of the P1 pupils.

Ms Eunice ran through the benefits of being a PSG member, including the discounts offered for holiday programs and purchases of story books from Fable Books.

Ms Eunice shared that they hope to increase the number of merchants for the members to benefit.

6. FINANCIAL REPORT FOR YEAR 2020

Ms Esther went through the Treasurer's report.

Ms Esther went through the Profit and Loss statement.

Ms Esther went through the Balance Sheet and shared that balance at hand was \$69323.

Profit and Loss Statement for the year ended 31st December 2020

Total Receipts	S\$9,133
Total Expenses	<u>S\$9,086</u>
Surplus for the year	(S\$10,697)

Balance Sheet as at 31st December 2020

Total Current Assets	S\$60,450
Total Current Liabilities	<u>S\$ 1,824</u>
Total Net Current Assets	S\$58,627

Accumulated Fund

Surplus brought forward	S\$69,323
Current year Surplus/Deficit	<u>(S\$10,697)</u>
	S\$58,626

The audit was done by Ms Cindy Allen.

Ms Lavina proposed and Ms Jean seconded the financial statements.

7. CALENDER OF EVENTS

Ms Eunice went through the Secretary's report.

Ms Eunice shared that the accounts for 2020 have already been filed to IRAS and submission to IROSES will be done after the AGM.

8 ANY OTHER ISSUES

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

8.1 School Matters

Ms Eunice shared that she would like to propose an increase in the number of committee members to 25 so that there can be proper understudy and handover of members with graduating children.

The committee members had no objection to this proposal.

Mr Kenneth Foo, a parent member, asked whether the school intake will be further reduced as this year the number of P1 classes reduced from 10 to 9.

Ms Eunice replied that this is an across the nationwide exercise and is dependent on the birthrate of the cohort.

Ms Eunice shared that Ms May Ling will be able to provide an answer to his query when she joins the meeting in a while.

Ms Vicky Koh asked a question about the registration of the school holiday programs.

Ms Eunice explained that the weekend program is ongoing and if there is a holiday program, parents will be given a leaflet directly via their children, informed through email or they can check the PSG website, where there is a link for them to check out the holiday programs and register for them.

Ms Eunice asked if the members if there were any questions they want to bring to the school representative, Ms Tang May Ling, who has just arrived.

Ms Tang May Ling introduced herself.

Ms Eunice shared that a parent had enquired if the school will further reduce the number of classes in the future.

Ms May Ling replied that she will revert as she has heard nothing about this matter from the school.

Ms Eunice shared that some parents are asking if a child is graduating but he has a younger sibling, who can only start P1 after some years, how would the sibling's enrollment be affected.

Ms May Ling replied that she will revert.

Ms Eunice enquired if the pupils, specifically the upper primary pupils, have ample time to queue, purchase the packed food and bring it back to class to eat before CCA.

Ms May Ling replied that she has observed the situation and shared that the P5 and P6 have been managing well. The school will monitor the pupils further for another 2 to 3 weeks to see if they can further improve the situation.

Ms Eunice enquired if pupils could purchase and bring soup to their class to drink.

Ms May Ling replied that stall owners do put soup in plastic containers and that pupils can drink from there.

Mr Kenneth Foo enquired about the outcome of his question.

Ms Eunice requested Mr Kenneth Foo to drop PSG an email so that she can keep him in the loop about his question on the school intake.

Ms Eunice requested the members' thoughts on holding the AGM virtually next year.

Ms Eunice noted down the members' responses.

Ms Eunice enquired if there are any more questions and if there are no questions, the meeting will come to an end.

Ms Eunice reminded to the members that alternatively they can email their questions and PSG will revert.

9. Conclusion of Meeting

As there were no other issues to discuss, the President, Ms Eunice, called the meeting to a close at 11.00am.

The President thanked all who were present for their support.

Minutes by Ms Lavina Peswani
Secretary (Term 2021 to 2022)