

Minutes of the 44th Annual General Meeting of the St Andrew's Parent Teacher Association

Date and Time	Saturday, 29th March 2014, 1:00pm
Location	St Andrew's Secondary School Auditorium

1.0	Welcome and Opening Address by Chairman
1.1	With 74 members present, the quorum was inadequate to call the Annual General Meeting to order. In accordance with Rule 16, clause (I), after a waiting period of more than half an hour, the Honorary Secretary of the St Andrew's Parent-Teacher Association (SAPTA) called the meeting to order.
1.2	The Principal of St Andrew's Secondary School, Mrs Lucy Toh, opened the meeting with a prayer.
1.3	The Chairman of SAPTA, Mrs Sharon Naidu-Lim, thanked the teachers from the St Andrew's Junior School, the St Andrew's Secondary School, parents from both Schools and Committee Members for attending the AGM.
1.4	Members who were present at the AGM are listed in Annex 1 of the minutes.
1.5	The Agenda presented was accepted and the Meeting proper started.

2.0	Adoption of Minutes of the 43rd Annual General Meeting held on 23rd March 2013
2.1	The minutes were distributed to members in the first week of March as part of the AGM Notification for 2014.

2.2	<p>There being no matters arising from the Minutes presented, the Honorary Secretary of SAPTA then requested the floor to adopt the Minutes.</p> <p>Proposed : Mr Thomas Tham Seconded : Ms Dorcas Ho</p> <p>The Minutes of the 43rd Annual General Meeting was adopted by all present during the Annual General Meeting held on 29th March 2014.</p>
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3.0	Chairman's Report
3.1	<p>Mrs Sharon Naidu-Lim proceeded to give the meeting a short summary of what SAPTA had achieved in 2013.</p>
3.2	<p>Expansion of SAPTA's Working Sub-Committees</p> <p>One of the goals drawn up for 2013 was to involve more parents in SAPTA's planning and decision-making. The committee set-out to accomplish this in 2 ways; the inclusion of representatives from various Parent Support Groups (PSG) in our monthly meeting and staffing our working sub-committees with a mixture of Executive and non-Executive Committee members.</p> <p>To date, there are eight clubs and PSGs represented in the monthly meetings in addition to representatives from St Andrew's House, Church of Ascension and St Andrew's Alumni.</p> <p>SAPTA working sub-committees are:</p> <ul style="list-style-type: none"> - Student Welfare - Teachers Welfare - Parents - Membership - Fundraising <p>SAPTA projects and initiatives were then assigned to each individual sub-committee. Sub-committees take full ownership of these projects, including planning, budget and resource planning.</p> <p>The composition of the expanded team has enabled SAPTA to gain a better understanding of how to support parents, teachers and students in the two schools.</p>

<p>3.3</p>	<p>Scholarships SAPTA sponsored three scholarship awards (worth \$500 each) to the top PSLE students from SAJS who crossed over the SASS. The awards were presented during Founder’s Day celebrations.</p> <p>The 2013 receipts were:</p> <ul style="list-style-type: none"> - Linus Ang Jia Xuan - Keiron Wong Tjeng Wai - Hemanth Chezhan
<p>3.4</p>	<p>The SAPTA Tuition Program for Sports Boys With the close of 2013, we celebrate 5 years in which the Albert Goh Sportsman Study Programme has been supporting our time-starved sports boys.</p> <p>To mark this important milestone, SAPTA hosted a lunch in honour of Mr Albert Goh, whose donations have sustained the study programme. Invited guest included tutors, past and present students, their parents, Principals, teachers, SAPTA and SAA members. The name of the study programme was also officially changed to the Albert Goh Sportsman Study Programme.</p> <p>As at 31 December 2013, the balance in funds for the study programme stands at \$59,728.51.</p> <p>SAPTA would like to record their thanks to SASS CCA teacher’s in-charge and to E3 Discovery LLP who has been our education partner since 2009, and especially to its Advisor, Jordan Gue Kit Wan, an old boy and former Captain of the school, for his dedication in managing and evolving the study programme.</p>
<p>3.5</p>	<p>GOALLS Programme in SASS SAPTA launched the GOALLS Pilot Program in SASS in partnership with GOALLS, a local volunteer group in May 2013.</p> <p>GOALLS stands for Get Out And Learn Life Skills. During the program, participants had the opportunity to work part-time for pre-screened employers and earn CCA recognition for completing the program.</p> <p>The pilot in June saw 31 applicants from Secondary 3 with 3 of our students hired by The American Club and another 8 hired by All Best Foods, working in their Tip Top and Gloria Jean’s outlets. In December, pre-screened employers included Polar Puffs and Cakes, Wang Café Group, Keepers Inn, Scoop of Art, Pagesetters Services and again, The American Club.</p>

<p>3.6</p>	<p>Launch of SAPTA Cares SAPTA launched <i>SAPTA Cares</i> in October 2013, on Children’s Day. SAPTA’s aim was to create a sustainable fund to support our most needy FAS (Financial Assistance Scheme) boys instead of raising funds on an ad-hoc basis.</p> <p>In order not to rely on ad-hoc donations, each year 50% of the profits from SAPTA’s annual Carnival and 30% of all new membership subscriptions, will be channelled to the SAPTA Cares Fund.</p> <p>As at the end of 2013, the SAPTA Cares fund, which is in a separate account administered by SAJS, stands at \$6,639.08, from a transfer of 50% of profits (\$5,839.08) from our Christmas Carnival and donations of \$800.00 received.</p> <p>In addition, in June 2013, SAPTA managed to raise \$9,080.00 to aid a family of a student from SASS in need of financial support. As the student needed to undergo open-heart surgery, his mother, the family’s sole breadwinner had to stop working for a period of 6 months to care for him. SAPTA supported the family from June to December with a monthly donation. The receipt and disbursement of this sum is reflected under ‘Special Fund’ in the Statement of Income and Expenditure.</p> <p>SAPTA and the student’s mother would like to record their thanks to SAJS teachers who collectively raised \$2,080.00, to St Andrew’s Alumni (SAA) for their donation of \$5000.00 and to SAJS parents for their support.</p>
<p>3.7</p>	<p>Teachers’ Day Celebrations SAPTA co-funded the Teacher’s Day lunch for the teachers from SASS and the also the year end Dinner and Dance for the staff and teachers from SAJS.</p>
<p>3.8</p>	<p>Seminars, Workshops and Events for Parents SAPTA organised the following seminars in 2013:</p> <ul style="list-style-type: none"> - Parents Learning Festival 2013 - The Art and Science of Parenting in the Internet Age - Motivate your Child for PSLE - The Last Mile of the Race <p>In partnership with the Church of Ascension, the Dads-For-Life event was held in January with father and son teams competing in an Amazing Race. The event ended with dinner and a movie screening for the whole family.</p>

3.9	<p>SAPTA Membership</p> <p>SAPTA rolled out a new Membership Programme in 2013. All SAPTA members were issued an individual Membership Card. The card with a unique membership number will facilitate membership administration and registration for SAPTA events. It will also give members access to members only events or facilities, free or discounted fees and priority booking for SAPTA seminars/workshops.</p> <p>The SAPTA Membership Card is also tied to a Merchant Programme in which SAPTA members enjoy exclusive treats and special discounts with selected merchants.</p> <p>30% of all new membership subscriptions collected in 2013 from SAJS & SASS will be deposited into the SAPTA Cares fund.</p>
3.10	<p>Fundraising</p> <p>SAPTA was proud to have been associated with the 2013 SAJS musical, <i>Winston and the Wild Wet World</i>, staged in July. The musical was aimed at raising funds to support the school in enhancing the Information and Communication Technology (ICT) Culture.</p> <p>SAPTA would also like to record their thanks to all the parents of SASS who organized the food and fun fair for our Secondary School boys in May. A total of \$8,975.52 was raised.</p> <p>The SAPTA Carnival held in SAJS on 12th November themed <i>Christmas In School!</i> raised a total of \$11,678.15, of which \$5,839.08 was transferred to the SAPTA Cares fund.</p> <p>SAPTA would like to record their heartfelt thanks to SAJS staff, participating classes, PSGs, parents and students who contributed to make the carnival a resounding success.</p>

4.0	<p>Adoption of the Financial Statement of Accounts for the year ended 31st December 2012</p>
4.1	<p>Ms Amanda Lim, Assistant Honorary Treasurer of SAPTA, presented the Financial Statement of Accounts for the year ended 31 December 2013.</p> <p>The accounts showed a deficit of \$3,084.21. The Assistant Treasurer explained that the deficit was due to the fact that membership subscriptions from new 2014 Primary 1 and Secondary 1 parents normally collected at the end of 2013 was collected during Term 1 of 2014 instead.</p>

4.2	<p>There being no other matters arising from the Accounts presented, the Honorary Secretary of SAPTA, then requested the floor to adopt the Accounts.</p> <p>Proposed : Mr Alvin McCully Seconded : Mr Tan Yan Kit</p> <p>The Accounts were adopted by all present during the Annual General Meeting held on 29th March 2014.</p>
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5.0	To elect two (2) Honorary Auditors
5.1	The Honorary Secretary thanked the out-going auditors, Mr Chia Tien Hao and Mrs Carol Yap.
5.2	<p>The meeting elected two new Honorary Auditors for 2014.</p> <p>Mr Mohammad Shaifullizan of SAJS Proposed : Mr Thomas Tham Seconded : Ms Vasanthi d/o Sinnathamby</p> <p>Mr Liang Sea Fong of SASS Proposed : Mrs Lucy Toh Seconded : Mr Aaron Kong</p> <p>As there were no further nominations being put forward, the Honorary Secretary proposed for the nomination to be closed.</p>

6.0	New Appointments to the Executive Committee
6.1	<p>During the course of the year, Mr Adrian Lee, Mr Tan Yan Kit and Mr Alvin McCully were appointed to the SAPTA Committee to fill vacancies that had arisen.</p> <p>As such, it was necessary to seek the approval of the General Meeting to ratify these casual appointments.</p>

	<p>The respective proposers and seconders were as follows:</p> <p>Mr Adrian Lee Proposer : Mrs Sharon Naidu-Lim Secunder : Mrs Lucy Toh</p> <p>Mr Tan Yan Kit Proposer : Ms Amanda Lim Secunder : Mr Daniel Lim</p> <p>Mr Alvin McCully Proposer : Mr Leroy McCully Secunder : Ms Dorcas Ho</p> <p>The motion to formally appoint Mr Adrian Lee, Mr Tan Yan Kit and Mr Alvin McCully was voted upon and carried.</p>
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7.0	Any Other Business
7.1	There being no other matters arising for discussion, the 44 th Annual General Meeting of the St Andrew's Parent Teacher Association was called to a close.
7.2	Mr Thomas Tham, Vice-Principal of St Andrew's Junior School gave a vote of thanks to the Executive Committee and thereafter, closed the meeting with a prayer.
	The SAPTA 44 th Annual General Meeting came to a close at 2.30pm.

Minutes Recorded by:

Minutes vetted by:

Mrs Lilian Tng
Assistant Hon. Secretary (2013/2014)

Mrs Sharon Naidu-Lim
Chairman (2013/2014)