



**HENRY PARK PRIMARY SCHOOL
PARENTS' ASSOCIATION**

C/o Henry Park Primary School
1 Holland Grove Road, Singapore 278790
Tel: 6466 3600 Fax: 6469 1840
Website: <http://www.hppa.org.sg>
ROS Ref No.: 0167/1998

Dear Parents,

NOTICE OF 19th ANNUAL GENERAL MEETING

Notice is hereby given that the 19th Annual General Meeting of the members of Henry Park Primary School Parents' Association (HPPA) will be held as follows:

Date : 23rd March 2018, Friday
Time : 8.00am-10am
Venue : 1, Holland Grove Road
Henry Park Primary School
Singapore 278790
(Light refreshments will be provided)

1. The meeting is held for the purpose of:
 - Confirming the minutes of AGM held on 15th July 2017.
 - Receiving and considering the audited financial statements for the period from 1st January 2017 to 31st December 2017.
2. Election of new EXCO members and Honorary Auditors for 2018. Transacting such further and other businesses as may properly come in writing to the Secretary not later than 5:30 pm on Friday, 16th March 2018.

The AGM is open to all HPPA members. Membership is free and it is open to all parents with children in Henry Park Primary School.

Please email HPPA at exco@hppa.org.sg with your name, email and mobile number by 20th March 2018 if you wish to attend the 19th HPPA AGM and network with fellow parents of HPPS students.



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Minutes of the 18th Annual General Meeting (AGM)

held on Saturday 15 July 2017 at 9:00 am at Teaching Lab, Level – 1

Henry Park Primary School

Members Present:

Ms Evelyn Chan	-	Chairman
Mr Tng Yan Hui	-	Vice Chairman
Mr Wang Junhong	-	Treasurer
Ms Rona Chua	-	Assistant Treasurer
Ms Yvonne Choo	-	Assistant Secretary
Mr Ng Shih Chuan	-	EXCO Member
Ms Shubhada Khali	-	Member
Ms Sophia Tay	-	Member
Ms Karen Tan	-	Member
Ms J. Suganthi	-	Member
Ms Zhao Yanhong	-	Member
Ms Pan Ting Ting	-	Member
Ms Lee Ping Ping	-	Member
Mr Louis Lu Yi	-	Member
Ms Lorraine Koh	-	Member
Ms Lim Siok Mei	-	Member
Ms Han Sujun Karen	-	Member
Ms Lee Woei Shuai	-	Member

Absent with apologies:

Mr Isaac Lam	-	Secretary
Mr Alvin Tan	-	EXCO Member
Ms Shirley Wen	-	EXCO Member
Ms Karen Ung	-	EXCO Member
Mr Kavin Chia	-	Honorary Auditor
Ms Karen Kang	-	Honorary Auditor



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The Chairman called the meeting to order at 9:00hrs following a 30-minute wait as there was no quorum to commence the meeting at the scheduled time.

The Chairman and Vice Chairman welcomed all members present.

1. Confirmation of Previous Minutes

The minutes of 17th AGM held on 14th May 2016 and 30 July 2016 were read and confirmed without amendment.

Moved by: Mr Ng Shih Chuan

Seconded by: Ms Sophia Tay

2. Financial Statement for the period from 1st January 2016 to 31st December 2016

The Financial statement from the period from 1st Jan 2016 to 31st Dec 2016 was read and approved without any comments.

Moved by: Ms Evelyn Chan

Seconded by: Ms Shubhada Khali

3. Election of new EXCO members

The details of the new EXCO members elected except Chairman, Vice Chairman, Secretary, Assistant Secretary, Treasurer Assistant Treasurer.

a. Honorary Auditors – Ms Sophia Tay and Mr Ng Shih Chuan

Moved by: Mr Tng Yan Hui

Seconded by: Mr Wang Junhong

b. EXCO Member – Ms Shubhada Khali, Ms J. Suganthi, Ms Lorraine Koh

4. Stepping down of current EXCO members

The following EXCO members have stepped down. We thank their contribution over the past few years.

a. Mr Alvin Tan

b. Mr Ng Shih Chuan

5. Other Matters

It was commented that the Email Notification for the Annual General Meeting was not prominent enough and some had missed it. Some suggestions were provided to increase the awareness and attendance of HPPA's AGM:

a. Include in Letter to Parents sent out by HPPS

b. Place it prominently on HPPA's website

c. Amend the Email Subject and make it less formal and more inviting

The EXCO team is thankful for these suggestions and will take these feedback into consideration when planning for the next AGM.

As no other matters were raised, the AGM concluded at 1000hr.