

Minutes of the 48th Annual General Meeting of the St Andrew's Parent Teacher Association

Date and Time	Saturday, 24th March 2018, 12.30pm
Location	St Andrew's Junior School AVA Room

1.0	Welcome and Opening Address by Chairman
1.1	With 13 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 Vice Principal of St Andrew's Junior School, Mr. Thomas Tham, opened the meeting with a prayer.
1.3	The Honorary Secretary of SAPTA, Mr. Max Lim, thanked the members 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 47th Annual General Meeting held on 29th March 2017
2.1	The minutes were distributed to members in the first week of March as part of the AGM Notification for 2018.

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 : Mdm Deborah Lee Seconded : Mdm Avril Lim</p> <p>The Minutes of the 47th Annual General Meeting was adopted by all present during the Annual General Meeting held on 24th March 2018.</p>
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3.0	Chairman's Report
3.1	Mdm Deborah Lee proceeded to give the meeting a short summary of what SAPTA had achieved in 2017.
3.2	<p>Scholarships</p> <p>SAPTA sponsored three scholarship awards (worth \$500 each) to the Top PSLE students from SAJS who crossed over to SASS at the Founder's Day celebrations. The scholarships were presented to:</p> <ul style="list-style-type: none"> - Luke Tan Wern Jun - Aceley Tan - Keifer Loke
3.3	SAPTA Academic Support Programme
3.31	<p><i>For SAJS boys</i></p> <p>The Academic Support Program for SAJS was pioneered by Mr. Adrian Ang last year. In collaboration with the school and support from SAPTA and Rugby PSG, the Academic Support Program benefitted about 30 needy P6 students. It spanned 6 months from March to September 2017 to prepare the boys for PSLE.</p>
3.32	<p><i>For SASS boys</i></p> <p>The school organized Self Study Program for boys taking 'O' and 'N' Level Exam. United in hearts of love for our Saints, SASS PSG (a group of 28</p>

	<p>parents) pioneered the Exam Food Ministry by providing complete dinner meals to support our Saints in their study journey as they studied till 9 pm. In collaboration with the school and support from SAPTA, SASS PSG fed up to 60 boys and teachers on duty each evening over the 10 days.</p> <p>Academic Support Program (SASS) benefited 5 needy students. It spanned 6 sessions (September & October 2017) to prepare the boys for “N” level Examination.</p>
<p>3.4</p>	<p>SAPTA Cares</p> <p>SAPTA Cares launched in October 2013 is a fund dedicated to support needy students. Funded by generous Old Boys, parents, a portion of surplus from our annual SAPTA Carnival and Membership Subscriptions, it has enabled SAPTA to reach out and touch lives of many Saints students in both SAJS and SASS.</p> <p>The SAPTA Cares Fund for SAJS stands at S\$ 54,925.45 while SAPTA Cares Fund for SASS stands at S\$13,935.38. One of the beneficiaries of the fund is SAJS’s Extend-A-Care (EAC) Program.</p> <p>Extend a Care Program EAC is initiated by the School and SAPTA continues to stay committed to the Extend-A-Care program.</p> <p>In 2017, SAPTA sponsored the boarding house fees for 5 needy boys and organized sport cup stacking activity for the boys.</p> <p>With the help of Mdm Deborah, Mr. Adrian Ang, Ms Yvonne Pek, Mr. Max Lim and other dedicated parent volunteers, SAPTA continue to guide and befriend the boys (SAJS) who need care and attention. It is overseen by Mr. Dennis Tan, school counsellor & Mrs. Dorcas Lim, Partnership Manager of the school.</p>
<p>3.5</p>	<p>Teachers’ Day Celebrations</p> <p>This year, SAPTA, Church of Ascension and parents from the various PSGs came together to throw a farmers themed lunch party for SAJS teachers to celebrate Teacher’s Day.</p> <p>Lee Kuo Chuan Hall is beautifully decorated by the organizing team and parent volunteers. The teachers each received a pot of herb as their Teacher’s Day gift and they felt the analogy of Teachers as Farmers was extremely meaningful and inspiring.</p> <p>In this regard, SAPTA organizers would like to acknowledge the contributions of the Church of Ascension, Swimming PSG who sponsored</p>

	<p>the lovely cake and parent volunteers who spent time decorating the LKC Hall. SAPTA Teacher's Day organizers were Mr. Alvin McCully, Ms Avril Lim, Ms Yvonne Pek & Mdm Deborah.</p> <p>SAPTA was pleased to be part of the SASS Teacher's Day celebrations as the staff were treated to a special lunch outside school.</p>
3.6	<p>Caring Teacher Awards</p> <p>Based on the nominations from students, the SAPTA committee was honoured to be involved in the selection of the 5 Caring Teacher Awards for SAJS for 2017. They were</p> <ul style="list-style-type: none"> - Mdm Sandy Low Gait Hong - Mr Norman s/o Selvaraju - Mrs Jenine Soh Sue-Lyn - Mdm Ying Pui Leng Oriana - Mdm Zuraidah Binte Abdul Malik
3.7	<p>Seminars, Workshops, and Events for Parents</p>
3.71	<p><i>Parents Learning Festival</i></p> <p>The SAJS Annual Parent's Learning Festival was held in March and a record of 203 parents attended. SAPTA members received 50% discount for this event.</p> <p>SAPTA was encouraged by the strong participation that was eager to discover and know what the boys were learning in school. The PLF was taught by our own SAJS teachers and parents were given insights and skills to support their sons in all subjects taught in school.</p> <p>SAPTA will continue to organize this hugely popular event in the coming years so that parents can continue to gain useful tips from teachers which will provide them with some of the necessary skills to coach their sons at home.</p>
3.72	<p><i>Parenting Seminars</i></p> <p>SAPTA supported Triple P (Positive Parenting Program) by working with the FamilyMatters@School coordinator and SASS. Several Positive Parenting Seminars were conducted that covered some of the most common family issues. Every participant received a Dad's for Life T shirt (donated by Church of Ascension).</p>

<p>3.73</p>	<p><i>Dad's Coffee Club (DCC)</i></p> <p>DCC was initiated by Mr Karam Singh, a professionally – trained psychologist and active Parent Volunteer at SAJS, in July 2017 and supported by Mr. Stanley Ng and Mr. Max Lim, Mr. Patrick Elangovan and Mr. Tan Yan Kit.</p> <p>Currently, there are 99 fathers registered with DCC and SAPTA organized monthly meeting/talks.</p> <p>Mr Karam Singh, Mr Edwin Choy, co-founder of Centre of Fathering and Mr Jason Wong, founder of Dad's for Life Movement were invited as speakers for DCC's meeting.</p> <p>In Nov 2017, 20 pairs of Father-son went to Kukup for a father-son bonding trip.</p>
<p>3.74</p>	<p><i>Junior Saints Mums Club</i></p> <p>With the success of the Dad's Coffee Club, plans were under way to start Mother's Club for SAJS parents. As such, Junior Saints Mother's Club core group comprising, Ms. Brenda Tan, Ms. Poh Siok Ching, Ms. Clare Ng (COA staff) and Mdm. Deborah was formed to make plans for 2018.</p>
<p>3.8</p>	<p>SAPTA Membership</p> <p>There is a total of 5 merchants under our Merchants Program. SAPTA members get to enjoy exclusive treats and special discounts with existing partner merchants.</p> <p>Our membership drive during Primary 1 Orientation Day saw 109 new membership signed up while our membership drive during Secondary 1 Reporting Day received 60 new membership signed up.</p> <p>To date, in total, there are about 700 SAPTA members from SAJS & SASS. All new members will have received a beautifully designed limited edition EZ Link card, specially designed by Avril.</p>
<p>3.9</p>	<p>SAPTA Website</p> <p>The SAPTA website has recently been revamped, and continues its work of sharing the latest SAPTA news and information.</p> <p>The website was led by Kingston (surname) & Ken (surname) in 2016 & 2017, and is currently led by Brenda Tan this year.</p>

The current website team comprises Ms. Brenda, Mr. Sunny Chow (Old Boy and ex SAPTA exco member) and Ms. Avril.

SAPTA is privileged and honored to have Mr. Sunny Chow managing SAPTA website behind the scene since its inception. His faithfulness and commitment has been impressive.

SAPTA Facebook was published on 29 March 2017.

3.10 **Fundraising**

SAPTA Carnivals aim to raise funds for SAPTA Cares to continue the good work for the needy boys.

SASS Carnival – Saints Fiesta

SAPTA organized Saints Fiesta on 24 May 2017. It was indeed a fiesta of a carnival and like previous years our parents banded together to display a myriad of sumptuous food and adrenalin packed games for the boys to enjoy.

The Saints Fiesta also gave students an avenue for leadership, served as a platform for students to highlight their talents, and provided an opportunity for the Saints to connect with friends. It was indeed a day to remember.

SAJS Carnival – Saints Superheroes

The Superheroes themed Carnival was held on Children’s Day, 5 Oct 2017.

The Junior Saints were visited by Spiderman, Iron Man, Batman, War Machine, and Superman. It was an unforgettable party with lots of games and food stalls offering sumptuous food adopted and sponsored by a huge group of parents.

On behalf of SAPTA, Mdm Deborah Lee expressed her heartfelt thanks to SAJS staff, all classes, PSGs and parents who contributed towards the carnival. The ideas, the creativity, the hard work, dedications, donations, and sponsorships have made this carnival a resounding success putting huge smiles on our Junior Boys’ faces on Children’s Day.

She also thanked the organizing committee, Mr. Stanley, Mr. Max, Ms. Tina, Ms. Jean and Ms. Yvonne for their leadership and superb project co-ordination.

4.0	Adoption of the Financial Statement of Accounts for the year ended 31st December 2015
4.1	Ms. Marina Mah, Assistant Honorary Treasurer of SAPTA, presented the Financial Statement of Accounts for the year ended 31 December 2017.
4.2	<p>Finances</p> <p>The Treasurer informed the meeting that there was an increase in the income from subscriptions and the annual SAPTA Food and Fun Fair.</p> <p>Besides the usual expenses which include the remuneration of our part-time administrator and other operating cost, SAPTA also spent a substantial amount on replenishment of stocks of Ezlink cards, SAPTA newsletters and car decals for our SAPTA membership drive.</p> <p>Although both our fund-raising activities i.e. the Junior School and the Secondary School food fairs were successful, we still have a deficit of \$1,250.41 for the year ended 31 December 2017.</p>
4.3	<p>There being no other matters arising from the Accounts presented, the Chairman of SAPTA, and then requested the floor to adopt the Accounts.</p> <p>Proposed : Mr. Thomas Tham Seconded : Mdm. Poh Siok Ching</p> <p>The Accounts were adopted by all present during the Annual General Meeting held on 24th March 2018.</p>

5.0	Thanking Members, the 2017-2018 Executive Committees
	<p>Mdm. Deborah Lee was deeply honored to have been able to work alongside a committed and dynamic team who often went far beyond the call of their respective duties to carry out the tasks to ensure the success of the events and all for the benefit and welfare of our boys.</p> <p>She thanked our principals, Mrs. Marion Tan (SASS) and Ms. Patsy Neo (SAJS) for their unfailing support of SAPTA, and for being our champion when addressing parents in their respective schools.</p>

She also thanked Mr. Thomas Tham (SAJS VP) and Mr. Shashidaran Kaneson (SASS VP) for their steadfast presence as the school representatives in our EXCO, valuable feedback, partnership, as well as their endless support of our programed.

She further expressed her heartfelt thanks to the Executive Committee Members, Co-opted Members, PSG/Club representatives in our midst, for their unyielding support and dedication. She reserved a special thank you to the Vice-Chairman, Mr. Stanley Ng, Honorary Secretary and Assistant, Mr. Max Lim and Ms. Avril Lim, our Past Treasurer, and Assistant Ms. Yvonne Pek and Ms. Ethel Ho.

She also expressed her appreciation to her fellow out-going committee members, Mr. Alvin McCully and Ms. Yvonne Pek (Treasurer). She thanked Mr. Alvin who has been serving as Legal Adviser for his invaluable advice and Ms. Yvonne for her dedication and commitment as SAPTA Treasurer.

As a token of appreciation, SAPTA presented a signed copy of the book 'Hearts Courageous' to Ms. Siti Yusof Gares, administrator of PSG Group and "Mother's Book Club"

On behalf of SAPTA, Mdm. Deborah also recorded her special thanks to:

- Mr. Karam Singh for coming forward with your proposal to start Fathers@SA
- Ms. Clare Ng, COA rep for ever so ready to collaborate with SAPTA to plan and organise SAJS Teacher's Day celebration
- Mr. Sunny Chow for his wonderful support in managing SAPTA website since its inception.
- Ms. Brenda Tan for revamping SAPTA website and give it a new look. Also for publishing SAPTA Facebook and keeping it "live".
- Ms. Delia Oon for her earnest effort and enthusiastic support by helming PSG chat group and Mother's Book Club.
- Mrs. Dorcas Lim, Partnership Manager, and Mr. Dennis Tan, SAJS school counsellor for gathering a group of parent volunteers for SAPTA Extend-A-Care program. Their love and commitment towards the boys have been amazing.

Finally, her gratitude goes to the St Andrew's Alumni for allowing SAPTA the use of an office space in the Old Boys Room (Diocese Centre) to base our Administrator.

With the same zeal and energy displayed in 2017, SAPTA is excited and looking forward to partner both Schools to bless the Saints, the Teachers, and the Parents in 2018.

6.0	To elect two (2) Honorary Auditors
6.1	The Honorary Secretary thanked the out-going auditors, Mr. Kevin Ng and Mr. Koh Beng Chuan.
6.2	<p>The meeting elected two new Honorary Auditors for 2018.</p> <p>Mrs Angela Lim of SAJS Proposed : Mr Thomas Tham Seconded : Mr Max Lim</p> <p>Mrs Elizabeth Mary of SASS Proposed : Mr Shashidaran Kaneson Seconded : Mr Max Lim</p> <p>As there were no further nominations being put forward, the Honorary Secretary proposed for the nomination to be closed.</p>

7.0	New Appointment to the Legal Advisor
7.1	The Honorary Secretary thanked the out-going legal advisor, Mr. Alvin McCully.
7.2	<p>The meeting appointed two new Legal Advisor for 2018.</p> <p>Mr Sushil Nair Proposed : Mdm Deborah Lee Seconded : Mr Max Lim</p> <p>Mr Howard Cheam Proposed : Mdm Deborah Lee Seconded : Mdm Poh Siok Ching</p> <p>The motion to formally appoint Mr Sushil Nair and Mr Howard Cheam was voted upon and carried.</p>

8.0	New Appointments of Office Bearers and Executive Committee 2018
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8.1	<p>In consideration of Mr. Alvin McCully and Ms. Yvonne Pek stepping down as executive committee, Ms. Brenda See, and Ms. Marina Dewi are appointed into the SAPTA Committee to fill vacancies that had arisen.</p> <p>The respective proposers and seconders were as follows:</p> <p>Mdm Brenda See Proposed : Mdm Deborah Lee Seconded : Mdm Poh Siok Ching</p> <p>Mdm Marina Dewi Proposed : Mdm Deborah Lee Seconded : Mdm Avril Lim</p> <p>The motion to formally appoint Mdm Brenda See and Mdm Marina Dewi was voted upon and carried.</p>
8.2	<p>The Honorary Secretary highlighted that in February committee meeting, committee members approved the following proposals:</p> <p>Mdm Ethel Ho Gek Hoon as Honorary Treasurer Proposed : Mr Adrian Ang Seconded : Mdm The Yen Ni</p> <p>Mdm Marina Mah May Leng as Asst. Honorary Treasurer Proposed : Mdm The Yen Ni Seconded : Mdm Poh Siok Ching</p>

9.0	Any Other Business
9.1	<p>There being no other matters arising for discussion, the 48th Annual General Meeting of the St Andrew's Parent Teacher Association was called to a close.</p>
9.2	<p>Mr. Thomas Tham, Vice-Principal of St Andrew's Junior School gave a vote of thanks to the SAPTA Executive Committee for their involvement and support to the school.</p> <p>Mr. Shashidaran Kaneson, Vice-Principal of St Andrew's Secondary School, thereafter, closed the meeting with a prayer.</p>

The SAPTA 48th Annual General Meeting came to a close at 13.35pm.

Minutes Recorded by:

Minutes vetted by:

Jean Tan
SAPTA Administrator

Mdm Deborah Lee
Chairman (2017/2018)