



DELIA MEMORIAL SCHOOL (BROADWAY)
PARENT-TEACHER ASSOCIATION

PN_2021_029

Notice for the 23rd Annual General Meeting (2020-21)

15th October, 2020

Dear fellow parent/guardian,

The Parent-Teacher Association (PTA) used to hold the Annual General Meeting (AGM) at the School Hall or Gymnasium. This year, however, in order to prevent the spread of COVID-19, the AGM will be held online instead of face-to-face on 18th November, 2020 (Wed).

As usual, this event will be divided into 2 sessions. The first session is the report from the 22nd PTA Committee, and the second session is the PTA Standing Committee Election in which the Chairperson and Vice-treasurer will be elected for the coming year.

All PTA parent and teacher members are invited to attend this annual event. We are also glad to invite you to take part as a candidate in the election. Based on the voting results, the parent/guardian with the highest and second highest number of votes received will be elected the Chairperson and Vice-treasurer of PTA respectively. Meanwhile, other parent members who stand in the election will be invited to join the PTA committee. Please refer to P.2 for further details if you are interested to be one of the candidates.

In order to facilitate the election and preparation for the AGM, please **fill in the reply slip on P.3** and **return it to Ms. Pong through your child's class teacher(s) on or before 19th October, 2020 (Mon).**

If you are interested to attend this event, please follow the procedures below:

Step 1. Join the School WhatsApp Group (for receiving ballot paper and related messages):

- i. On your WhatsApp, please add the school WhatsApp number "6045 1597" as your new contact person.
- ii. Next, send the following message to the WhatsApp number above:

Hello, this is Mr/Ms/Mrs Your Name, the parent/guardian of Your child's name, class and class number.

- iii. You will then be added to the school WhatsApp group. The user name and password for receiving information related to the election will be sent to you later on.
- iv. Please also note that:
 - "6045 1597" is NOT a hotline. Messages will be sent ONE WAY ONLY through this number.
 - By joining the group, you are assumed to be willing to receive any messages from the group.
 - Please finish this setup by 19th October, 2020 (Mon).

Step 2. Attend the First Session – Committee Report and Candidates' Speech:

On 18th November, 2020 (Wed), a link from the school Google Drive will be sent to your WhatsApp. Please login with the given user name and password, and click on the link to watch the videos of report from the 22nd PTA Committee and speech from candidates. The videos will be available from 9:00 am to 9:00 pm that day. You may watch at any time convenient to you within this time slot.

Step 3. Attend the Second Session - Election:

After watching the videos, if you would like to vote for one of the candidates to be the 23rd PTA Chairperson, please click on the link to access the online ballot paper (Google Form format) and show your preference. This link will also be sent to your WhatsApp. The ballot paper will also be available from 9:00 am to 9:00 pm on the same day (i.e. 18th November, 2020). You may again vote at any time convenient to you within this time slot. Each family can vote for 1 candidate only and submit the ballot paper once.

Parents who wish to stand for the 23rd PTA Standing Committee Election:

If you would like to stand for the PTA Standing Committee Election, please take a video of your speech (a maximum of 3 minutes) with your smartphone explaining your interest to be the 23rd PTA Chairperson, and send it to the school WhatsApp (i.e. 6045 1597) by 26th October, 2020 (Mon). Your video will be watched by other members on 18th November, 2020 (Wed) (as mentioned in Step 2 on P.1).

Thank you very much for your attention. Wishing you and your family good health.

Yours faithfully,



Mr. Mohammed Ibrahim
(Chairperson)

Reply Slip (PN_2021_029)

Delia Memorial School (Broadway)
Parent-Teacher Association
23rd Annual General Meeting (2020-21)

Date: _____

Dear Mr. Ibrahim,

☐ I **WILL stand** for the PTA Standing Committee Election. **My information is given below:**

Candidate Information

Name of Parent/Guardian:	Occupation:	Recent photo of parent/guardian
Name of Student:	Class & No.: S. ()	
Reason(s) to stand for election:		

Note: Please write neatly as the information given may be printed or shown on the ballot paper.

☐ I **WILL NOT stand** for the PTA Standing Committee Election.

☐ I have more than 1 child studying in this school this year.

Please refer to the reply slip of my other child

[Name: _____ Class & No.: S. _____ ()].

Please ✓ the appropriate box above.

Name of Parent/Guardian: _____

Parent/Guardian's Signature: _____

Name of Student: _____ Class: _____ Class No.: _____