

**ROSYTH SCHOOL PARENT SUPPORT GROUP**

**MINUTES OF THE 22<sup>nd</sup> ANNUAL GENERAL MEETING HELD ON SATURDAY, 2 APRIL 2022  
AT 10.00 AM TO 11.00 AM BY ELECTRONIC MEANS (ZOOM)**

**PRESENT**

PSG EXCO

Ms Eunice Tay, President  
Ms Suzan Koa, Vice-President  
Ms Fiona Chiu, Vice-President  
Ms Esther Choong, Treasurer  
Ms Adeline Neo, Asst Treasurer  
Ms Nora Anniesha Aziz, Asst Treasurer  
Ms Kelly Ho, Secretary  
Ms Lavina Peswani, Asst Secretary  
Ms Clara Low, Asst Secretary  
Ms Tan Suan Hui, Editor  
Mr Montri Laokullavanich, IT  
Ms Lillian Tan, Program  
Ms Carine Lee, Program  
Mr Bryant Ee, Program  
Ms Caitlin Oh, Membership  
Ms Siti Aisyah, Parent Involvement Program  
Mr David Shen, Weekend Enrichment

Auditor

Ms Joyce Png

**PRESENT – BY INVITATION**

Rosyth School Representative

Mrs Tang May Ling

PSG Members

Mr Dexter Tang  
Ms Angela Ng  
Ms Claire Puah  
Ms Mei Leong  
Mr Karthik Palaniramachandran  
Mr Kenneth Foo  
Ms Tan Shin Ee  
Ms Thomas Suman Ann  
Mr Steven Zhang  
Ms Shin Ee Tan  
Ms Vivian Lim

**ABSENCE WITH APOLOGIES**

PSG EXCO

Ms Phebe Poon, Asst Editor  
Ms Winny Yap, Head of Program

## 1.0 CONDUCT OF GENERAL MEETINGS DURING PERIOD OF SMM (ROS)

The COVID-19 (Temporary Measures) (Alternative Arrangements for Meetings for Registered Societies) Order 2020 (the "Alternative Arrangements Order") was issued on 27 April 2020 to help societies conduct general meetings and governing bodies' meetings through alternative arrangements while complying with prevailing safe distancing measures.

## 2.0 CALL TO ORDER

The President of the Rosyth School Parent Support Group (PSG), Ms Eunice Tay, called the meeting to order at 10.00 AM.

Ms Eunice welcomed the members to the AGM. She shared the meeting etiquette, and this was the second AGM being held via electronic means. Ms Eunice also introduced herself, the PSG EXCO and the Auditor.

## 3.0 CONFIRMATION OF QUORUM

Ms Eunice informed that the meeting would commence at 10am, half an hour later due to the quorum of attendance 25% or 30 members (whichever is lesser) not being met.

## 4.0 CONFIRMATION OF LAST AGM MINUTES

Ms Eunice went through the 2021 AGM minutes which was emailed to the members and also made available on [www.rosythpsg.com](http://www.rosythpsg.com). With no further questions, the minutes of last AGM held on 27 March 2021 was passed. It was proposed by Ms Eunice Tay and seconded by Ms Esther Choong.

## 5.0 REPORT BY PRESIDENT

Ms Eunice went through the meeting agenda.

Ms Eunice went through the PSG Exco list and introduced them for Term 2021-2022.

<b>President</b>	<b>Ms Eunice Tay</b>
<b>Vice-President</b>	<b>Ms Suzan Koa</b>
<b>Vice-President</b>	<b>Ms Fiona Chiu</b>
<b>Secretary</b>	<b>Ms Kelly Ho</b>
<b>Asst Secretary</b>	<b>Ms Lavina Peswani</b>
<b>Asst Secretary</b>	<b>Ms Clara Low</b>
<b>Treasurer</b>	<b>Ms Esther Choong</b>
<b>Asst Treasurer</b>	<b>Ms Adeline Neo</b>
<b>Asst Treasurer</b>	<b>Ms Nora Anniesha Aziz</b>
<b>Editor</b>	<b>Ms Tan Suan Hui</b>
<b>Asst Editor</b>	<b>Ms Phebe Poon</b>
<b>IT</b>	<b>Mr Montri Laokullavanich</b>
<b>Membership</b>	<b>Ms Caitlin Oh</b>
<b>Head of Program</b>	<b>Ms Winny Yap</b>
<b>Program</b>	<b>Ms Lillian Tan</b>
<b>Program</b>	<b>Mr Bryant Ee</b>
<b>Program</b>	<b>Ms Carine Lee</b>
<b>Parent Involvement Program</b>	<b>Ms Siti Aisyah</b>
<b>Weekend Enrichment</b>	<b>Mr David Shen</b>

## 6.0 PSG MEMBERSHIP REPORT FOR YEAR 2021

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

<b>No of students for 2021</b>	TBC
<b>No of P1 students for 2021</b>	270 (est)
<b>No of sign up for 2015</b>	111
<b>No of sign up for 2016</b>	131
<b>No of sign up for 2017</b>	109
<b>No of sign up for 2018</b>	102
<b>No of sign up for 2019</b>	100
<b>No of sign up for 2020</b>	65
<b>No of sign up for 2021</b>	61
<b>No of sign up for 2022 (as at 24/1/2022)</b>	26
<b>No of active members (as at 24/1/2022)</b>	480

Ms Eunice shared that the P1 intake for 2022 is estimated at 270 pupils due to the reduction of 1 class.

Ms Eunice shared that there was a total of 480 active members. The membership sign-up in 2020 and 2021 had decreased as no events or physical recruitment were conducted due to the Covid-19 situation.

Ms Eunice shared that the membership fee was \$48 for 6 years. When the sibling joined the school, the parents would not need to pay any fee until the older sibling graduated. The membership for the sibling would be pro-rated until his/her graduating year.

## 7.0 FINANCIAL REPORT FOR YEAR 2021

Ms Esther went through the financial report for year 2021, audited by Ms Joyce Png.

Ms Esther went through the Profit and Loss statement 2020 and 2021 and informed that the current cash balance was \$53,000.

Mr Steven Zhang asked about the pencil case expense \$1,083 that was incurred in 2020. Ms Eunice explained that the school had requested for PSG support to provide a motivational pack for the P6 students. As each P6 had to use transparent pencil case for their PSLE, the school would pack stationery in this transparent pencil case for them. The school would also use these pencil cases for the new P1 students as an orientation pack. Ms Joyce also added that the transparent pencil cases would be used by the school over 3 years (2020, 2021 and 2022-23) and that it would be difficult to track the inventory over that period. Thus, the expense was written as a one-time purchase in 2020.

### Profit and Loss Statement for the year ended 31 December 2021

Total Receipts	S\$23,723
Total Expenses	<u>S\$19,207</u>
Surplus for the year	S\$ 3,382

### Balance Sheet as at 31 December 2021

Total Current Assets	S\$62,753
Total Current Liabilities	<u>S\$ 894</u>
Total Net Current Assets	S\$61,859

### Accumulated Fund

Surplus brought forward	S\$58,626
Current year Surplus/Deficit	<u>S\$ 3,232</u>
	S\$61,859

## 8.0 SECRETARY REPORT FOR YEAR 2021

Ms Eunice went through the Secretary's report. She shared the following information.

- 2021 Newsletter posted on [www.rosythpsg.com](http://www.rosythpsg.com)
- 2021 AGM Minutes posted on [www.rosythpsg.com](http://www.rosythpsg.com)
- e-AGM invite emailed to all Members
- Filing of 2021 Accounts with Registry of Societies would be filed after the AGM

## 9.0 PROGRAM REPORT FOR YEAR 2021

Ms Eunice went through the Program report on the calendar of events organized by the PSG EXCO during the Covid-19 situation. Most of the events were held online due to the situation. Prior to that, there were many physical activities held such as PSG Dinner & Dance / Hi Tea session, Children's Day curriculum day with games and snacks booth set up in the school to encourage interaction.

- Family bonding online craft in March
- Mental Wellness Sponsorship for Rosythians in July
- Teachers' Day gift in September  
(personalised cushion and mini bottle of honey)
- Blessing for school staff  
(sponsored artisan coffee and herbal drinks corner in the Teachers room)
- Children's Day snack pack in October
- Matthew Zachary Virtual Booster in December  
(heavily subsidized customized program for P3-P4 and P5-P6)

## 10.0 ANY OTHER MATTERS

The Q&A session was opened to the PSG members.

### 10.1 PSG Matters

#### 10.1.1 Program invitations via email

Ms Eunice enquired with the PSG members if they had received any event email regarding a pottery activity. Ms Claire Puah confirmed that she did not receive the email however she knew about the activity through PSG FB. Mr Kenneth Foo and Ms Leong Meiyong confirmed that they had not received the pottery email but they had received the AGM e-invite. Ms Eunice replied that the membership team would look into this.

#### 10.1.2 PIP Volunteer

Ms Eunice had also requested parents who were keen to volunteer as PIP could get in touch with Ms Aisyah.

### 10.2 School Matters

Ms Eunice Tay introduced Mrs Lui May Ling, Rosyth School's representative.

#### 10.2.1 Enquiries from a parent member, Mr Kenneth Foo

- Will the intake be reduced in further years?

Mrs Lui addressed the first question that it would be tied to the birth rate over the years and was seen with the number of schools' closure. From her understanding, there were no plans to reduce intake for Rosyth School and she would update further if any.

- Can the children remove their masks during the PE lesson?

Mrs Lui explained the second concern that Rosythians would be able to remove their masks during the outdoor PE session and outdoor pack and play except for PE class lesson. However, SMMs were still required.

- One of the VPs had left, and the principal was on long leave. Would this affect the school?

Mrs Lui explained that the principal, Mdm Elis Tan was on 2-month sabbatical leave and had been back in school. Mr Chew, VP had just left but there would be step-up in different roles. Ms Eunice also added that Rosyth School had several VPs due to the large cohort and the support of School Leaders (SL).

#### **10.2.2 Enquiry from a parent member, Mr Steven Zhang**

- Any plans to add in school bus pick-up service for after-school CCA

Mrs Lui explained that there were alternative school bus arrangements to pick up Rosythians after-school CCA and invited Mr Steven to email her so that she could address it.

#### **10.2.3 Feedback from PSG Exco, Ms Suzan Koa**

Ms Suzan commented on the improved drop-off traffic condition compared to the previous years. She would like to thank the new VP for this improvement. Mrs Lui was thankful for this feedback and shared that the Mr Low and some of the staff were also involved in the arrangement.

#### **10.2.4 Enquiry from PSG Exco, Ms Eunice Tay**

- Any changes to the format of Teachers' Day and Children's Day celebration

Mrs Lui shared that it seems that it is slowly opening so there might be more calibrated steps to opening up and updates to the SMMs in the coming weeks. However, the school would remain careful due to the number of unvaccinated or partial vaccinated children.

#### **10.2.5 Updates from School Representative, Mrs Lui May Ling**

- Program and Resources

Mrs Lui shared the availability of these programs and resources 'Support circles for parents who are in Parents Support Group', 'Let us Chat to encourage building relationships with their children in overall mental well-being' and Parents Support Depository of Resources.

In particular, 'Dads for Life' where it was encouraged to have physical activities for the Father-Child. With the opening up, it was actively publicized so that dads could get more involved. There would be upcoming program for children who need family support structure. The school would like to introduce areas of passion to these children by pairing with parents who could volunteer 1-2 hours to introduce their area of expertise, eg. Production industry etc. In addition, the school would also arrange a Mental Well-Being Program in August 2022.

Mrs Lui looked forward to having the support of the PSG EXCO and Parents of Rosythians.

## 11.0 CONCLUSION OF MEETING

There were no other issues to discuss, the President, Ms Eunice, called the AGM to a close at 11.00am.

The President thanked everyone for their presence and support.

Recorded by

Vetted by

Ms Kelly Ho  
Secretary

Ms Eunice Tay  
President