

22 February 2019

Dear ASCD (Singapore) Member

**NOTICE OF THE 30th ANNUAL GENERAL MEETING
ON FRIDAY, 29th MARCH 2019, AT 3.00 PM**

at Orchard Rendezvous Hotel
Antica II Meeting Room, Level 2, 1 Tanglin Road, Singapore 247905

This year marks a milestone in the history of ASCD (Singapore) with our 30th Anniversary. We have scheduled a series of events and benefits for our members. We will start with our 30th Annual General Meeting on 29th March 2019 which is scheduled to start at 3.30pm. In the event of an insufficient quorum, the AGM will be held at 4.45pm on the same day and at the same place.

We have enclosed the following:

- Nomination Forms for the two Honorary Auditors,
- Our proposed resolutions to make changes in the Constitution,
- Information about the Special Presentation by Mr Edmund Wee,
- The Annual Report which also includes the Auditors' Report, and
- Minutes of the 29th AGM for your perusal.

Please note:

1. Notice of any other business which you would like to discuss at the AGM should be made to the Honorary Secretary 2 weeks before the Annual General Meeting, that is, by **15 March 2019**.
2. Nomination forms for the election of Honorary Auditors should be sent by **15 March 2019**.

The AGM is your opportunity to exercise your voting rights and select the right people to help you get the best of your ASCD Singapore membership.

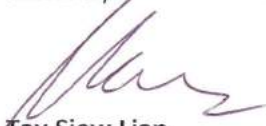
Attendance at the AGM and talk by Mr Edmund Wee is free of charge for Members. Non-Members will need to pay S\$30.00 which will be utilized towards their membership fee for the current year until 31 December 2019. Priority is given to ASCD Members until 15 March 2019.

We will be giving a special gift to all members with voting rights [i.e. Life and Ordinary Members] who are present at the AGM. This complimentary door-gift will be given on a first-come-first-served basis, and while stocks last.

Please complete the attached Registration Form and return it to us by email ascd@work-solutions.com to confirm your attendance. Please also ensure that you include your name and telephone number.

We look forward to seeing you on Friday, 29th March 2019.

Sincerely



Tay Siew Lian
Hon Secretary

NOMINATION FOR ELECTION

FOR POST OF _____ HON AUDITOR _____

We nominate _____
(Name of Nominee in block letters please)

of _____
(Institution / school / organisation / address)

for post of _____
(state post title)

	<u>NAME</u>	<u>SIGNATURE</u>
Proposer	_____	_____
Secunder	_____	_____

Confirmation by Nominee:

I _____ agree to stand for election for this post.

Signature

Date

Please mail this to reach us by **Friday, 15 March 2019** to:

The Honorary Secretary
ASCD (Singapore)
1004 Toa Payoh North #06-08
Singapore 318995

Important: Each nomination must bear the signatures of the candidate, proposer and seconder, all of whom must be Life or Ordinary Members of ASCD (Singapore). You may photocopy as many copies of this form as required.

NOTICE

PROPOSAL TO MAKE CHANGES TO THE CONSTITUTION OF THE ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT (SINGAPORE) UEN: S89SS0105L

Notice is hereby given pursuant to Section 14 of the Constitution of the Association of Supervision and Curriculum Development (Singapore) that the following Resolution be tabled for approval.

Section 14 of the Constitution states that

- 14.1 Amendments or additions/deletions to the Constitution shall be made at the Annual General Meeting or at an Extraordinary General Meeting called for the purpose.
- 14.2 Any amendment or addition/deletion to the Constitution shall require the support of at least two-thirds of the voting members present at the Annual General Meeting or at the Extraordinary General Meeting called for the purpose.

Two changes to the Constitution are proposed:

1. SECTION 5: MEMBERSHIPS

Add the following in relation to transfers and revocation of memberships.

- 5.5 All categories of Memberships are not transferable or assignable.
- 5.6 Memberships may be revoked by a resolution of the Executive Council if the Member is convicted of a felony or behaves in a manner inconsistent with the principles and purposes of the association

2. SECTION 9: MEETINGS, Sub-section 9.2: Supreme Authority and Annual General Meetings

Item 9.2.2: To change the word "March" to "May" in relation to changing the date of AGM from March to May of each year. The new Item is as follows:

- 9.2.2 The Association shall hold an Annual General Meeting by May of each year.

Any objections to this proposal may be submitted at any time up until or during the Annual General Meeting on 29 March 2019.

Dated this 22nd Day of February 2019.



Tan Wan Yu
President



Tay Siew Lian
Hon Secretary



***30th Annual General Meeting
&
Buffet Hi Tea***

*Guest-of-Honour
Mr Edmund Wee
Founder of Epigram Books*

*On
Friday, 29th March 2019 at 3.00pm
At
Orchard Rendezvous Hotel
Antica II Meeting Room, Level 2
No 1 Tanglin Road
Singapore 247905*

(Formerly known as Orchard Parade Hotel, next to Tanglin Shopping Centre)

Programme for AGM on 29th March 2019

- 3.00pm Registration for the AGM
- 3.30pm AGM - Confirmation of Quorum
- 3.35pm Hi-Tea Reception
- 4.00pm Special Presentation by Guest of Honour, Mr Edmund Wee
"Everything you always wanted to know about publishing in Singapore (but didn't know what to ask)"
- 4.45pm Annual General Meeting
 - President's Address
 - Presentation of the Annual Report of the 15th Executive Council
 - Confirmation of the Minutes of the 29th Annual General Meeting
 - Treasurer's Report for 1 January to 31 December 2018
 - Election of 2 Honorary Auditors for 2019
 - Any other business
 - Resolution for Proposed Changes in the Constitution
- 5.30pm End of the AGM



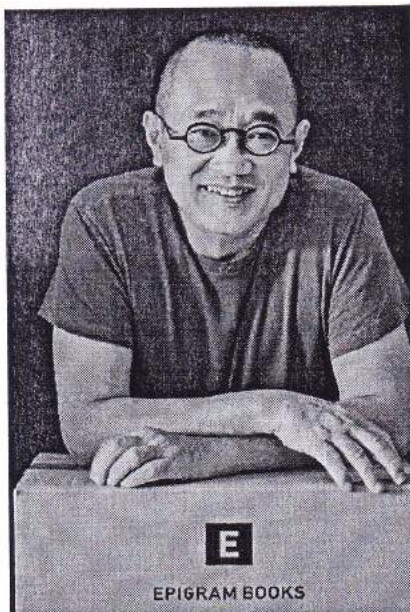
*Special Presentation by
Guest of Honour*

Mr Edmund Wee

*"Everything you always wanted to know
about publishing in Singapore
(but didn't know what to ask)"*

You will hear about

- the three types of book publishing
- the three ages of fiction publishing
- the three parts of epigram publishing



Edmund Wee is the founder of Epigram Books which was set up to champion Singaporean literature. Its authors regularly win major book prizes, including the Hedwig Anuar Children's Book Award, Singapore Literature Prize and Singapore Book Awards. It also hosts the annual Epigram Books Fiction Prize and its London office started publishing literary fiction from Singapore and Southeast Asia in 2017.



ANNUAL REPORT OF THE FIFTEENTH EXECUTIVE COUNCIL

1 JANUARY 2018 - 31 DECEMBER 2018

1. EXECUTIVE COUNCIL

- 1.1 The following were elected to the 15th Executive Council at the 29th Annual General Meeting held on 26 March 2018 at the MOE Heritage Centre.

President	Mrs Tan Wan Yu
President Elect	Mr Manogaran Suppiah
Immediate Past President	Ms Yeo Hong Mui
Hon Secretary	Ms Tay Siew Lian
Hon Assistant Secretary	Mr Wilbur Wong
Hon Treasurer	Mr Suraj Nair Venugopal
Hon Assistant Treasurer	Ms Ang Mui Khoong
Council Member	Ms Cheah Yin Mee
Council Member	Ms Pauline Chia
Council Member	Mr Justin Pierre
Council Member	Ms Lim Hong Peng
Council Member	Ms Ow Suek Yin
Council Member	Mrs Poh Mun See
Council Member	Mrs Soo Kim Bee
Council Member	Ms Veronica Ng

- 1.2 The 14th Executive Council would continue their service until 30 June 2019. The 15th Executive Council will assume office with effect from 1 July 2018 to 30 June 2020.
- 1.3 Dr Ang Wai Hoong and Mrs Lysia Kee are Advisors to the new Council.
- 1.4 Ms Koshu Lulla continued to serve as the Secretariat Administrator of ASCD (Singapore).

2. HONARARY AUDITORS

As it is required by the Constitution, two new Honorary Auditors for 2018 were elected at the 29th Annual General Meeting. They are

- i) Mr James Kwok, and
- ii) Ms Ong Bee Chong

3. MEMBERSHIP

Membership in ASCD (Singapore) comprises mainly MOE HQ officials, school leaders, teachers and allied educators. As of 31 Dec 2018, there were a **total of 476 members**:

- i) 193 Life Members
- ii) 255 Ordinary Members
- iii) 28 Institutional Members

4. ACTIVITIES AND EVENTS

4.1 The 29th Annual General Meeting (AGM)

The AGM was held on 26 March 2018 at the MOE Heritage Centre, 402 Commonwealth Drive, Singapore 149599. The meeting was called to order at 3.30 pm by Mrs Lysia Kee, the Mistress of Ceremonies. 20 members were present. Members who attended the AGM were given a book of various titles.

ii) As there was no quorum, the meeting was adjourned for a reception followed by a Talk by Dr Peter Mack on "Rising After a Fall: Developing Mental Resilience in Adolescents."

The AGM proper resumed after the talk

Ms Yeo Hong Mui delivered her President's address. She thanked the ASCD 14th Executive Council and members for the work done within our resource constraints. She encouraged us to continue to provide quality professional development to educators. She spoke about the types of professional development opportunities that we could bring to our educators and ASCD Singapore should continue to play an important role to help educators.

As a professional association, Ms Yeo asked us to think how we could reach out to our members and what we could do for them. She acknowledged the work of our Literature Project and how we had added value to our local schools. While this might not take on a role similar to that of ASCD International's promotion of advocacy, she alluded to this as a possible avenue for us to reach out to more schools.

Ms Yeo also spoke on how we could continue our effort of sustained recruitment and membership retention. She thanked all for their support, in particular, the current Council, internal auditors and Ms Kosu for their contributions.

Ms Ek Soo Ben went through the Minutes of the 28th Annual general Meeting. The acceptance of the minutes was proposed by Dr Cheah Yin Mee and seconded by Mrs Soo Kim Bee.

4.2 Professional Development Programmes

ASCD (Singapore) engaged a variety of local and overseas trainers/facilitators in 2018 to provide professional development opportunities for School Leaders, School Staff Developers, teachers and allied educators. These are summarised in the table below:

S/N	Course Title	Speaker/Facilitator	Date of Session
1	A Dialogue: Celebrating Education - Joy of Learning	Dr Tan Lai Yong	6 April (half day)
2	IP Sharing Seminar, Key Note by A Prof Kelvin Tan, Head, Curriculum, Teaching and Learning, NIE	Teachers from IP schools	20 April (half day)
3	Workshop on Classroom Management: Motivating and Managing Hard-to-Reach, Uninterested and Disruptive Students	Allen Mendler	27 June (full day)
4	Workshop on Classroom Management: Motivating and Connecting with Students Who Don't Care, and How to Handle Difficult Parents		28 June (full day)
5	Seminar on Classroom Management: How to Achieve Discipline with Dignity in the Classroom		29 June (2 half days)
6	Workshop on Effective Questioning: "Now That's a Good Question!"	Erik M Francis	7 and 8 November (full days)

4.3 Singapore Literature Project

- i) The objective of ASCD's Singapore Literature Project is to enhance our partnership with schools to motivate more students to read and to get familiar with Singapore Literature. This Project is a community project in partnership with Epigram Books. Epigram Books help us source for suitable books and get authors to visit the schools selected for this project.
- ii) The Singapore Literature Project continued its outreach efforts in 2018. The Project was successfully carried out with the following schools:
 - a. Queensway Secondary School
 - b. Queenstown Primary School
 - c. North Vista Primary School
 - d. Lakeside Primary School
 - e. Ngee Ann Primary School
- iii) As with previous years, the critical success factors for the Literature Project had been the enthusiasm of the teachers, the interactivity level between the authors and the students, the repertoire of engagement strategies used and the commitment from Epigram Books (EB).
- iv) The ASCD's Singapore Literature Project Sub-Committee will continue to identify schools which will benefit from this programme and strengthen its partnership with Epigram Books.

4.4 Quick Reference Guide (QRG) Project

- i) ASCD (Singapore) aims to produce lesson plans for trainers based on selected ASCD QRGs. A Project Consultant, Ms Tang Swee Noi, had been approached to develop Workshop Lesson Plans on selected ASCD QRGs. These lesson plans would localise strategies to the Singapore context and provide teachers with hands-on practice with the identified strategies. Two plans had been completed, one for primary schools and one for secondary schools. Moving on, Ms Tang would conduct workshops based on the lesson plans and the QRGs for teacher members in April. These workshops are free for members. The QRG selected is on Questioning Strategies to activate student learning.

5 PUBLIC COMMUNICATIONS

5.1 ASCD (Singapore) Website

- i) The ASCD (Singapore) website continued to be the platform providing information on ASCD programmes and updates to ASCD (Singapore) members and the public at large. Work is in progress for a refreshed website and a relaunch is scheduled for 2019.

5.2 Facebook

- i) Interesting news and links to educational websites and articles continued to be added to the Facebook. This site which was managed regularly, had seen more activity. Visitorship has also improved.


6 ASCD (SINGAPORE)'s SPONSORSHIP

- i) ASCD (Singapore) would continue to recognise our teachers' outstanding professional achievements at the National Institute of Education. ASCD (Singapore) would continue to sponsor gold medal awards and the "Best Capstone Project Book Prize" for the MEd C& T programme's top graduate students for the next four years. ASCD(Singapore) and the Med C & T Programme Office had also explored various means of collaboration for the future.

7 FINANCIAL STATEMENTS

- i) Besides the internal audit by our elected internal auditors, ASCD (Singapore)'s 2018 accounts were also externally audited by PG Wee Partnership LLP. Mr James Kwok and Ms Ong Bee Chong were internal auditors. Please refer to the Audited Statements for 2018 included in this Annual Report.

Prepared by:  & 
Ms Tay Siew Lian
Honorary Secretary
Mr Wilbur Wong
Assistant Hon Secretary

Approved by: 
Mrs Tan Wan Yu
President

Date: 12 February 2019

ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT, SINGAPORE
BALANCE SHEET
AS AT 31 DECEMBER 2018

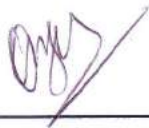
ACCUMULATED FUND B/F	1,019,146.34	FIXED ASSETS	0.00
ADD PROFIT FROM 2017	17,862.74		
	1,037,009.08		0.00
ADD: CURRENT LIABILITIES		ADD CURRENT ASSETS	
Accounts Payables	3,135.96	Accounts Receivables	0.00
Accruals	1,450.00	Prepayments & Deposits	250.00
Advance payment/billing	4002.25	DBS 020-004574-4	175,022.14
Income tax payable	1,116.16	MBB 04111062705	8,322.99
	9,704.37	Fixed Deposits	863,118.32
	1,046,713.45		1,046,713.45
	1,046,713.45		1,046,713.45

AUDITORS' REPORT

1. We have completed our audit on the accounts of the association for the period ended 31 December 2018 and have obtained all information and explanations required.

2. In our opinion, the Balance Sheet and Income and Expenditure Statement have been properly drawn up so as to show a true and fair view of the association's affairs at 31 December 2018 and of the year ended on that date.

Hon Auditor



Name: Ong Bee Chong
Date: 21 February 2019

Hon Auditor



Name: James Kwok
Date: 21 February 2019

ASSOCIATION FOR SUPERVISION AND CURRICULUM DEVELOPMENT, SINGAPORE
INCOME & EXPENDITURE ACCOUNT
FOR THE YEAR ENDING 31 DECEMBER 2018

INCOME		EXPENDITURE	
Institute Members	7,800.00	Administration fees	24,000.00
Ordinary Members	870.00	AGM Anniversary expenses	272.85
Event Fees (Ordinary/Life)	5,355.00	Auditor's remuneration	1,184.00
Event Fees (Inst)	58,855.00	Bank charges	656.46
Event fees (Non-Members)	44,610.00	Consultancy fees	0.00
Training Sales	48,008.36	Donation	0.00
Bank Interest Received (Current/FD)	1,655.16	Event expenses	68,510.69
		General expenses	52.70
		Income Tax Payable	271.00
		Literature project	7,945.44
		QRG Project	1,200.00
		Postage and courier	612.45
		Printing	221.99
		Professional fee	350.00
		Refreshments (Council meetings)	1,096.19
		Stationery	5.00
		Storage Expenses	1,759.08
		Training purchases	39,697.26
		Transport	502.51
		Website charges	953.16
		Surplus Before Income Tax	17,862.74
	<u><u>167,153.52</u></u>		<u><u>167,153.52</u></u>

AUDITORS' REPORT

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Hon Auditor



Name: Ong Bee Chong
Date: 21 February 2019

Hon Auditor



Name: James Kwok
Date: 21 February 2019

MINUTES OF THE 29th (2018) ANNUAL GENERAL MEETING OF SINGAPORE ASCD

DATE : 26th MARCH 2018
TIME : 3.30 PM TO 5.20 PM
VENUE : MOE HERITAGE CENTRE, TRAINING ROOMS 1 & 2
402 COMMONWEALTH DRIVE, SINGAPORE 149599

ATTENDANCE

- | | |
|-----------------------|--------------------------|
| 1. ANG MUI KHOONG | 11. MANOGARAN SUPPIAH |
| 2. BRENDA YEOW | 12. ONG BEE CHONG |
| 3. CHEAH YIN MEE | 13. OW SUEK YIN |
| 4. DIANA ANG | 14. POH MUN SEE |
| 5. EK SOO BEN | 15. SOO KIM BEE |
| 6. JAMES KWOK | 16. SURAJ NAIR VENUGOPAL |
| 7. KAMALA THIAGARAJAN | 17. TAN WAN YU |
| 8. KOSHU LULLA | 18. TAY SIEW LIAN |
| 9. LEE TIONG PENG | 19. VERONICA NG |
| 10. LYSIA KEE | 20. YEO HONG MUI |

INTRODUCTION

1. The 29th Annual General Meeting (AGM) of the Singapore ASCD was called to order at 3.30 pm by the Mistress of Ceremonies, Mrs Lysia Kee. A total of 20 members were present. Members who attended the AGM were given a book of various titles. As there was no quorum, the meeting was adjourned for a tea-break, followed by a talk by Dr Peter Mack on "Rising After a Fall: Developing Mental Resilience in Adolescents"
2. The AGM proper resumed after the talk. Ms Ek Soo Ben went through the Minutes of the 28th Annual General Meeting and invited members to confirm the Minutes of the last AGM.

CONFIRMATION OF THE MINUTES OF THE 27TH (2016) ANNUAL GENERAL MEETING

3. Members were invited to propose the acceptance of the minutes of the 28th Annual General Meeting. The motion was proposed by Dr Cheah Yin Mee and seconded by Mrs Soo Kim Bee.

PRESIDENT'S ADDRESS

4. The President, ASCD Singapore, Ms Yeo Hong Mui, delivered her President's Address. She thanked the ASCD 14th Executive Council and members for the work done within the resource constraints. She encouraged members to continue to provide quality professional development to educators. Ms Yeo spoke about the types of professional development that we could bring to our educators and that ASCD Singapore should continue to play an important role to support educators.

5. Ms Yeo said that ASCD, as a professional association, should continue to reach out to members and provide for their needs. In particular, she highlighted the work of the Literature Project and how the initiative had added value to local schools.
6. Ms Yeo also spoke on how ASCD could continue its effort of sustained recruitment and membership retention. She thanked all for their support, in particular, the current Council, internal auditors and Ms Koshu for their contributions.

CONFIRMATION OF THE 2017 ANNUAL REPORT OF THE 14TH EXECUTIVE COUNCIL

7. The Annual Report of the 14th Executive Council was presented. Members were invited to propose the acceptance of the Annual Report of the 14th Executive Council. The motion was proposed by Ms Koshu Lulla and seconded by Mrs Tan Wan Yu.

TREASURER'S REPORT – CONFIRMATION OF THE STATEMENT OF ACCOUNTS FOR 2017

8. Assistant Honorary Treasurer, Ms Tay Siew Lian, presented the externally audited Statement of Accounts for the year ending 31 December 2017. She reported that all accounts were in order and noted the recommendations made by the auditors.
9. The Meeting recorded a note of thanks to the internal auditors, Mrs Sita Singh and Mr Boh Chek Keow Thomas, for the work done.
10. Members were invited to propose the confirmation of the Statement of Accounts for 2017. The motion was proposed by Ms Yeo Hong Mui and seconded by Ms Ow Suek Yin.

ELECTIONS OF MEMBERS OF 15TH EXECUTIVE COUNCIL, 2018-2020

11. The following were elected to the 15th ASCD EXECUTIVE COUNCIL, 2018-2020

Position	Nominated	Proposer	Secunder
President-Elect	Manogaran Suppiah	Tan Wan Yu	Yeo Hong Mui
Hon Secretary	Tay Siew Lian	Lysia Kee	Tan Wan Yu
Hon Asst Secretary	Wilbur Wong	Yeo Hong Mui	Ang Mui Khoong
Hon Treasurer	Suraj Nair Venugopal	Tay Siew Lian	Kamala Thiagarajan
Hon Asst Treasurer	Ang Mui Khoong	Suraj Nair Venugopal	Tay Siew Lian
Council Member	Cheah Yin Mee	Soo Kim Bee	Lysia Kee
Council Member	Pauline Chia	Cheah Yin Mee	Ow Suek Yin
Council Member	Justin Pierre	Manogaran Suppiah	Poh Mun See
Council Member	Lim Hong Peng	Wilbur Wong	Veronica Ng
Council Member	Ow Suek Yin	Kamala Thiagarajan	Manogaran Suppiah
Council Member	Poh Mun See	Veronica Ng	Wilbur Wong
Council Member	Soo Kim Bee	Poh Mun See	Cheah Yin Mee
Council Member	Veronica Ng	Ang Mui Khoong	Soo Kim Bee

ELECTION OF INTERNAL AUDITORS FOR 2018

12. The following nominations for internal auditors were proposed. As there were no other nominations, the nomination was closed and both Ms Ong Bee Chong and Mr James Kwok were confirmed as internal auditors

Position	Nominated	Proposer	Seconded
Hon Auditor	Ong Bee Chong	Yeo Hong Mui	Kamala Thiagarajan
Hon Auditor	James Kwok	Koshu Lulla	Yeo Hong Mui

CONCLUSION

13. The new President, Mrs Tan Wan Yu, addressed the ASCD meeting and thanked the ASCD 14th Council, the 2 internal auditors, Mrs Sita Singh and Mr Boh Chek Keow Thomas, and our Secretariat, Ms Koshu, for their contributions. She welcomed the new ASCD Council and invited all to work together to bring ASCD to a new level of work.

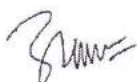
14. The 28th Annual General Meeting ended at 5.20 pm. Mrs Kee declared the AGM closed and thanked all for their presence and support.

Recorded by



Ms Ek Soo Ben
Honorary Assistant Secretary
14th Executive Council

Cleared by



Ms Yeo Hong Mui
President
14th Executive Council

FORTHCOMING EVENTS FOR 2019

Updated on 18 February 2019

Date	Details	Topic
March 18	Jan Chappuis Workshops	Seven Strategies of Assessment for Learning
March 19	Jan Chappuis Workshops	Preparing Students for Involvement in Assessment & Offering Effective Feedback
March 20	Jan Chappuis Workshops	Developing Classroom Assessment Literacy
March 27	Dr Mary Hill Workshops	Building Teacher Capability
March 29	Annual General Meeting (at Antica II Meeting Room, Orchard Rendezvous Hotel)	"Everything you always wanted to know about publishing in Singapore (but didn't know what to ask)" by Mr Edmund Wee
April 12	Tang Swee Noi Workshops <i>(For ASCD Singapore Members Only)</i>	Questioning Strategies to Activate Student Thinking (Secondary Schools)
April 26	Tang Swee Noi Workshops <i>(For ASCD Singapore Members Only)</i>	Questioning Strategies to Activate Student Thinking (Primary Schools)
November 11, 12	Erik Francis' Workshops	Now That's A Good Question!
November 13, 14, 15	Erik Francis' Workshops	Deeper Thinking Skills
<p>Plans are underway to organise ASCD (SINGAPORE)'s 30th Anniversary!</p> <p>Updates and details on our website: www.ascdsingapore.org</p>		

Dear ASCD (Singapore) Member

Please do let us know what kind of workshops you would like us to organise. Just contact us.

Contact Us!

ASCD (SINGAPORE)

www.ascdsingapore.org



Also click on our Facebook link for
Up-to-date events and articles

Phone / SMS / Whatsapp: +65 96816704

Email: ascd@work-solutions.com

By post: ASCD (Singapore) Secretariat
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