



GAN ENG SENG SCHOOL PARENT-TEACHER ASSOCIATION

PTA AGM 2023
6th April 2023, 7pm
Zoom Online Meeting

Attendance:

EXCO & Teachers-In-Charge:

| | |
|----------------------------------|---------------------|
| Ms Tan Hwee Ping | Principal |
| Mr Glynn Tan | Vice Principal |
| Mrs Selva (Sarawathy Varadaraju) | Vice Principal |
| Mr Subramanian Annamalai | Teacher |
| Mdm Foo Lee Lian | Teacher |
| Ms Deborah Tan | Teacher |
| Mr Derek Tan | Teacher |
| Mr Goh Chuan Hwee | Teacher |
| Mdm Goh Yuh Mein | Teacher |
| Mdm Leong Pui Wan | Teacher |
| Mr Lok Junli | Teacher |
| Mr Marcus Quek | Teacher |
| Mr Muhammad Farid Mohd | Teacher |
| Mrs Tan-Ong Li Pei | Teacher |
| Mr Paul Lee Tzi Wang | Teacher |
| Mdm Siti Zuraidah Bt Kamis | Teacher |
| Ms Tay Yian Ling | Teacher |
| Mr Teo Kok Keong | Teacher |
| Ms Quek Ee Lyn Eileen | President |
| Mr Parikshit Jaidev Sharma | Vice President |
| Ms Quincey Tan | Secretary |
| Ms Fion Farn | Assistant Secretary |
| Mr Heng Shao Sheng | Treasurer |
| Ms Anita Kaur | EXCO |
| Dr Priyanka MSrivastava | EXCO |

MEMBERS:

| | | | |
|----------------|----------------------|-------------|--------------|
| Eunice Loke | Stefanie Chye | San Win Kyi | Rani |
| Mrs Long | Ling Chye Wong | MK | Pauline Tan |
| Tan Siew Ching | Anthony Chin Wee | Teng Teng | Kavitha |
| MC Ng | Zaini Mukti | Xinhui Tan | Sky Seah |
| Sally | Jorene (Ted Lim mum) | Sieny Sieny | Tow Geok Hui |

Agenda:

1. Welcome speech by GESS PTA President 2021 and 2022, Ms Eileen Quek
2. Minutes of AGM 2022
3. Presentation of Auditor's Reports FY 2022
4. Approval of Accounts for FY 2022
5. Approval of Expenses for FY 2023
6. Election of Executive Committee (EXCO) for 2023
7. Any other business (AOB)
8. Closing speech by GESS Vice-Principal, Mrs Selva

| S/N | Discussions | Action By |
|-----|--|-------------------------------|
| 1 | <p>Welcome speech and minutes of AGM 2022 by PTA President, Ms Eileen Quek</p> <p>Ms Quek thanked the Principal, Vice- Principals, teachers, support staff and parents, especially the new Secondary 1 parents for their presence. She shared that partnership with the school is important for the holistic development of students. She also encouraged parents to come onboard parents gateway to be updated on school information and to come forth to give feedback for improvements.</p> <p>Ms Quek also shared the mission and objectives of PTA and thanked the past and current EXCO core teams. She highlighted some of PTA's activities and sponsorship in 2022/2023.</p> <p>Some of the activities were:</p> <ul style="list-style-type: none">• CNY Mandarin Oranges & Celebration• Commemorating Founder's Day• Half-Marathon and sponsorship of T-shirts and prizes• Soap Making Workshop – Teachers' Day gifts• Graduation Night 2022 @ York Hotel• GESS Open House• Sec 1 Parents 2023 Welcome Tea <p>Eileen took the members through the Minutes of AGM 2022.</p> <p>Mr Parikshit Jaidev Sharma proposed the minutes of last AGM meeting, seconded by Dr Priyanka M Srivastava.</p> | Ms Eileen Quek (President) |

| S/N | Discussions | Action By |
|-----|---|---------------------------------------|
| 2 | <p>Presentation of Auditor's Reports FY 2022 & Financial Year 2022</p> <p>Total Income: \$30,375.19 Net Deficit: \$5,063.63 Total Accumulated Funds as of 31 December 2022: \$115,443.91</p> <p>Shao Sheng mentioned that expenditure was similar to that of 2021. 2022 ended with a deficit which was due to the expenses incurred for the sponsorship of the Half-Marathon T-shirts and prizes. This deficit would be drawn down from the accumulated funds.</p> <p>The GESS PTA accounts were audited by Mr Frankie Lee on 20 Feb 2022.</p> <p>There was a suggestion from a member that the accumulated funds could be placed in a Fixed Deposit account to generate more interest and Shao Sheng agreed that the new EXCO could look into this.</p> <p>FY 2022 accounts were confirmed and approved. Proposed by Ms Anita Kaur and seconded by Ms Rani.</p> | Mr Heng Shao Sheng (Treasurer) |
| 3 | <p>Approval for expenditure for FY2023</p> <p>Shao Sheng explained that there was an amount of S\$179.40 incurred as refreshment for Meet-the-Parent Session held in January 2023. If there were no objections, this expenditure would be approved.</p> <p>This expenditure was approved, with no objection from members.</p> | Mr Heng Shao Sheng (Treasurer) |
| 4 | <p>To elect an Executive Committee (EXCO) for 2023</p> <p>Roles and Responsibilities of Core EXCO Team:-</p> <p>PRESIDENT</p> <ul style="list-style-type: none"> - represents PTA in key meetings - chairs meetings - facilitator, sort out differences / challenges - write year book - bank signatory <p>VICE PRESIDENT</p> <ul style="list-style-type: none"> - assists President - stand in for the President in his/her absence <p>SECRETARY</p> <ul style="list-style-type: none"> - document & distribute minutes - minute process of things - register with Registry of Societies <p>ASST. SECRETARY</p> <ul style="list-style-type: none"> - assist in the taking of minutes in the absence of the Secretary - stand in for Secretary in his/her absence | Mr Subramanian Annamalai (Teacher) |

TREASURER

- handle bank matters
- reconcile bank statements
- prepare yearly financial reports for audit
- work closely with other members & auditors - bank signatory

EXCO MEMBERS (*comprise of 10 to 20 members*)

- participate & lead various school events
- have voting rights

Mr Subra thanked the EXCO members who served in 2021 and 2022.

Ms Eileen Quek and Mr Parikshit would remain as President and Vice-President for EXCO 2023. Mr Heng Shao Sheng would step down from his role as Treasurer and be the Auditor. Both Quincey and Fion would also step down but would remain as Co-opted members, so there would be election for the role of Secretary and Assistant Secretary.

Mr Subra introduced the nominated candidates (Angela Oh, Priyanka Mathur and Stefanie Chye) for the role of Secretary and Assistant Secretary.

All the members were asked to poll and vote for the position of Secretary and Assistant Secretary. The highest vote would take up the role of Secretary and the second highest vote will be assigned the role of Assistant Secretary while the third member will be co-opted member of the GESS PTA EXCO 2023.

The voting results were shared by Mr Subra to the members:

Angela Oh – 35 votes

Priyanka – 20 votes

Stefanie Chye – 33 votes

Angela Oh will be elected as the Secretary and Stefanie Chye will be Assistant Secretary, while Priyanka will be co-opted member who would assist with PTA Activities.

The newly elected EXCO members for 2023:

President: Ms Eileen Quek Ee Lyn

Vice- President: Mr Parikshit Jaidev Sharma

Secretary: Ms Angela Oh

Assistant Secretary: Ms Stefanie Chye

Treasurer: Ms Tan Xinhui

Co-opted Members:

Mimi Marhaini Masri

Mandy Morier

James Teo Eng Kiat

Tanya Prasad

Anita Kaur

Quincey Tan Kah Li

Priyanka Mathur

Shi Chunyan

Advisor:

Ms Yap Chwee Feng

| | <p>Auditor Mr Heng Shao Sheng Mr Heng Shao Sheng highlighted the change of authorised signatories for the newly elected EXCO members and also action by the Secretary to update Registry of Societies.</p> <p>The GESS PTA EXCO 2023 were supported with the proposal by Mdm Goh and Mr Heng Shao Sheng.</p> <p>The Co-opted members, including Advisor and Auditors, were supported with the proposal by Ms Kavitha and seconded by Mr Parikshit.</p> <p>The attendees had clicked on the “thumbs up” icon to give their consensus to support the above listed members and co-opted members to be the new EXCO Committee for 2023.</p> | EXCO 2023 members – Xinhui and Angela & Stefanie | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----|--|--|-------------|----------------------|-------------|----------------------|---|-----------------|------------|------------|------------|---|--|------------|----------|----------|---|---|----------|----------|------------|---|------------------|------------|-----------|------------|---|--|----|----|------------|---|---|------------|--------|------------|---|---------------|------------|--------|------------|---|--------------|---------|---------|---------|--|--------------------------|------------|------------|-------------|--|
| 5 | <p>AOB</p> <p>a) Generate ideas for more activities for GESS PTA</p> <p>While Mr Subra was tabulating the poll results of the votes, Eileen invited the members to scan the QR code shared to generate more ideas for GESS PTA activities, which could be outdoor such as nature walks, etc. or more sporting events such as Kayaking.</p> <p>The suggestions generated included bowling, cooking, baking, pottery, escape room, jelly art and latte art. Eileen highlighted that some of these activities could be ideas for Teachers’ Day gifts.</p> | Ms Eileen Quek (President) and all members | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | <p>Proposed Budget Expenditure for 2023</p> <p>The following items presented were recommended to be approved to be expended from PTA Funds for 2023.</p> <table><tr><th>S/N</th><th>Items</th><th>Budgeted 2022</th><th>Actual 2022</th><th>Proposed Budget 2023</th></tr><tr><td>1</td><td>Academic Awards</td><td>\$2,500.00</td><td>\$2,006.00</td><td>\$2,500.00</td></tr><tr><td>2</td><td>Self-Study Program for Graduating Cohort</td><td>\$1,200.00</td><td>\$440.84</td><td>\$650.00</td></tr><tr><td>3</td><td>Snacks for ‘O’ Level English & CL2 Exam</td><td>\$650.00</td><td>\$983.13</td><td>\$1,000.00</td></tr><tr><td>4</td><td>Graduation Event</td><td>\$2,000.00</td><td>\$2022.10</td><td>\$4,500.00</td></tr><tr><td>5</td><td>Sporting Events (Cross Country & Fiesta)</td><td>NA</td><td>NA</td><td>\$3,640.00</td></tr><tr><td>6</td><td>PTA Activities (at least 2 events for 2023)</td><td>\$1,000.00</td><td>\$0.00</td><td>\$1,500.00</td></tr><tr><td>7</td><td>Miscellaneous</td><td>\$2,000.00</td><td>\$0.00</td><td>\$2,000.00</td></tr><tr><td>8</td><td>Bank Charges</td><td>\$50.00</td><td>\$47.75</td><td>\$50.00</td></tr><tr><td></td><td>TOTAL EXPENDITURE</td><td>\$9,400.00</td><td>\$5,499.82</td><td>\$12,190.00</td></tr></table> <p>Ms Tan Xinhui queried about the budgeted amount and expenses, seeking clarification on Self-Study Program and Mrs Selva explained that the teachers would stay back for extra lessons for those students who would require extra</p> | S/N | Items | Budgeted 2022 | Actual 2022 | Proposed Budget 2023 | 1 | Academic Awards | \$2,500.00 | \$2,006.00 | \$2,500.00 | 2 | Self-Study Program for Graduating Cohort | \$1,200.00 | \$440.84 | \$650.00 | 3 | Snacks for ‘O’ Level English & CL2 Exam | \$650.00 | \$983.13 | \$1,000.00 | 4 | Graduation Event | \$2,000.00 | \$2022.10 | \$4,500.00 | 5 | Sporting Events (Cross Country & Fiesta) | NA | NA | \$3,640.00 | 6 | PTA Activities (at least 2 events for 2023) | \$1,000.00 | \$0.00 | \$1,500.00 | 7 | Miscellaneous | \$2,000.00 | \$0.00 | \$2,000.00 | 8 | Bank Charges | \$50.00 | \$47.75 | \$50.00 | | TOTAL EXPENDITURE | \$9,400.00 | \$5,499.82 | \$12,190.00 | Ms Eileen Quek (President) and Mr Heng Shao Sheng (Treasurer) Item 4- should it be \$8000 as shared at the AGM? |
| S/N | Items | Budgeted 2022 | Actual 2022 | Proposed Budget 2023 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Academic Awards | \$2,500.00 | \$2,006.00 | \$2,500.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2 | Self-Study Program for Graduating Cohort | \$1,200.00 | \$440.84 | \$650.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3 | Snacks for ‘O’ Level English & CL2 Exam | \$650.00 | \$983.13 | \$1,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4 | Graduation Event | \$2,000.00 | \$2022.10 | \$4,500.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | Sporting Events (Cross Country & Fiesta) | NA | NA | \$3,640.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 6 | PTA Activities (at least 2 events for 2023) | \$1,000.00 | \$0.00 | \$1,500.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7 | Miscellaneous | \$2,000.00 | \$0.00 | \$2,000.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8 | Bank Charges | \$50.00 | \$47.75 | \$50.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | TOTAL EXPENDITURE | \$9,400.00 | \$5,499.82 | \$12,190.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| | <p>help and these expenses were used to purchase snacks and drinks for students. She was grateful to the GESS PTA for their continued support.</p> <p>FY 2023 Budget proposed by Mr Subra, seconded by Ms Rani.</p> <p>The attendees had clicked on the "thumbs up" icon to give their consensus to support the above proposed budget for 2023.</p> | |
| 7 | <p>Closing address by GESS Vice Principal, Mrs Selva</p> <p>Vice Principal Mrs Selva thanked the parents, especially the new Secondary 1 parents and other level parents who were there. She shared that all parents would be part of a long history of Gan Eng Seng PTA. Mrs Selva quoted Mr Aroozoo's words "Parent just as much as the teacher has a great deal to do with the training and development of the child as a useful member of the community." She emphasized on the importance of parent-school partnership for the GESS students. Mrs Selva highlighted the importance of PTA roles which are to be a supportive partner in education, be a bridge between parents and school and also a magnet to attract other parents to be involved in the activities.</p> <p>Mrs Selva went on to share some of the partnership activities between the School and GESS PTA. She thanked the GESS PTA EXCO 2022 as well as the co-opted members and looked forward to working with the new GESS PTA EXCO 2023.</p> | |
| 6 | MEETING CLOSED AT 8:20PM. | |

Minutes recorded by: Angela Oh

Vetted by: Eileen Quek, Subramanian Annamalai,

Cleared by: Mdm Sarawathy D/O Varadaraju (VP/GESS)

Dated: 11 May 2023