

14 March 2017

Dear SAPTA Members

RE: NOTICE OF ANNUAL GENERAL MEETING

NOTICE is hereby given that the 47th Annual General Meeting of the St Andrew's Parent-Teacher Association ("SAPTA") will be held on **Wednesday, 29 March 2017, 5:00pm** at:

SCHOOL AUDITORIUM
ST ANDREW'S SECONDARY SCHOOL
15 FRANCIS THOMAS DRIVE
SINGAPORE 359342

AGENDA:

1. Welcome and Opening Address by Chairman.
2. Adoption of Minutes of the 46th Annual General Meeting held on 26 March 2016.
3. Matters arising from the Minutes of the 46th Annual General Meeting.
4. Presentation of the Chairman's Report for 2016
5. Adoption of the audited Statement of Account for the year ended 31 December 2016.
6. Election of Office Bearers and Executive Committee 2017 – 2018.
7. Election of two (2) Honorary Auditors for the ensuing year.
8. Election of Honorary Legal Advisor.
9. To transact any other business which prior notice has been given to the Honorary Secretary at least 7 days prior to the AGM.

Submissions should reach the Honorary Secretary no later than 24 March 2017 and addressed to:

The Honorary Secretary
St Andrew's Parent-Teacher Association
c/o St Andrew's Secondary School
15 Francis Thomas Drive
Singapore 359342

By Order of the Executive Committee (2015/2016)

Tan Yan Kit, Chairman SAPTA

Please take note of the following:

AGM Documents

In consideration of our environment, the Notice of AGM, Minutes of Meeting, Statement of Accounts and Chairman's Report will not be mailed to members.

These documents are available for download on our website at <http://sapta.net/agm-2017/>
We will, however, be pleased to mail a set to you upon request.

On-line Registration of Attendance of AGM

If you are attending the 47th Annual General Meeting, please register online at this link:
<http://tinyurl.com/saptaagm>

Thank you.