



# GAN ENG SENG SCHOOL PARENT-TEACHER ASSOCIATION

PTA AGM 2024  
28<sup>th</sup> March 2024, 7pm  
Zoom Online Meeting

**Attendance:**

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

Ms Tan Hwee Pin	Principal
Mr Glynn Tan	Vice Principal
Mrs Selva (Sarawathy Varadaraju)	Vice Principal
Mr Subramanian Annamalai	PTA Teacher
Mdm Foo Lee Lian	PTA Teacher
Ms Clara Teo	Teacher
Mr Derek Tan	Teacher
Mr Goh Chuan Hwee	Teacher
Mr Lok Junli	Teacher
Mdm Leong Pui Wan	Teacher
Mr Teo Peng Kee	Teacher
Ms Nalyn Chua	Teacher
Mr Marcus Quek	Teacher
Ms Geetha	Teacher
Mdm Siti Zuraidah Bt Kamis	Teacher
Ms Tay Yian Ling	Teacher
Mr Teo Kok Keong	Teacher
Mr Loh Choon Yang	Teacher
Ms Ong Li Pei	Teacher
Mr Parikshit Jaidev Sharma	Vice President
Ms Angela Oh	Secretary
Dr Stefanie Chye	Assistant Secretary
Ms Tan Xinhui	Treasurer
Ms Anita Kaur	EXCO
Dr Priyanka MSrivastava	EXCO
Mr Heng Shao Sheng	Auditor

**MEMBERS:**

Sweetie Pie	Lau Bik Huat	Hansikha Senthil Kumaran (1-3)	Alvin Lee (2-4)
Fong Ching Hwa	Winnie Wu	Sherine (1-4)	Ashley Wong
Ms See Wei Ling (1-1)	Sherine V	Alicia Pan	Catherine Tay
Low Lee Lee	Chia Wei Shee	Mr Wan Chun Kiat Vincent (3-5)	Charles Tang
Ms Fong Ching Hwa (1-7)	Alison (4-6)	Mr Teo Soon Lin (1-2)	Safiya
May Ng	Senthil Kumaran	Sally/TKSS	Evelyn
Angelia	May		

## Agenda:

1. Opening Remarks
2. Welcome speech by GESS PTA Vice-President 2023, Mr. Parikshit Jaidev Sharma and Minutes of AGM 2023
3. Presentation of Financial Statements and Auditor's Reports FY 2023
4. Approval of Proposed Expenditure for FY 2024
5. Election of Executive Committee (EXCO) for 2024
6. Any other business (AOB) – Service Required from Parents
7. Closing speech by GESS Vice Principal, Mrs Selva

S/N	Discussions	Action By
1	<p><b>Opening Remarks</b></p> <p>Mr. Subra convened the AGM when the quorum was reached. He went through the meeting agenda and the flow of events before passing the time over to Mr. Parikshit Sharma.</p>	Mr. Subra (PTA Teacher)
2	<p><b>Welcome speech and minutes of AGM 2023 by PTA Vice-President, Mr. Parikshit Sharma</b></p> <p>Mr. Parikshit Sharma thanked the Principal and Vice-Principals on behalf of the PTA. He shared the importance of the PTA in being the conduit to promote cooperation and welfare for the students, which has always been the mission of the PTA. The creation of opportunities for education was another very big primary focus, and together with the leadership of the Principal, how PTA has always worked towards that. PTA also played a key role and functioned as a platform to foster fellowships between parents and teachers, particularly for the parents of Secondary 1 students. Mr. Parikshit Sharma also spoke about how the PTA has helped some needy students.</p> <p>Mr. Parikshit took the members through the minutes of AGM 2023 and highlighted some key events such as:</p> <ul style="list-style-type: none"><li>• Sec 1 Parents 2023 Welcome Tea</li><li>• Gifting of CNY Mandarin Oranges</li><li>• Soap Making Workshop – Teachers' Day gifts</li><li>• Commemorating Founders' Day</li><li>• Sponsoring Half-Marathon-T-Shirts</li><li>• Sponsoring of academic awards</li><li>• Cross Country and Sports Fiesta</li><li>• Racial Harmony Day</li><li>• Grad Night 2023@York Hotel</li></ul> <p>Dr Priyanka M Srivastava proposed the passing of the minutes of the last AGM, and this was seconded by Ms Anita Kaur.</p>	Mr Parikshit Sharma (Vice- President)

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3	<p><b>Presentation of Financial Statements and Auditor's Reports FY 2023</b></p> <p>Xinhui went through the income sheets and the balance statements.</p> <p>Total Income: \$31,113.33  Total Expenditure: \$32,864.92  Net Deficit: \$1,751.59  <b>Total Accumulated Funds as of 31 December 2023: \$113,692.32</b></p> <p>Xinhui highlighted that we do not have information on who the signatories for the PTA Fixed Deposit are, but she has figured out the procedures for resetting this. She will advise the next Treasurer as to the required steps to take, so that the next Treasurer can follow-up.</p> <p>The GESS PTA accounts were audited by Mr Heng Shao Sheng on 21 Feb 2024 and the auditor's report was presented wherein the financial statements were deemed to be properly drawn up and presented fairly.</p> <p>FY 2023 accounts were confirmed and approved. This was proposed by Ms Angela Oh and seconded by Mr Parikshit Sharma.</p>	Ms Tan Xinhui (Treasurer)																																							
4	<p><b>Approval for Expenditure for FY2024</b></p> <p>Ms Tan Xinhui went through the items in the proposed budget for 2024. The total amount set aside for expenditure in 2024 is \$14,000.00. It was also noted that the PTA will agree on a \$1000 budget to support the Welcome Session for Secondary 1 Parents and Students for the Year 2025.</p> <p><b>Proposed Budget Expenditure for 2024</b></p> <p>The following items presented were recommended to be expended from PTA Funds for 2024:</p> <table border="1" data-bbox="268 1485 1106 1989"> <thead> <tr> <th data-bbox="268 1485 323 1552">S/N</th> <th data-bbox="323 1485 906 1552">Items</th> <th data-bbox="906 1485 1106 1552">Proposed Budget 2024</th> </tr> </thead> <tbody> <tr> <td data-bbox="268 1552 323 1597">1</td> <td data-bbox="323 1552 906 1597">Academic Awards</td> <td data-bbox="906 1552 1106 1597">\$ 2,000.00</td> </tr> <tr> <td data-bbox="268 1597 323 1641">2</td> <td data-bbox="323 1597 906 1641">Sec 2 MPS (Course introduction)</td> <td data-bbox="906 1597 1106 1641">\$ 750.00</td> </tr> <tr> <td data-bbox="268 1641 323 1686">3</td> <td data-bbox="323 1641 906 1686">Breakfast with parents</td> <td data-bbox="906 1641 1106 1686">\$ 400.00</td> </tr> <tr> <td data-bbox="268 1686 323 1731">4</td> <td data-bbox="323 1686 906 1731">Snacks for 'O' Level English &amp; CL2 Exam</td> <td data-bbox="906 1686 1106 1731">\$ 1,000.00</td> </tr> <tr> <td data-bbox="268 1731 323 1776">5</td> <td data-bbox="323 1731 906 1776">Graduation Day Event</td> <td data-bbox="906 1731 1106 1776">\$ 4,000.00</td> </tr> <tr> <td data-bbox="268 1776 323 1821">6</td> <td data-bbox="323 1776 906 1821">Annual Cross Country/Half Marathon</td> <td data-bbox="906 1776 1106 1821">\$ 1,500.00</td> </tr> <tr> <td data-bbox="268 1821 323 1865">7</td> <td data-bbox="323 1821 906 1865">Sports Fiesta</td> <td data-bbox="906 1821 1106 1865">\$ 1,700.00</td> </tr> <tr> <td data-bbox="268 1865 323 1910">8</td> <td data-bbox="323 1865 906 1910">Youth Day Celebrations (with 6)</td> <td data-bbox="906 1865 1106 1910">\$ 1,000.00</td> </tr> <tr> <td data-bbox="268 1910 323 1955">9</td> <td data-bbox="323 1910 906 1955">PTA Activities</td> <td data-bbox="906 1910 1106 1955">\$ 200.00</td> </tr> <tr> <td data-bbox="268 1955 323 2000">10</td> <td data-bbox="323 1955 906 2000">Miscellaneous</td> <td data-bbox="906 1955 1106 2000">\$ 1,400.00</td> </tr> <tr> <td data-bbox="268 2000 323 2045">11</td> <td data-bbox="323 2000 906 2045">Bank Charges</td> <td data-bbox="906 2000 1106 2045">\$ 50.00</td> </tr> <tr> <td colspan="2" data-bbox="268 2045 906 2089"></td> <td data-bbox="906 2045 1106 2089" style="text-align: right;"><b>\$14,000.00</b></td> </tr> </tbody> </table> <p>* to agree on a \$1000 budget to support Sec 1 Welcome Session for Year 2025</p>	S/N	Items	Proposed Budget 2024	1	Academic Awards	\$ 2,000.00	2	Sec 2 MPS (Course introduction)	\$ 750.00	3	Breakfast with parents	\$ 400.00	4	Snacks for 'O' Level English & CL2 Exam	\$ 1,000.00	5	Graduation Day Event	\$ 4,000.00	6	Annual Cross Country/Half Marathon	\$ 1,500.00	7	Sports Fiesta	\$ 1,700.00	8	Youth Day Celebrations (with 6)	\$ 1,000.00	9	PTA Activities	\$ 200.00	10	Miscellaneous	\$ 1,400.00	11	Bank Charges	\$ 50.00			<b>\$14,000.00</b>	Ms Tan Xinhui (Treasurer)
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	<p>The proposed expenditures were approved, with no objection from members. The budget for FY 2024 was proposed to be adopted by Ms Tay Yian Ling and seconded by Ms Angela Oh.</p>	
<p><b>5</b></p>	<p><b>Election of an Executive Committee (EXCO) for 2024</b></p> <p>Mr Subra mentioned that a Google form was earlier sent out to all parents to sign up for this e-AGM, and to express their interest in joining the EXCO as one of the members.</p> <p>Mr Subra went on to highlight the roles and responsibilities of the Core EXCO team:</p> <p><b>Roles and Responsibilities of the Core EXCO Team:-</b></p> <p><b>PRESIDENT</b></p> <ul style="list-style-type: none"> <li>- represents PTA in key meetings</li> <li>- chairs meetings</li> <li>- facilitator, sort out differences / challenges</li> <li>- write messages in year book</li> <li>- one of the bank signatories</li> </ul> <p><b>VICE PRESIDENT</b></p> <ul style="list-style-type: none"> <li>- assists President</li> <li>- stand in for the President in his/her absence</li> <li>-oversees and charts new engaging activities with the help of the Exco</li> </ul> <p><b>SECRETARY</b></p> <ul style="list-style-type: none"> <li>- documents &amp; distributes minutes</li> <li>- assists exco with all admin matters</li> <li>- registers with Registry of Societies</li> </ul> <p><b>ASST. SECRETARY</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>TREASURER</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>- one of the bank signatories</li> </ul> <p><b>EXCO MEMBERS</b> (<i>comprise of 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>Mr. Subra highlighted that there was no contest. He presented the Exco members for 2024 as follows:</p> <p><b>President:</b> Mr Heng Shao Sheng  <b>Vice President:</b> Dr Priyanka Mathur</p>	<p>Mr Subramanian Annamalai (PTA Teacher)</p>

	<p><b>Secretary:</b> Ms Chia Wei Shee  <b>Assistant Secretary:</b> Dr Stefanie Chye  <b>Treasurer:</b> Mr Lau Bik Huat</p> <p>Mr. Subra pointed out that because two of the Exco members were newly elected to the Exco, a brief introduction was warranted. Mr Subra introduced Mr. Lau Bik Huat and Ms Chia Wei Shee.</p> <p>The GESS PTA Exco 2024 was proposed to be accepted by Mr Parikshit Sharma and seconded by Ms Anita Kaur.</p> <p>Next Mr Subra introduced the co-opted members. He explained that co-opted members do not need to go through the election process but they act as a support group for the main Exco members by helping to lead or organise events. Ms Anita Kaur was also introduced as the auditor.</p> <p><b>Co-opted Members:</b>  Fong Ching Hwa  See Wei Ling  Shakinah Begam Binte Mohamed Ibrahim  Chia Puay Kee Angelia  Hajirah Banu  Lee Eng Ming  Sher-May Liew  Sherine</p> <p><b>Auditor:</b>  Ms Anita Kaur</p> <p>The GESS PTA Co-Opted Members and Auditor were accepted with the proposal by Mdm Leong Pui Wan and seconded by Mr Goh Chuan Hwee.</p>	
6	<p><b>AOB</b></p> <p><b>a) Services Required from all Parents</b></p> <p>Mr Subra made an announcement of a service request by the school to all parents who were present. An announcement would also be posted in the whatsapp group. The school is looking for:</p> <ul style="list-style-type: none"> <li>• Opportunities to engage in learning journeys to companies which have applied design thinking to create products;</li> <li>• Individuals to set up stalls for traditional kueh, art and crafts etc (e.g., Chinese knots, Henna, food sampling);</li> <li>• Opportunities to establish networks for the English department (e.g., correspondents/news anchors, reporters, creative writers, lawyers);</li> <li>• Sponsors for ice-cream for the school cohort for Sports Fiesta;</li> <li>• Individuals who can help source for mentors or be mentors for Coding competitions (Microbit);</li> <li>• Sponsors for breakfast for staff;</li> <li>• Individuals who can conduct or source for ECG Talks or who can look for opportunities for Industrial Attachment for students;</li> <li>• Sponsorship for Graduation Day, lucky draw prizes and event management.</li> </ul>	<p>Mr  Subramanian  Annamalai  (PTA Teacher)</p>

	<p>Parents who have experience, expertise, contacts, or are willing to support the above, were advised to please reach out to Mr. Subra or Mdm Foo Lee Lian who will connect them with the people in-charge.</p>	
<p><b>7</b></p>	<p><b>Closing address by GESS Vice Principal, Mrs Selva</b></p> <p>Mrs Selva thanked the EXCO members who served in 2023. She thanked them for the meaningful services and activities organised, for their presence at school events, and also for the support for teachers and the students. Mrs Selva encouraged all to stay in touch with the school and to continue to share their experience and expertise.</p> <p>Mrs Selva highlighted the role of the PTA. The PTA are <i>supportive partners in education</i>. They complement the school by aligning with the school's objectives - supporting and strengthening school programs to improve our children's well-being and learning. The PTA is a strong pillar of support, develops strong partnerships with the school and the children. She pointed out that we want to strengthen and work towards the vision of parents as partners in education who collaborate and celebrate together.</p> <p>Another important role of the PTA is to act as a <i>bridge</i> between parents and school. PTA plays an important role not only in its partnership with the school, but also by connecting the school to other parents (all parents in the same school). PTA is a <i>magnet</i> to attract other parents, to be involved in the activities. Mrs Selva encouraged all parents to share their ideas for activities.</p> <p>Mrs Selva thanked the PTA Exco 2023 once again for all their contributions and welcomed the new PTA Exco 2024. She looked forward to meeting the new Exco soon.</p> <p>Mrs Selva shared about the school's Founder Gan Eng Seng, whose vision was not just to build a school; but to build/cultivate, minds; nurture talents and empower generations to come. To achieve these aims, Mrs Selva went on to share some of the school's vision, milestone events, and planned activities ahead for the year 2024 and 2025.</p> <p>The school is looking to empower GESS students for the future of learning by focusing on areas such as 21<sup>st</sup> century competencies, enhancing learning spaces, and enhancing partnerships not only with PTA but with other organisations.</p> <p>Emphasis will also be placed on enhanced partnership with parents. Some upcoming activities include breakfast with parents; parenting skills workshops; parent participation in the education and career guidance sharing; PTA's increased involvement and support in school programmes such as the self-study program for graduating students. Mrs Selva encouraged parents to sign up for these events.</p> <p>Mrs Selva shared that GESS would be celebrating its 140<sup>th</sup> anniversary next year, and the school will be celebrating with many gala events including values-in-action projects and a record-breaking event. Parents can look forward to these.</p> <p>Mrs Selva also encouraged parents to sign up for the cross-country event on the 19<sup>th</sup> of April at Jurong Lake Gardens and thanked all parents for joining the session today.</p>	<p>GESS VP (Mrs Selva)</p>

	<p>Ms Tan Hwee Pin, GESS Principal, added on to thank the outgoing Exco and welcome the incoming committee. She also thanked the parents for attending the meeting. She encouraged more parents to be engaged in the learning of their children. Ms Tan shared her hopes to work together with parents as a team, so that all can move forward for the school and build on the rich heritage and history of the school.</p> <p>She mentioned the importance of parents being engaged with the school and thanked them for their feedback on matters. She requested for time to investigate matters when issues are raised.</p> <p>Ms Tan emphasised the importance of various experiences in helping students to grow. She shared how the 5 core values of the school (Integrity, Compassion, Resilience, Respect, and Discipline) served as a strong anchor for all learning and called for parental support and partnership in this area. She reiterated her hope for strengthened partnerships from year to year.</p>	
8	<b>There being no other matters, Mr Subra called the meeting to a close at 7:53 PM.</b>	Mr Subramanian Annamalai (PTA Teacher)

Minutes recorded by: Stefanie Chye

Vetted by: Mrs. Selva

Dated: 20 April 2024