



NOTICE FOR THE 2018 ANNUAL GENERAL MEETING OF

Tenby Schools Parents' Association, Penang

Dear Members,

Notice is hereby given to all members that the ANNUAL GENERAL MEETING of Tenby Schools Parents' Association Penang (TSPA Penang) will be held at 8:30am on Friday, 15th day of November 2018 at the Library, Tenby Schools Penang, 2 Lintang Permai, Tanjung Bungah 11200 to conduct the following businesses:

A G E N D A

- 8:00am Registration
8:30am Welcome
1. Announcement of Quorum and start of proceedings
 2. Confirm and approve minutes of the last AGM held on 23rd November 2017.
 3. Annual Report by the Chairman
 4. Financial Report by the Treasurer
 5. Report of the Auditor
 6. Q&A
 7. Members' approval of the Annual Report and Financial for the past year.
 8. Election of new Executive Committee Members for 2018 ~ 2020
 9. Appointment of Auditor for 2018/2019
 10. Budget Proposal for 2019
 11. Any other Matters

Please note that: If there is no quorum till 8:30am , the meeting shall be adjourned for another 30 minutes. Following that, the members present shall decide whether to proceed or to postpone the meeting to another date no less than 30 days later.

All parents of Tenby Schools Penang are eligible to attend and participate in the meeting according to the bye-laws of the society. No proxy attendance or voting will be allowed.

Refreshments will be served after the meeting, followed by the regular TSPA Meeting, which is also open to all parents to join.

By Order of the Executive Committee

Tenby Schools Parents' Association Penang
15th November 2018



2018 ANNUAL GENERAL MEETING OF
Tenby Schools Parents' Association, Penang

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Annual Report

The 2017-18 academic year has seen TSPA break a few records with smooth execution of projects this year. Spring Fair collection broke past years' records as we focused on getting sponsors related to education. And parent attendance during our Coffee Mornings were overwhelming, with more than 80 parents attending the Coffee Morning in January and we had another record breaking session at our recent September Coffee Morning with more than 100 parents in attendance.

We introduced 2 new national reps last year and having Chinese, Korean and Japanese representatives in TSPA truly help parents from these countries settle into the school with ease. I like to thank these representatives who have helped TSPA to bridge the communication gap as we seek more active parents' participation from these groups. International cuisine prepared by these parents served during the Spring Fair and China parents putting up traditional performances during Chinese New Year celebration were just some examples of their greater involvement.

In addition to supporting projects for the benefits of our children, we also embarked on supporting charity communities. With the accumulated fund, we sponsored:

- Students' Wish List Books for all four Schools
- Refreshment for School Sports Teams
- a new Washing Machine for the PE Department to wash students' vest
- Old folks and underprivileged children to attend Spring Fair
- Underprivileged kids to attend TISS production
- T-shirts for Colour Run (Student-led event to raise funds for charity)
- Food and souvenir items for Chinese New Year, Hari Raya and Deepavali (to foster an understanding of local culture for our students)

With 2018 coming to an end, it is time for me to pass on the baton to another parent to lead TSPA after having held the position for 5 long years. It has been a very fulfilling few years for me as I made new friends, learned to lead a voluntary team while being immersed in a diverse cultural environment and learned from other leaders in the school.

I would like to thank the school and parents who have supported and given me this opportunity for self-development and to contribute to the school community, and especially to Emi and Cindy who have stood with me as a team. I would also like to extend my appreciation to the many past and present executive committee members who have made all the projects possible.

Finally, I am glad that I have achieved my objective of leaving a legacy and positive footprint in my children's education journey through my involvement in the TSPA.

Lim Siew Yean
TSPA Chairperson, 2016 - 2018

- Allocated Refreshment fund to support School Sports Team during competition
- Donated Sports Equipment such as swimming aids, ball bags etc
- Donated RM6000 worth of Cameras and Easels to TIPS and TISS
- Tapped into Parents Network for Career Talk Speakers
- Sponsored underprivileged children from 8 homes to enjoy our Spring Fair.
- Initiated drive for parents and friends to sponsor underprivileged children to watch Secondary Annual Production at Penangpac.

3. Financial Report

As Cindy Hui, the Treasurer was not able to attend, the Audited accounts were presented by Siew Yean.

2 Sets of Audited Accounts were presented;

1) 2016 January to December

A summary of budget vs actuals were presented showing collections of RM25,844 representing 111% over budget, spending of RM19,066 = 71% less than budget and profit of RM16, 987 = 145% more profit than budgeted.

Donations back to school totalled RM7894, which represented 46% of total profits.

Balance at the end of December 2016 stood at RM35,770.

2) 2017 January to August

A summary of budget vs actuals showed collections of RM26,833 representing 87% of budget, spending of RM25,863 = 72% less than budget and profit of RM20,437 = 114% more profit than budgeted.

Donations back to school totalled RM19,576, which represented 96% of total profits.

Balance at the end of August 2017 stood at RM36,767.

4. Report of the Auditor

Ms. Mimi Chua Lian Chooi, Honorary Auditor 2017 attended the meeting, and ascertained the accounts as a true and fair statement of the association's income and expenditure for both periods ending Dec 2016 and Aug 2017.

5. Q&A & Members approval of Annual Report and Financial

Jeremy Chappell asked where did the majority of donations go to in 2017, to which Siew Yean replied that it included RM6000 for the cameras and easels, RM7500 given back to STUCO for Spring Fair earnings from games, teacher's day celebrations RM2000, with other smaller donations making up to RM19,000 total donations in 2017.

Pauline Choong commented that the accounts should reflect the rounding off of expenditures as claims are usually rounded off. Mimi explained that the figures reflect actual cheque payments and records from receipts, and therefore are accurate. However, as cash repayments are commonly rounded off, and it was agreed that rounding off would be considered for future accounts.

There being no other questions, the members gave its approval for the audited financial for 2016 and 2017.

6. Appointment of Auditor

It was proposed that Ms Mimi Chua Lian Chooi be re-appointed as honorary auditor for 2018.

Siew Yean explained that by appointing Mimi - a qualified parent accountant - it would save TSPA thousands in audit costs. The members agreed unanimously to the proposal to reappoint Mimi, who was then presented with a token of appreciation from Siew Yean.

7. Budget Proposal for 2018

The five areas of action for TSPA in 2018 are as follows:-

- Raise Funds for TSPA and SLC major events - Spring Fair, Halloween. Projected income from major events RM19,000
- Celebrate Major Cultures - Chinese New Year, Hari Raya, Deepavali. Projected spending RM3600
- Foster Reading - Library Book project. Projected spending RM2500
- Support Sports Development at Tenby - Refreshments for School Teams. Allocation for 2018 RM4000
- Breakeven events - Production, Discos etc - where help is given, but profits not expected. Donations to specific schools will no longer be done as TSPA works for the benefit of the entire school.

Forecast Collections	34,000
Forecast Spending	36,300
Forecast Profit from Events	21,800

Cash on Hand on 1 Jan 2018*	36,000
Forecast Cash on Hand on 31 Dec 2018	33,700
Cash Funded by Reserve: (2,300)	

* based on estimated cash on hand on 31 Dec - Cash on hand on 1 Jan 2017

Donation Back to School in 2018 = RM21,400 - representing 63% of Total Collections or 98% of Total Profit

Jeremy Chappell noted that the majority of funds were to be raised through the Spring Fair and asked what happens at Spring Fair. Siew Yean explained that corporate sponsorships and vendors would be sought to raise funds. The Student Council on the other hand would be raising funds through games at Spring Fair.

Soo asked how vendors are being sought and what could be done to help. Siew Yean very much welcomed help with finding vendors in the upcoming Spring Fair, when TSPA starts planning and working towards the event to be held in April next year.

With no further questions, the proposed budget was put to a vote and was approved.

8. TSPA Constitution

Emi explained the Executive Summary of the Constitution to be adopted with the members' approval.

- Roles and terms of office for the Chairman, Secretary, Treasurer, Committee Members, School Reps and National Reps were explained. The current excom members were introduced and given a chance to comment about themselves and a bit of their experience with TSPA.

- The set up for financial management of TSPA was also explained, including thresholds for members approval for projects over RM20,000 and Fixed Deposits.

- Rules of amendments to the Constitution and Dissolution was also explained, with the remaining assets to be donated to the school's student council.

The members were asked to ratify the proposed Constitution, which was given unanimously.

9. Elections

The conditions and requisite for nominees were explained by Emi

Four nominated candidates - Elisabeth Ovelgonne, Punitha Kasinathan, Rashiekala Pillay and Didalync Choo - already being part of the Excom, were not put forward as candidates. The 12 candidates nominated by their proposers and seconders were asked to introduce themselves. Pauline Choong, Tan Soo Surn and Lim Bee Kee declined nominations due to work commitments so the remaining 9 candidates were put forward for the vote. The votes by a show of hands were counted by 4 counters/ scrutineers and the results were as follows:-

Nominees	Proposer	Secunder	Votes Received
1. Jeremy Chappell Reception	Deasy Arfianti Y2	Tan Tse Hooi Y12	1) 29 (voted)
2. Hong Xia Y5&6	Jiang Y5	Tommy Yr5&6	2) 22
3. Tan Soo Surn Y4	Siew Yean Lim Y12	Cindy Hui Y13	3) 16
4. Michelle Lin J3	Avan Farouq Y5	Rashiekala Pillay J2	4) 16
5. Ailee Lim Y10	Siew Yean Lim Y12	Emi Yamazaki Y13	5) 17
6. Lim Su Earl Y9	Julie Jee J2	Rashiekala Pillay J2	6) (declined)
7. Deasy Arfianti Y2	Emi Yamazaki Y13	Cindy Hui Y13	7) 26
8. Lim Bee Kee	Emi Yamazaki Y13	Cindy Hui Y13	8) (declined)
9. Jackie Christine	Emi Yamazaki Y13	Cindy Hui Y13	9) 20
10. Belindar Bhar	Didalync Choo J3	Pauline Choong Y9	10) 24
11. Lynn Teoh	Ailee Lim Y10	Tan Tse Hooi Y12	11) 17
12. Pauline Choong	Didalync Choo J3	Michelle Lin J3	12) (declined)

With the votes counted, Mr Jeremy Chappell, Ms Belindar Bhar and Ms Deasy Arfianti were declared as the 3 new committee members of TSPA. Siew Yean thanked all the candidates for stepping forward to contribute to the TSPA. Despite only having 3 positions available in the Excom, Siew Yean stressed that as there will be a need to reshuffle within Excom, some of the candidates may still be asked to serve in the Excom and asked for their continued support.

10. Any other Matters

With no other matters, the members were invited to light international refreshments prepared by parents representing Indonesia, India, China, Japan.

The AGM was adjourned with thanks.

Prepared by :

Emi Yamazaki

Chaired by :

Lim Siew Yean

TENBY SCHOOLS PARENTS' ASSOCIATION

ANNUAL STATEMENT OF ACCOUNTS

FOR THE FINANCIAL YEAR ENDED 31ST AUGUST 2018

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TENBY SCHOOLS PARENTS' ASSOCIATION

STATEMENT OF INCOME & EXPENDITURE

FOR THE YEAR ENDED 31ST AUGUST 2018

(1st September 2017 to 31st August 2018)

Rounded to nearest Malaysian Ringgit RM

RM

RM

RM

INCOME

2nd Hand Textbook Sale 1,059

Food & Drink Sale Collection: 1,589

Halloween Night (Nov) 708

TIPS Disco Day (Dec) 881

Spring Fair Income (Mar) 30,853

Interest from Fixed deposit & current account 403

TOTAL INCOME

33,904

LESS:

EXPENDITURE

Food & Drinks: 975

Halloween Night 156

Parent's Party at Halloween Night 71

TIPS Disco Day (Dec) 748

Fund & Items Donated to School: 12,770

Deepavali Celebration (Oct) 856

CNY Celebration (Feb) 1,165

Fund to STUCO (Mar) 5,025

Washing Machine Donated to PE Dept (Feb)	1,499
Teacher's Day Celebration (May)	802
Library Book Sponsorship (Jul)	2,584
TISS Ticket Sponsorship for Orphanage Children	500
Netball Tournament Refreshment (Sep, Jan, Feb)	214
Football Tournament Refreshment (Oct, Nov, Feb)	92
Swimming Competition (Nov)	33
Stationaries (Jun)	23
Bank Expenses (Nov)	1
Spring Fair Expenses (Mar)	2,373
Hamper for Raya Sponsor (Jun)	283
AGM Refreshment (Nov)	194
Hamper for Auditor (Nov)	200
Tenby Staff Party Gift Vouchers (Jun)	300
TSPA Meeting Refreshment	246
TOTAL EXPENDITURE	17,365
SURPLUS INCOME OVER EXPENDITURE	16,539

TENBY SCHOOLS PARENTS' ASSOCIATION

Statement of Receipts and Payments

for the year ended 31st August 2018

Rounded to nearest Malaysian Ringgit RM

RM

RM

RM

TOTAL FIXED DEPOSIT, BANK & CASH BROUGHT FORWARD AS AT 1ST SEPTEMBER 2017

36,768

RECEIPTS

2nd Hand Textbook Sales 1,059

Food & Drink Sales Collection: 1,589

Halloween Night (Nov) 708

TIPS Disco Day (Dec) 881

Spring Fair Income (Mar) 30,853

Interest from Fixed deposit & current account 403

TOTAL RECEIPTS

33,904

PAYMENTS

Food & Drinks: 975

Halloween Night 156

Parent's Party at Halloween Night 71

TIPS Disco Day (Dec) 748

Fund & Items Donated to School: 12,770

Deepavali Celebration (Oct) 856

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AGM Refreshment (Nov)	194
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Tenby Staff Party Gift Vouchers (Jun)	300
TSPA Meeting Refreshment	246

TOTAL PAYMENTS

17,365

**TOTAL FIXED DEPOSIT, BANK & CASH CARRIED FORWARD AS AT
31ST AUGUST 2018**

53,307

TENBY SCHOOLS PARENTS' ASSOCIATION

BALANCE SHEET

AS AT 31ST AUGUST 2018

Rounded to nearest RM

	<u>RM</u>	<u>RM</u>
CURRENT ASSET		
Fixed deposit	10,464	10,463.38
Cash at bank and in hand	42,843	42,843.33
TOTAL ASSETS	53,307	53,306.71
		53,307
ASSOCIATION'S FUND		
		-0.29
Balance brought forward	36,768	36,767.99
Surplus for the year	16,539	16,538.72
Balance carried forward	53,307	53,306.71
Accumulated Fund	53,307	53,306.71

Tenby Schools Parents' Association

Statement by the Executive Committee Members

for the financial year ended 31st August 2018

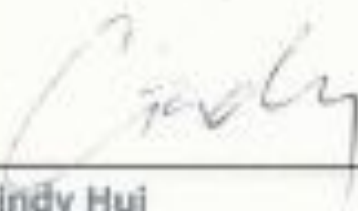
We, the undersigned being the duly appointed Executive Committee members of Tenby Schools Parents' Association do hereby approve the accounts set out on pages 1 to 3 and confirm that we have made available all relevant records and information for the preparation and audit.



Lim Siew Yean
Chair



Emi Yamazaki
Secretary



Cindy Hui
Treasurer

Dated this 10th October 2018

TENBY SCHOOLS PARENTS' ASSOCIATION

**Report of the Auditor to the Members
for the year ended 31st August 2018**

I have examined the Association's Accounts for the year ended 31st August 2018 and report that have obtained all the information and explanation required. In my opinion, the Statement of Affairs is properly drawn up so as to exhibit a true and fair view of the state of affairs of the Association as at 31st August 2018 and of its income and expenditure for the year ended on that date.



Chua Lian Chooi

Honorary Auditor

Dated this 10th October 2018

Election of New Executive Committee Members (Excom)

The Three Main Officials of Excom team 2016-2018, namely Chairperson, Secretary and Treasurer will be retiring from their respective posts at the 2018 AGM. As per practice, all committee members shall first resign from their posts for re-election.

- Referring to the excerpt from the TSPA Constitution pertaining to the election of Committee members:

8.2 Election of Officials and Committee Members

8.2.1 Officials

Officials are elected once every TWO years at the AGM. The election criteria are as follows:-

- Three (3) Officials, namely the Chair, Honorary Secretary and the Honorary Treasurer shall be elected at the AGM for ONE term, once every TWO (2) years. The tenure for Officials is therefore for TWO years, barring resignation or dismissal.
- Officials may only be elected from the pool of existing Executive Committee Members to ensure continuity and experienced candidates.
- Officials may be re-elected for no more than 2 consecutive terms (i.e. Max 4 years) in the same position.

8.2.2 Committee Members








Committee Members are elected every year at the AGM. The election criteria are as follows:-



- Three (3) Committee Members shall be elected at the AGM after a nomination process as a way to promote inclusion of new members into the Excom.
- All Ordinary members (including but not limited to Excom & Class Reps) are eligible to stand to become Committee Members.
- Committee Members may not be re-elected the following year into the same position (i.e. max 1 year). After which, ex-Committee Members are expected to move onto other positions within the Excom into other appointed or elected positions. Ex-Committee Members may however stand for re-election again as Committee Member after one year hiatus in that post.

Pursuant to the Constitution, this AGM will be required to elect a minimum of 6 positions, namely:-

- 1) Chairperson - for 2018-2020 term (2 years)
- 2) Secretary - for 2018-2020 term
- 3) Treasurer - for 2018-2020 term
- 4) Committee Member 1 - for 2018-2019 term (1 year)
- 5) Committee Member 2 - for 2018-2019 term
- 6) Committee Member 3 - for 2018-2019 term

As the 3 main officials - the Chairperson, Secretary and Treasurer must be elected from the pool of existing members of the Excom to ensure continuity and experienced candidates, we have taken the liberty to introduce them to you in advance of the AGM.

	<p>Rashiekala Pillay A Malaysian and a parent with the school for 14 years(!), Rashie has played many roles since joining the committee in 2013 - as Committee member, assistant secretary, STSS rep, STPS rep. She's always been resourceful and instrumental in procuring items for the students for Raya, Spring Fair, dictionaries etc. Currently with 2 children in the school in J3 and Form 4.</p>
	<p>Elisabeth Ovelgonne Elisabeth joined Tenby from Australia and was elected as Committee member in 2016. She has since worked as TISS and TIPS rep and have led several projects including International Food Fair and the TSPA Library Book Project. She currently has one child in Year 11.</p>
	<p>Didalync Choo With a son in Y12 and a daughter in J3, Didalync straddles both the international and national schools. Currently the STPS rep, Didalync works closely with both the PE Dept to support the students with refreshments but is passionate about promoting holistic education. Didalync has been an Excom member since 2015.</p>
	<p>Punitha Kasinathan A parent of Tenby since 2012, she's seen her older children graduate and now only has one child remaining in Yr10. A dedicated supporter of netball and the school, Punitha is a guaranteed fixture at all TSPA whenever food's involved, where she's the pro at making and selling the iconic TSPA iced peach tea!</p>
	<p>Cici Sun As TSPA's first ever Chinese Rep, Cici has been pivotal in improving communication with Chinese parents for both TSPA and the school. This is her 2nd year in TSPA but with her son only in Yr4, we expect Cici to continue contributing to TSPA with her enthusiastic pragmatism.</p>
	<p>Chung Soo Hyun Since joining Tenby in 2016 after coming to Malaysia from Korea, Soo has been working to improve communication with the Korean community with her level headedness that's earned her the moniker "Big Sister" as TSPA's Korean Rep. Her son is currently in Yr 3.</p>
	<p>Jeremy Chappell As the only dad in the Committee, we can't help but call him the Thorn among the roses but as a thoroughly modern dad, he doesn't seem to mind! With one child in Yr3 and another soon to join Nursery, Jeremy joined the Excom exactly one year ago as an elected Committee Member. He's English by the way!</p>

	<p>Belindar Bhar Belindar is probably one of the busiest mom in Tenby... currently with 4 kids studying at here - in Reception, J3, F2 and F3, - she still helps out as STSS rep and rep for 2 classes after joining the Excom in 2017-18.</p>
	<p>Zou Hong Xia Hong Xia joined the TSPA Excom almost immediately after she arrived in Malaysia in 2017. Her child just transitioned from TIPS to Yr7 this year and co-reps the Yr 7 parent group.</p>

The Constitution allows the Excom to permit at their discretion, a non-Excom candidate to be nominated and stand for election for one of the Main Official posts. However, the **Nomination Form for KEY OFFICIALS 2018 - 2020** must be received by the Excom by email, post, or in person by the 8th November 2018, 5pm deadline.

Members are also encouraged to nominate candidates for the posts of Committee Member as this is a great way to get involved in the Association for the good of our students. If you wish to nominate a parent for the 3 available Committee Member positions, please submit the **Nomination Form for COMMITTEE MEMBERS 2018 -2019** and submit it to the TSPA by email, post, or in person by the 8th November 2018, 5pm deadline. Email submission of the scanned form is accepted but the original Nomination form with signatures must be submitted within 48hours or the nomination will be deemed invalid.

IMPORTANT NOTE:

- Self-Nomination to the post of Committee Member IS allowed. You just need to obtain a Seconder's signature to be eligible.
- The Excom reserves the right to extend the deadline for nomination submission until such time nominations are declared closed at the AGM.
- The final candidate list will then be posted for public viewing during the AGM for Members to vote for their preferred candidates.

Email: tspa.penang@gmail.com

Address for Postal submission:

Secretary, Tenby Schools Parents' Association
c/o Ms Stephanie Teoh
Tenby Schools Penang,
No 2 Lintang Lembah Permai 1,
Tanjong Bungah 11200

Hand Submission to Marketing Dept of Tenby Schools Penang

- End of Notice of AGM -