

ROSYTH SCHOOL PARENT SUPPORT GROUP

**MINUTES OF THE 23RD ANNUAL GENERAL MEETING HELD ON
SATURDAY, 1 APRIL 2023
AT 09.30 AM TO 10.30 AM BY ELECTRONIC MEANS (ZOOM)**

PRESENT

PSG EXCO

Ms Fiona Chiu, President
Ms Suzan Koa, Vice-President
Mr Montri Laokullavanich Vice-President
Ms Kelly Ho, Secretary
Ms Lavina Peswani, Asst Secretary
Ms Angela Ng, Asst Secretary
Ms Ms Esther Choong, Treasurer
Ms Adeline Neo, Asst Treasurer
Ms Nora Anniesha Aziz, Asst Treasurer
Ms Caitlin Oh, Membership
Mr David Shen, Membership
Ms Siti Aisyah, PIP
Ms Phebe Poon, Editor
Mr Dexter Tang, Weekend Enrichment
Ms Lillian Tan, Head of Program
Ms Carine Lee, Program
Ms Mei Leong, Program
Ms Valerie Lim, Program
Ms Claire Phuah, Program

PRESENT- BY INVITATION

Rosyth School Representative Mrs Lui May Ling

PSG Members

Ms Samantha Lim
Ms Rena Teo
Ms Ng Piauxian Fiona
Ms Katherine Ang
Ms Ann Francis
Ms Song Peiwen
Ms Chia Jia Ning Gwen
Ms Cintia Chng

1.0 CALL TO ORDER

The President of the Rosyth School Parent Support Group (PSG), Ms Fiona Chiu called the meeting to order at 930am.

Ms Fiona introduced herself and welcomed the members to the AGM. She shared the virtual meeting etiquette and the agenda for the meeting.

2.0 CONFIRMATION OF QUORUM

Ms Fiona shared that the meeting would commence at 930am, half an hour later due to the quorum of attendance 25% or 30 members (whichever is lesser) not being met.

3.0 CONFIRMATION OF LAST AGM MINUTES

Ms Fiona went through 2022 AGM minutes which was emailed to the members and also made available on www.rosythpsg.com. With no further questions, the minutes of last AGM held on 2 April 2022 was passed. It was proposed by Ms Suzan and seconded by Mr Montri.

4.0 REPORT BY PRESIDENT

Ms Fiona went through the meeting agenda.

Ms Fiona went through the PSG Exco list and committee member listing introduced them for Term 2022.

President	Ms Fiona Chiu
Vice President	Ms Suzan Koa
Vice-President	Mr. Montri Laokullavanich
Treasurer	Ms Esther Choong
Assistant Treasurer	Ms Adeline Neo
Assistant Treasurer	Ms Nora Anniesha Aziz
Secretary	Ms Kelly Ho
Assistant Secretary	Ms Lavina Peswani
Assistant Secretary	Ms Angela Ng
Editor	Ms Phebe Poon
IT	Mr Bryant Ee
Membership Recruitment	Ms Caitlin Oh
Membership Recruitment	Mr David Shen
Head of Program	Ms Lillian Tan

Program	Ms Carine Lee
Programme	Ms Mei Leong
Parent Involvement Programme	Ms Siti Aisyah
Weekend Enrichment	Mr Dexter Tang

5.0 CONFIRMATION OF PSG EXCO FOR TERM 2023-2024

Following the Exco nomination period end date, Ms Fiona introduced the upcoming PSG Exco nominees for the new term 2023. A total of 23 members voted for the following members to be elected and run for term 2023-2024 in their respective roles.

President	Ms Fiona Chiu
Vice President	Ms Suzan Koa
Vice-President/ IT	Mr. Montri Laokullavanich
Vice-President/Weekend Enrichment	Mr. Dexter Tang
Treasurer	Ms Esther Choong
Assistant Treasurer	Ms Adeline Neo
Assistant Treasurer	Ms Nora Anniesha Aziz
Secretary	Ms Kelly Ho
Assistant Secretary	Ms Lavina Peswani
Assistant Secretary	Ms Angela Ng
Editor	Ms Phebe Poon
IT	Mr Bryant Ee
Membership Recruitment	Ms Caitlin Oh
Membership Recruitment	Mr David Shen
Head of Program	Ms Lillian Tan
Program	Ms Carine Lee
Program	Ms Claire Phuah
Program	Ms Valerie Lim
Parent Involvement Programme	Ms Siti Aisyah

6.0 CONFIRMATION OF NEW RESOLUTIONS

Ms Fiona shared on the rationale of proposing the 4 new resolutions and asked for all members present to vote for each resolution. All voting are to be conducted by raise of hands during the AGM (by electronic means- Zoom), with Ms Angela confirming the voting count for each resolution. Based on the results illustrated below, all 4 resolutions were passed in the AGM.

No. of Members in the AGM = 26

No. of Members (2/3) to pass the vote = 18

Resolution 4

10.1 To enable the Committee to appoint one independent party as Honorary Auditor at Annual General Meeting and will hold office for a term of two years only and shall and shall not be re-elected for a consecutive term.

		Favour	Not in Favour	Abstained
No. of votes		23	0	3

Pass Not passed

Resolution 5

10.2 To enable the Committee to change the term 'They' to Honorary Auditor for clarity
a) Will be required to audit each year's accounts and present a report upon them to the Annual General Meeting.
b) May be required by the President to audit the Society's accounts for any period within their tenure of office at any date and make a report to the Committee.

		Favour	Not in Favour	Abstained
No. of votes		22	0	4

Pass Not passed

7.0 SECRETARIAL REPORT FOR YEAR 2022

Ms Fiona shared that the 2022 newsletter and AGM minutes were uploaded on www.rosythpsg.com website.

Ms Fiona shared that an E AGM invite was sent to all members as well.

Ms Fiona shared that filing of 2022 accounts with registry of Societies will be done after AGM was held.

8.0. FINANCIAL REPORT FOR YEAR 2022

Ms Esther went through the Treasurer's report for year 2022, audited by Ms. Cindy Allen.

Ms Esther went through the Profit and Loss statement 2021 and 2022. She shared that there was a slight loss in 2022 of \$ 1,177. The 2 main reasons were firstly a drop in weekend enrichment revenue due to Covid circumstances (signups were lower as compared to pre-covid years) and increased spending for PSG Hi-Tea and Open house events.

Ms Esther went through the Balance Sheet 2022 and informed that the current cash balance was \$48,931.

Profit and Loss Statement for the year ended 31st December 2022

Total Receipts	S\$23,016
Total Expenses	<u>S\$24,342</u>
Net (Loss) for the year after tax	(S\$ 1,177)

Balance Sheet as at 31st December 2022

Total Current Assets	S\$63,872
Total Current Liabilities	<u>S\$ 3,190</u>
Total Net Current Assets	S\$60,682

Accumulated Fund

Surplus brought forward	S\$61,859
Current year Surplus/Deficit	<u>(S\$ 1,177)</u>
	S\$60,682

9.0. ROSYTH PSG 2021 MEMBERSHIP REPORT

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

No of students in school for year 2021	1888
No of P1 students for 2022	270 (est)
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	80
No of sign up for 2019	79
No of sign up for 2020	60
No of sign up for 2021	79
No of sign up for 2022	61
No of sign up during 2023 (updated as at 20/3/2023)	103
No of active members (updated as at 24/3/23)	413

Ms Fiona shared that as of 20 March 2023, the membership sign-up was 103. This figure was very encouraging as it was an increase as compared to past few years.

Ms Fiona shared that the membership fees is set at \$60 for 6 years, at a pro-rated rate of \$10/ year where applicable. For a member with more than 1 child, the first \$60 would cover all the children until the older sibling's graduation. After that, the membership for the remaining sibling(s) would be pro-rated at \$10 per year until his/her graduating year.

Ms Fiona ran through the benefits of being a PSG member, including the discounts offered for retailer stores such as Dr Kong, NK Hairworks, Optical prescription services, florist, holiday programs and purchases of story books from Fable Books.

Members are reminded to provide the mobile number which they gave during PSG membership sign-up, in order to enjoy these discounts.

10.0 WEEKEND ENRICHMENT REPORT FOR YEAR 2022

Ms Fiona shared on the holiday programs/ camps organized during the school holidays.

During the March 2023 school holidays, the March holiday camp programs consisted of bundled programs or short-term camps such as Wushu and taekwondo bundle, Hip Hop & KPOP bundle as well as Tea Culture workshop were available for the students to sign up.

Ms Fiona shared on the Weekend enrichment programs which were run by PSG happened on Saturdays and Sundays throughout the year. There were a total of 13 weekend programs.

11.0 IT REPORT FOR YEAR 2022

Ms Fiona shared more emphasis on PDPA moving forward was necessary. All Exco members had endorsed on PDPA forms to ensure proper handling of PSG members data.

Ms Fiona shared that the PIP and PSG membership sign-up forms were updated on the PSG website. The forms were simplified to ensure only relevant data (complied with PDPA) were collected.

Ms Fiona shared that the PSG website was also updated.

12.0 PROGRAM REPORT FOR YEAR 2022

Ms Fiona went through the Program report on the calendar of events organized by the PSG Exco post Covid-19 situation where most physical events were allowed to resume.

- Family Bonding Movie Day in June
- Pottery Workshop in June
- Bouldering Parent and Child Bonding event in September
- Mental Wellness Week in July
(Sponsored snacks and drinks for teachers, activities booths for children)
- National Day Quilling
- High Tea in Nov
(Appreciation event to show appreciation to PIP parents)

Ms Fiona also shared on the bowling event which was held on March 2023. The event was sold out within a few hours of launch, due to capacity limit at the venue.

For upcoming events, Ms Fiona shared that the Exco team would look into increasing the capacity so that more parents and children can participate.

Ms Fiona further shared that there would be 2 upcoming events in June, Farm Day Out and Family Bonding Movie Day. More details via electronic email would be released at a later date.

12.0 ANY OTHER ISSUES

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

12.1 Feedback from Poll for AGM Preferred Time

Ms Fiona opened up an electronic poll to ask the attendees on the preferred timing for AGM.

22 attendees voted and 78% voted that they preferred to attend the AGM on a virtual mode and the preferred day is on a Saturday.

12.2 School Matters

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

12.2.1 Feedback from PSG Exco, Ms Adeline

Ms Fiona shared to Mrs Lui that one of the Exco members, Ms Adeline, proposed the idea of incorporating a Halal food vending machine in school, to cope with the challenges from the Muslim stalls operators in the canteen.

Mrs Lui would bring the proposed idea back to the school for a discussion.

12.2.2 Updates from School Representative, Mrs Lui May Ling

- Cyber Wellness Talk

Mrs Lui shared that the school had organized a Cyber Wellness talk for the upper primary parents on 6th April 2023 and more than 300+ sign ups and many questions were raised by parents.

12.2.3 Sharing from PSG Exco, Ms Fiona

- PSG Engagement Session

Ms Fiona shared on the recent PSG Engagement Session on 25 March 2023 which she attended with Ms Angela and Mrs Lui.

The panel discussion event was hosted by MOE including a panel consisting Minister for Education Chan Chun Sing.

Ms Fiona shared that Minister Chan talked about how to equip our children with the required skills and mindset to excel in the future.

Ms Fiona asked if this would be the new direction/focus to help our children build skills for the future and if schools would be carrying out activities to support this area.

Ms Fiona also asked if there was a shift away from mental wellness for children.

Mrs Lui felt that this was to equip our children with the readiness of the whole economy. Taking Rosyth School as an example, one of the programs such as Period Pi which is emphasis on passion learning, picking up skills through learning in sports or languages etc. Even in the ministry, learning for life had always been encouraged for teachers throughout their professional careers. She also shared that a few teachers went on work attachments, picking up a skill from their passion outside of a learning or education center.

Ms Fiona proposed that sharing sessions by different parents from different professions could help children to think about their future.

Ms Fiona shared that during the PSG engagement session, most parents agreed that resilience, communication and ability to work with their peers were important skills to equip our children for their future.

12.2.4 Feedback about P6 EPCTC Session

Mrs Lui asked for the feedback from P6 parents regarding the recent held EPCTC talk, so that the experience could be further enriched for future sessions.

Ms Adeline shared that being a P6 parent, she attended the talk and was appreciative that for her child, the subject teachers were able to provide updates

on her child's progress for each subject and how to help the child prepare for end of the year examinations.

However, Ms Adeline feedback that there was a confusion among parents in the chat group as they were unsure if the child's attendance was required during the session. Some parents were worried as well as they could not get their children to attend the session, not knowing that the child is not required to attend as it was more of an update session on the progress for the parents.

Mrs Lui shared that she had received feedback that the session went well when the child joined in. She understood that it could be a challenge for some parents who were logging in from work, hence it was not compulsory for the children to attend the session with their parents.

Mrs Lui would relate the feedback internally to see how for future sessions, the school could explain what the session is for, so that the parents could make a decision if they would like their child to attend as well.

13.0. CONCLUSION OF MEETING

There were no other issues to discuss, the President, Ms Fiona, called the meeting to a close at 10.40am.

The President thanked everyone for their presence and support.

Recorded by

Vetted by

Ms Kelly Ho
Secretary

Ms Fiona Chiu
President