



# GAN ENG SENG SCHOOL PARENT-TEACHER ASSOCIATION

PTA AGM 2021  
20th March 2021 1pm  
Zoom Online AGM Meeting

## **Attendance:**

### **EXCO & Teachers-In-Charge:**

Ms Tan Hwee Pin	Principal
Mdm Sarawathy	Vice Principal
Mr Daniel Chung	Vice Principal
Mdm Foo Lee Lian	Teacher (Advisor)
Mr Subramanian Annamalai	Teacher
Yap Chwee Feng	President
Tay Yee Ling	Vice President
Quek Ee Lyn Eileen	Secretary
Parikshit Jaidev Sharma	Assistant Secretary
Ashadevi d/o Chinnaraja	Treasurer
Azizah binte Abdul Rahman	EXCO Advisor
James Teo Eng Kiat	EXCO Member
Judilene M. Alba	EXCO Member
Mimi Marhaini Masri	EXCO Member
Lee Siew Fei	EXCO Member
Heng Wang Cheng Alice	EXCO Member
Tanya Prasad	EXCO Member
Emily Yu Yi	EXCO Member
Francis Tan	Auditor I
Frankie Lee	Auditor II

### **MEMBERS:**

Andy Tng Joo Kwang	Eldrick Tee	Marcus Quek	Siti Zuraidah Binte
Anita Kaur	Emerson Foo	Maria Eddy	Kamis Sze Chin Yen
Ann Tng Yi Mei	Eugene Liow	Maureen Soh	Soh Phui-Fong
A A	Fion	Michelle Hidalgo	Tan Shin Yeow
Brandon Albert Lim	Geetha E	<a href="mailto:Mileshogie@yahoo.com">Mileshogie@yahoo.com</a>	Tan Shin Yuan
Cai Suqing	Ginesh Menon	Min Hwa	Tan Sok Hwee Irene
Cheng Wee Seng	Goh Yuh Mein	Nila Dhanasekaran	Tan Yoke Peng
Cindy	Heng Shao Sheng	Ong Li Pei	Thi Viet Phuong
Christine	Joe Ang	Paul Lee	Nguyen
Chong Chi	Justina Koh	Rachel Hong	TKK
Choon Yang Loh	Jyun Lee	Rachel Wong	WS Lee
Choy Chan Hong	Karen Ang Siew Bin	Rowena Magdalene Goh	Tan Yean Ling
Dayananthan Muthu Kovendan	Kavitha Devadas	San Win Kyi, Winnie	Yian Ling Tay
Derek Tan	Leonard	Serene See Toh	Yeong Kah Mun
Don Yew	Mandy Morier	Shin Ee Lim	Yuih San

Attendees: 80  
Proxies: 65  
Total: 145

## Agenda:

- Welcome speech by PTA President Ms Yap Chwee Feng
- Minutes of AGM 2020
- Financial year 2020
- To elect an Executive Committee (EXCO) for 2021
- Any other business (AOB)
- Closing speech by Vice Principal Mrs Selva

S/N	Discussions	Action By
1.	<p><b>Welcome speech by President of PTA Ms Yap Chwee Feng</b></p> <p>Ms Yap thanked the Principal, Vice-Principals, teachers and Senior PTA members for their strong support to the school and their children. She was happy to see the new parents stepping up to join PTA EXCO. She mentioned that GESS PTA is a registered society that collects annual subscriptions from GESS parents. At every AGM, the roles and responsibilities of the EXCO core team are shared so that everybody, especially the new parents get to have a clear understanding.</p> <p><b><u>Roles and Responsibilities of Core EXCO Team:-</u></b></p> <p><b><u>PRESIDENT</u></b></p> <ul style="list-style-type: none"><li>- represents PTA in key meetings</li><li>- chairs meetings</li><li>- writes a message for GESS year book</li><li>- is a bank signatory</li></ul> <p><b><u>VICE- PRESIDENT</u></b></p> <ul style="list-style-type: none"><li>- assists President</li><li>- stands in for the President in his/her absence</li></ul> <p><b><u>SECRETARY</u></b></p> <ul style="list-style-type: none"><li>- documents &amp; distributes minutes of meetings</li><li>- registers PTA with Registry of Societies</li></ul> <p><b><u>ASST. SECRETARY</u></b></p> <ul style="list-style-type: none"><li>- assists in the taking of minutes in the absence of the Secretary</li><li>- stands in for Secretary in his/her absence</li></ul> <p><b><u>TREASURER</u></b></p> <ul style="list-style-type: none"><li>- handles bank matters</li><li>- reconciles bank statements</li><li>- prepares yearly financial reports for audit</li><li>- works closely with other members &amp; auditors</li><li>- is a bank signatory</li></ul> <p><b><u>ASST. TREASURER</u></b> <i>(new role added in 2021 to assist the Treasurer)</i></p> <ul style="list-style-type: none"><li>- assists the Treasurer / stands in for Treasurer in his or her absence</li></ul> <p><b><u>EXCO MEMBERS</u></b> <i>(comprises 10 to 20 members)</i></p> <ul style="list-style-type: none"><li>- participate &amp; lead various school events</li><li>- have voting rights</li></ul> <p><b><u>TEACHER-IN-CHARGE (Mr Subra)</u></b></p> <ul style="list-style-type: none"><li>- primary bridge between school and PTA</li><li>- provides guidance on meeting structure, format and agenda</li><li>- facilitates PTA's involvement and support to school</li></ul>	MsYap Chwee Feng (President)

	<p>- organizes Parenting talks &amp; various Family Matters programmes</p> <p><b><u>TEACHER-IN-CHARGE (Mdm Foo)</u></b></p> <p>- advisor</p>	
<b>2.</b>	<p><b>Minutes of AGM 2020</b></p> <p>Ms Ashadevi proposed the minutes of last AGM meeting and Ms Tay Yee Ling seconded.</p>	Mr Subra (T)
<b>3.</b>	<p><b>Financial year 2020</b></p> <p>Net Surplus for the year 2020 is \$3,663.76 Accumulated Fund as at 31<sup>st</sup> Dec 2020 is \$122,853.50</p> <p>Due to the Covid-19 situation in 2020, the school was unable to hold the Founder's Day Award ceremony for GESS Students, thus the 2020 committed amount has been carried forward to be used in 2021. Similarly for the SSP (Self Study Program) fund for 2020 will also be used this year.</p> <p>The Auditors' report documented that the financial statements are properly drawn up and presented fairly, in all material respects, the state of affairs of the Association as at 31<sup>st</sup> Dec 2020 is in compliance of GESS PTA constitution 59(b).</p> <p>2020 accounts are confirmed and approved. Proposed by Ms Tay Yee Ling and seconded by Ms Karen Ang.</p>	Ms Ashadevi (Treasurer)
<b>4.</b>	<p><b>To elect an Executive Committee (EXCO) for 2021</b></p> <p><u>The newly elected EXCO members for 2021 :</u></p> <p>President: Ms Quek Ee Lyn Eileen (former Secretary in 2020) Vice -President: Mr Parikshit Jaidev Sharma (former Asst Secretary in 2020) Secretary: Ms Quincey Tan Kah Li Assistant Secretary: Ms Fion Farn Choy Hoong Treasurer: Mr Heng Shao Sheng (ex-GESSian) Assistant Treasurer: Mr Lee Wei Sheng Frankie (former auditor in 2020)</p> <p><u>To be co-opted as Exco Committee Members:</u></p> <ol style="list-style-type: none"> <li>1. Emily Yu</li> <li>2. Mimi Marhaini Masri</li> <li>3. Shirley Tan</li> <li>4. Mandy Morier</li> <li>5. James Teo Eng Kiat</li> <li>6. Heng Wang Cheng Alice</li> <li>7. Tanya Prasad</li> <li>8. Lee Siew Fei</li> </ol> <p><u>Auditors</u></p> <ol style="list-style-type: none"> <li>1. Tan Cher Yang Francis</li> <li>2. Wong Pek Lin</li> </ol>	Mr Subra (T)

Mr Subra explained that to run for the position of PTA President and Vice- President, the nominees must have served in the PTA EXCO Committee for at least 1 year. This way, they would have acquired a better understanding of how things are run before taking up these two positions.

Mr Subra  
(T)

The new EXCO members (2021) were supported by:

President Ms Quek Ee Lyn Eileen

- proposed by Ms Yap Chwee Feng, seconded by Ms Mimi Masari .

Vice-President Mr Parikshit Jaidev Sharma

- proposed by Ms Kavitha Devadas, seconded by Mr Subra

Treasurer Mr Heng Shao Sheng

- proposed by Mr Parkishit Jaidev Sharma, seconded by Ms Eileen Quek

Assistant Treasurer Mr Lee Wei Sheng Frankie

- proposed by Ms Ashadevi, seconded by Ms Irene Tan

Secretary Ms Quincey Tan Kah Li

- proposed by Ms Tay Yee Ling, seconded by Mr Parikshit Jaidev Sharma

Assistant Secretary Ms Fion Farn Choy Hoong

- proposed by Ms Kavitha Devadas, seconded by Ms Eileen Quek

The attendees had clicked on the “thumbs up” icon to give their consensus to support the above listed members and the co-opted members to be in the new EXCO Committee for 2021.

**6. AOB**

The following items presented as the School's funding request were recommended to be approved as recurring expenditure to be funded by PTA. As there was no objection from the EXCO team, it will be minuted that this funding requests are supported by PTA.

Eileen  
Quek  
(Secretary)  
&  
Yap Chwee  
Feng  
(President)

Request for funds from school

Item	Amount
Founder's Day Academic Awards 2020	1,700
Founder's Day Academic Awards 2021	2,300
SSP (Sec 4/5 Study Program)	1,250
Snacks for 'O' Level Mother Tongue Paper	250
Snacks for 'O' Level English Paper	375
Parent-Child Workshop	200
Graduation Event 2021	2,000

**Total 8,075**

Subscriptions 2021 5,631

Less: Funds Request (8,075)

Estimated Deficit 2021 (2,444) (A)

Surplus from 2020 3,663 (B)

Net (A + B) 1,219

- Mdm Foo requested to put on record that there is another member to be co-opted into the EXCO and she is Ms Anita Kaur.

7.	<p><b>Closing Speech by Vice Principal Mrs Selva</b></p> <p>Mrs Selva thanked the outgoing EXCO for their hard work and enriching support rendered to the school, staff and students. She also welcomed the new EXCO to continue the great work done by the outgoing committee. She believes that the new members will further strengthen the partnership between school and PTA (started in 1950), bringing about mutual benefits to all.</p> <p>She was thankful for the overwhelming support from parents and the spirit of giving and quoted the example of this year's CNY sponsorship for mandarin oranges. There were so much excess oranges that the school had donated them to the homes.</p> <p>She reminded all of the school's vision, mission and motto in all that we do.</p> <p>Founder's Day 2021 - this is the school's deep commitment and conviction to keeping GESSIAN spirit of service to the community alive and thriving. Students of different levels had contributed back to the society by helping to clean the Community.</p> <p>Parents were urged to join in the virtual (online) prize presentations for both 2020 and 2021 prize winners on 23 March and 30 March 2021 respectively</p> <p>GESS is honoured to have Guest-of-Honour (GOH) Mr Harbhajan Singh (Ex-GESSIAN, Class of 1958). In 2015, Tan Tock Seng Hospital gave him the title of "Emeritus Fellow", an award normally given to doctors. He is the only nurse to have received this award from the hospital thus far.</p>	Mrs Selva (VP)
	<p>She also thanked the parents and sponsors who have contributed greatly to the following: Prizes for students for Founder's Day, Standing Fans for the classrooms and Science labs and refreshments for students during the Covid-19 situation last year.</p> <p>Updates on Term 2:</p> <ul style="list-style-type: none"> <li>○ 26 March 2021: Cross Country Race has been cancelled</li> <li>○ 1 April 2021: Meet-Parents-Session for Sec 2, 3, 4 &amp; 5 - Virtual sessions with focus on Education and Career Guidance.</li> </ul> <p>Mid-Year Exams 2021 (Sec 2, 4 &amp; 5) :</p> <ul style="list-style-type: none"> <li>○ Thu 29 April - Mother Tongue Language Exam</li> <li>○ Fri 30 April - English Language Exam</li> <li>○ Tue 4 May to 12 May - Mid-Year Exam (for Sec 2s,4s &amp; 5s)</li> <li>○ Fri 14 May - Marking Day (No Lesson)</li> <li>○</li> </ul> <p>She also thanked all the parents who have taken time to join this meeting.</p>	Mrs Selva (VP)
8..	<b>MEETING IS CLOSED</b>	Mr Subra (T)

Minutes recorded by: Eileen Quek  
Vetted by: Ms Yap Chwee Feng  
Mrs Selva (VP)

Dated: 20 March 2021