

ROSYTH SCHOOL PARENT SUPPORT GROUP

**MINUTES OF THE 24th ANNUAL GENERAL MEETING HELD ON
SATURDAY, 30 March 2024
AT 09.00 AM TO 10.30 AM BY ELECTRONIC MEANS (ZOOM)**

PRESENT

PSG EXCO

Ms Fiona Chiu, President
Mr Dexter Tang, Vice-President/Weekend Enrichment
Mr Montri Laokullavanich, Vice-President/IT
Ms Mei Leong, Vice-President/Marcom
Ms Angela Ng, Secretary
Ms May Lim, Asst Secretary
Ms Ms Esther Choong, Treasurer
Ms Nora Anniesha Aziz, Asst Treasurer
Ms Siti Aisyah, PIP
Ms Samantha Lim, Head of Program
Ms Claire Phuah, Program
Ms Valerie Lim, Program
Ms Yuko Ono, Marcom
Ms Caitlin Oh, Membership
Ms Gwen Chia, Membership

PRESENT- BY INVITATION

Rosyth School

Mrs Lui May Ling

Representative PSG

Ms Koh Yaling Vicky
Ms Lee Que Huey Catherine

Members

Ms Eng Yu Fen
Mr Goh Jian Wen Elton

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 2023 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 1 April 2023 passed. It was proposed by Ms Nora and seconded by Ms Mei Leong.

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 2024.

President	Ms Fiona Chiu
Vice President/ Weekend Enrichment	Ms Dexter Tang
Vice-President/ IT	Mr. Montri Laokullavanich
Vice-President/ Marcoms	Ms Mei Leong
Treasurer	Ms Esther Choong
Assistant Treasurer	Ms Nora Anniesha Aziz
Secretary	Ms Angela Ng
Assistant Secretary/ Marcoms	Ms May Lim
Assistant Secretary	Ms Angela Ng
Membership Recruitment	Ms Caitlin Oh
Membership Recruitment	Ms Gwen Chia
Head of Program	Ms Samantha Lim

Program	Ms Claire Phuah
Program	Ms Valerie Lim
Program	Ms Yuko Ono
Parent Involvement Programme	Ms Siti Aisyah

5.0 SECRETARIAL REPORT FOR YEAR 2023

Ms Fiona shared that the Exco would be looking at bank signatories changes as the committee would be confirming new office bearers for 2024.

Ms Fiona shared that the committee had also introduced since last year, PDPA for all Exco members. This was required for data privacy. So along with that, forms for PSG members' sign-ups were also streamlined as the collection of information would also be simplified.

6.0 FINANCIAL REPORT FOR YEAR 2023

Ms Fiona went through the Treasurer's report for year 2023, audited by Ms. Png Bee Nee.

Ms Fiona went through the Profit and Loss statement 2022 and 2023. She shared that there was a net profit in 2023 of \$ 9,049, as compared to a deficit in 2022. As PSG is a non-profit organization, the committee would be making sure that the increased income would go towards school in supporting them in terms of all their various activities.

Profit and Loss Statement for the year ended 31st December 2023

Total Receipts	S\$21,739
Total Expenses	<u>S\$12,690</u>
Net (Loss) for the year after tax	S\$ 9,049

Balance Sheet as at 31st December 2023

Total Current Assets	S\$71,417
Total Current Liabilities	<u>S\$ 1,686</u>
Total Net Current Assets	S\$69,731

Accumulated Fund

Surplus brought forward	S\$60,682
Current year Surplus/Deficit	<u>S\$ 9,049</u>
	S\$69,731

7.0 ROSYTH PSG 2023 MEMBERSHIP REPORT

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

No. of sign up for 2019	82
No. of sign up for 2020	57
No. of sign up for 2021	79
No. of sign up for 2022	107
No. of sign up for 2023	75
No. of sign up for 2024	59
No of active members (updated as at 17/3/2024)	457

Ms Fiona shared that as of 17 March 2024, the total number of active members was at 457. Since 2023, the committee had also increased our PSG membership price, but at the same time, new signed up members would receive merchandise such as water bottles and tote bags. Most of the merchandise had been given away during the sign up for the past two years, which were 2023 and 2024. Hence, moving forward, The Exco membership team members, Caitlyn and Gwen would also be exploring new merchandisers.

8.0 MARCOMS

Ms Fiona shared that for this year, the committee's priority to connect with parents.

The committee would be consolidating communication with PSG members, particularly new members who had not been informed of ongoing activities, hence the launch of "Marcoms" for consolidated communication. Instead of an annual newsletter, the committee would be introducing the "Rosyth Connection", aiming for more regular updates.

The past newsletters was primarily focused on practical school matters. Going forward, we'll provide information that parents would find interesting and relevant to their children's school experience. Our last newsletter covered the school canteen, addressing parents' questions by speaking with canteen vendors. For PSG members who had not received our emails, they could write to our PSG email address so that the committee could add to the distribution list.

9.0 WEEKEND ENRICHMENT REPORT FOR YEAR 2023

Ms Fiona shared that the general school renovations last year led to the cancellation of our June enrichment programs. However, overall participation increased, with over 400 children participating in weekend enrichment programs across both semesters (SEM 1 and SEM 2), with higher numbers in SEM 2.

Prospectuses were transitioned from physical to digital prospectuses, now distributed via the Parents Gateway and students then would be able to register directly with the vendors.

Due to low participation, the ukulele and Chinese Orchestra programs were discontinued.

The committee planned to expand the offerings to at least 13 classes by the end of the year.

The weekend enrichment program faced standard facility charges, such as rent, impacting the budget. Therefore, the committee would be striving to balance program costs with affordability.

The priorities are: 1) aligning programs with children's interests; 2) maintaining affordability; and 3) providing a safe and familiar school environment.

Despite increased costs in recent years, the committee continued the program to meet these objectives.

Ms Fiona shared that weekend enrichment students had opportunities to participate in competitions and received recognition. A key benefit was early exposure to performance and competition, starting from Primary 1. For example, our Taekwondo and Wushu students achieved significant success, including 10 trophies for 6 Wushu participants in last year's national competition, and performances at school events.

For 2024, the committee projected 300 enrollments to allow for more prudent budgeting, while still anticipating healthy growth.

10.0 IT REPORT FOR YEAR 2023

Ms Fiona shared that the PSG website was kept current with all necessary information, including meeting minutes, newsletters, event invitations, and the profit and loss statement (required for regulatory reporting).

Ms Fiona also shared a transition this year due to Montri's graduation, hence Dexter would be taking over the IT role. The committee would also be increasing the email marketing budget to enhance parent outreach.

Ms Fiona shared that since 2022, the committee had streamlined class communication by consolidating class chats and connecting with class representatives for P1 classes. Parents would receive this official class chat information during the P1 orientation Zoom sessions.

Ms Fiona further shared that during students transition classes at the end of Primary 3, parents often create multiple, uncoordinated class chat groups, leading to confusion and duplicated communication efforts. To address this, the committee would be continuing the successful initiative of establishing a single, centralized class chat group for the upcoming P3 cohort. This would ensure efficient and streamlined communication among parents.

11.0 PARENT INVOLVEMENT

Ms Fiona shared that to clarify the often-confusing terminology surrounding parent involvement, we're replacing the term "PIP" (Parent Involvement Program) with a simpler approach. All PSG (Parent Support Group) members would be invited to participate in various school programs requiring parental assistance. Examples of past and ongoing parent involvement include:

- Regular Programs: Reading with Moms (weekly commitment), Maker Space facilitation (after-school library project support).
- Occasional Programs: PR Orientation Week (child supervision), Hari Raya booth, book sale, Mental Wellness Week booths, Mother Tongue Language fortnightly activities, Singapore Art Museum traveling art activities, Children's Day booths, escape room facilitation, cookie sale, inter-class games facilitation (e.g., soccer).
- Ad-hoc Support: Assistance with tasks such as medal packing, sewing, traditional games booth setup, and International Friendship Day activities.

Ms Fiona also shared that the committee would like to encourage PSG members to continue to participate and engaged with school activities and support the children's learning. The committee would also work on improving communication to PSG members regarding participation opportunities and would be updating the website accordingly.

12.0 PROGRAM REPORT FOR YEAR 2023

Ms Fiona shared that the school holiday program planning included additional touchpoints such as Mental Wellness Week and parent talks. All holiday programs were offered free of charge to FAS (Financial Assistance Scheme) students. Last year's programs included:

- * June: A movie day and a farm visit to City Sprouts.
- * July: A Mental Wellness Week talk given by counselor Joshua Co.
- * September: Laser tag.
- * Year-end: A gathering for PSG/EXCO/school leaders (held at Furama Hotel).

This year's programs would include:

- * March: A fully subscribed Pau Making workshop.
- * June: A mangrove exploration.
- * September: To be Confirmed.
- * November: A PSG members' day for appreciation

Ms Fiona also shared that PSG also supported:

* A non-teaching staff appreciation day: Lunch and vouchers were provided, and children wrote thank-you notes.

* Children's Day: Candy floss and popcorn were sponsored, and members helped pack gifts.

* Care Carnival: A PSG booth featured donated items (books, tote bags, stuffed toys). Plans were made to increase outreach for donations this year.

* P1 Orientation: PSG was introduced to new parents.

Ms Fiona further shared about the upcoming activities for the year ahead. Non-teaching staff appreciation would be held earlier this year, on April 30th. For June holiday program, the committee would be organizing the Young Nautilus Mangrove Adventure at the end of May. Registration details would be made available via EDM.

For July, we would be participating in Mental Wellness Week, organized by the school. Our September weekend enrichment program was being developed and details were being posted on the Parents Gateway. Also for September, the committee would be celebrating Teacher's Day by collaborating with teachers to plan a special celebration, possibly including a photo booth, as in previous years.

For October, the committee would be looking to help out for the Curriculum Experience. Ms Fiona also shared that the committee would be supporting post-exam activities and the Care Carnival with games and other activities. The committee looked forward to a busy and fulfilling year ahead.

13.0 ANY OTHER ISSUES

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

The Q&A session was opened to the PSG members.
There were no questions raised.

14.0 CONCLUSION OF MEETING

There were no other issues to discuss, the President, Ms Fiona, called the meeting to a close at 9.57am.

The President thanked everyone for their presence and support.

Recorded by

Vetted by

Ms Angela Ng
Secretary

Mr Dexter Tang
Acting President