



# Annual Report 2024

Bishan Home for the Intellectually  
Disabled

# Table of Contents

About us	Page 3
Chairman's Report	Page 4
Nursing/Caregiving Report	Page 5
Social Work Report	Page 17
Therapy Department Report	Page 31
Donors	Page 33
Governance Report	Page 34
Audited Accounts	Page 40

# About Us

## OUR VISION

To make Bishan Home the Home of choice in providing outstanding holistic and compassionate Christian care in a conducive family environment that is reassuring and encouraging.

## OUR MISSION

To shower Christian love in a wholesome Christian environment to enable the intellectually disabled residents and Day Activity Centre Clients in Bishan Home to receive compassionate Christian care and to lead a quality life to the maximum of their capabilities.

## OUR QUALITY STATEMENT

Through continual improvement , Bishan Home strives to provide holistic care and to develop the life skills of our residents and Day Activity Centre clients in order for them to lead meaningful lives.

### **BISHAN HOME FOR THE INTELLECTUALLY DISABLED**

Society Registration No: 2045/2007

Institution of Public Character (IPC) Number: IPC000210

Charity Registration Number: T07SS0102D

Unique Entity Number: T07SS0102D





# Chairman's Report

In 2023, Bishan Home celebrated its silver anniversary, a quarter-centennial event. It was a milestone.

It was a post-Covid year and things were back to near normal. The Home stepped up its programme to stimulate the residents while improving our skills to deal with the ageing residents. The Home and Day Activity Centre continue to monitor the situation carefully. Infection control measures are reinforced to ensure a safe place for all.

We are now providing residential care and life-skills training for 124 persons with intellectual disability and day care to another 19 persons in our Day Activity Centre. Our Medical and Nursing Care group and the Social Work & Community Partnership team continue to serve with professionalism and passion to ensure that those entrusted to the Home by their parents and the community are well looked after. I am heartened by our teams' patient care-giving and labour of love. I take the opportunity to acknowledge the contributions of Matron Jess Lee and her team, the Medical Director Dr Yang Sik Horng, and the Volunteer doctors Dr Janet Fung and Dr Kok Moo Ling. Not forgetting all the other management staff and the new Head Michael Gan who has just come on board to join the Home on its exciting journey ahead. Our contribution will have a lasting impact on our society. We thank the Ministry of Social and Family Development and the related agencies for their financial and other support.

The Home looks forward to continuing to serve the community for another term lease (when the current lease expires) even as it makes plans for redevelopment to leverage on new ideas and new technology that will enhance its delivery of service and sharpen the skills of its staff. There are plans to institutionalise the accumulated expertise and experience, improve training of the medical and nursing staff and even extend such training to other social service agencies, working in partnership with the NCSS and other agencies.

In 2023, the Home started to think about the wider issues confronting similar homes and agencies and the new needs of our ageing community in Singapore. In the new Financial Year we will commence a relevant dialogue with the MSF on this and other matters. The Home is proud to be able to help strengthen the social service ecosystem.

On this note I also thank the Bishan Home Board of Directors and all stakeholders. Even as we review the year 2023 that has passed, we look with great expectations to the years ahead with renewed enthusiasm whatever the challenges.

We praise God for His blessings on this Home.

# Nursing/Caregiving Report

## **Admissions and Discharges:**

Admission of Residents for the year (ADH): 4

Discharge of Residents for the year (ADH): 5

Admission of Clients for the year (DAC): 0

Discharge of Clients for the year (DAC): 4

## **Covid Vaccination:**

Staff and Residents are encouraged to receive covid booster doses to strengthen their immunity against the Covid-19 virus as new strains surface.

## **Covid-19 Infections:**

There were 3 Covid-19 clusters in the year, affecting up to 100 residents and staff. Several of them had re-infections within the same year.

## **On-going Residents' Activities**

### ***Craft Therapy / Social Gifting***

Craft Therapy Sessions run on a weekly basis to give the residents an opportunity to interact with volunteers, to learn to identify, sort and pack items to put up for online sales.

The residents were delighted to see their products well-received by the public and were motivated to be more participative.



**Residents doing some craft activity**



### Flour Power – Basic Cooking Skills

This collaboration with Flour Power to run basic cooking classes for Residents turned out to be one of the favourite classes that the residents look forward to weekly. Residents have hands-on learning from experienced instructors to prepare simple recipes from ro jak, sandwiches to carrot cake and even baked cookies.



**Food Preparation Classes to teach Residents some Life Skills. Close supervision is needed.**





**Cleaning of Tables is Work therapy for the Residents.**

### **Activities of Daily Living (ADL) Skills Training**

ADL Skills Training is important in enabling residents and clients to understand about personal hygiene eg proper handwashing. Other ADL Skills Training include ambulation exercises, toothbrushing, dressing and undressing.

Though supervision over the residents and clients is still needed, those of high functioning abilities learn these skills so as to be less dependent on caregivers to aid them in all activities of daily living.



**Caregiver teaching Client on Handwashing.**



**Daily Ambulation Exercise is important.**



**Toothbrushing is encouraged after meals.**

### **Social Living Skills**

Residents and Clients are taught on Social Living Skills to help them integrate into the community better. They learn on basic skills in managing money concept, understand time concept, interaction with individuals, safe socialization and safe management measures. Awareness of danger is also an important subject for the residents of higher functioning abilities to understand and observe.

Residents on Outings are taught on looking out for each other's safety, observe traffic light signals, taking care of public property and following training officer's instructions.



**Residents interact in role play to build healthy relationships**



Group Activity to promote bonding amongst residents.



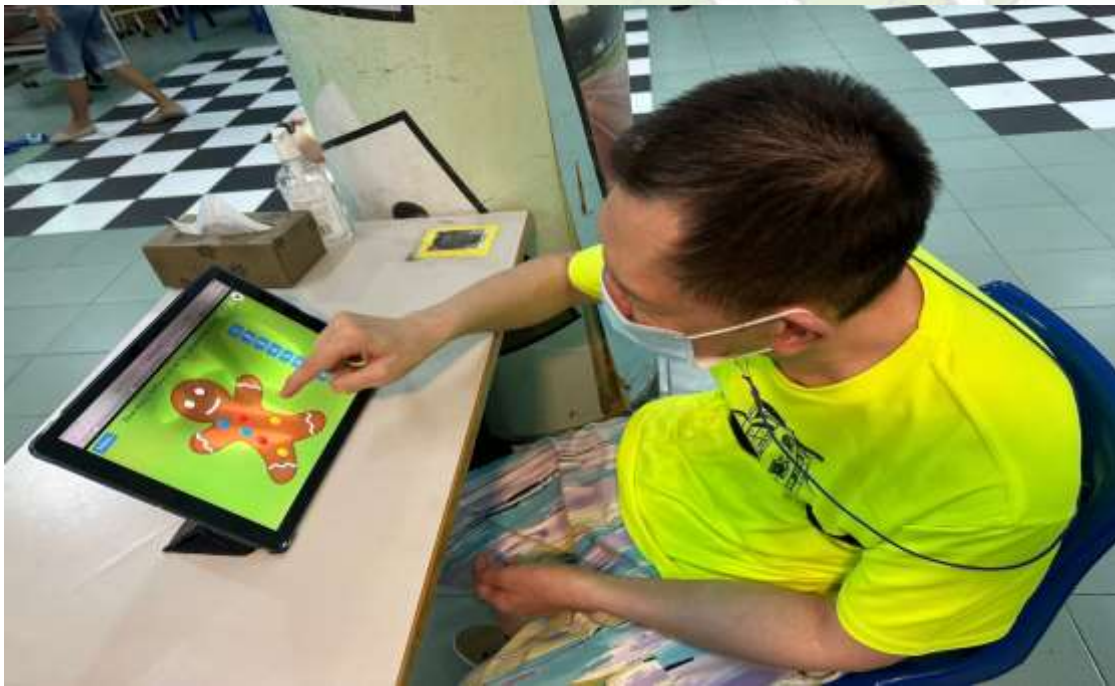
Outing to nearby park and community space for a break.





**To engage in activities identifying objects with Obie Projector. This needs eye-hand coordination skill and ability to understand simple instructions.**





**Fun activity with Colours.**



**Table task can be engaging for clients and improve their concentration span.**





**Interaction with Volunteers and doing up an artwork which the client is so proud of.**



**Outing to integrate in the community is enjoyable for the residents.**

### **Staff Training**

All staff are encouraged to attend the Standard First Aid + AED Training course. This boosts their confidence in handling emergency situations when called upon. All food-handlers attended the Food Hygiene Course and urged to observe and to practice good hygiene habits during food preparation.



Orientation sessions with the newly-joined healthcare workers are held to help them adapt to the culture here. On-the-job training and buddy system keep them well-informed of the safe practices when managing the residents and clients. Standard Operating Procedures are shared and briefed to them so as to follow the work processes of the Home and Day Activity Centre..

On-line courses are encouraged for staff to keep up to current trends in Caregiving and know the best practices of other social service agencies and healthcare organizations.

### **Medical Care for Residents**

Telemedicine Clinics with IMH psychiatrists to manage the Residents' challenging behavioural issues and mental conditions.

Collaboration with Adult NeuroDevelopmental Services (ANDS) Team from IMH with Assertive Intervention for Developmental Disorder (AIDD) Program to further support selected residents with severe challenging behaviours. Weekly on-site visits by IMH Allied Health Professionals to understand the behavioural issues and introduce interventions for Bishan Home Team to manage these behaviours.

Video-consultation with Polyclinic Doctors to manage the Residents' chronic medical conditions.

Phone consultation with specialist doctors in the hospitals for Residents with stable medical, neurological and skin conditions.

Tele-consultation with GPs at clinics help to save manpower to escort residents with mild medical conditions. Tele-consultation and on-site visit by Volunteer Doctors to attend to residents with acute medical conditions.

### **Fun times and Leisure for the Residents and Clients in the Year**

Residents and Clients deserve all the fun moments from different events throughout the year.

Chinese New Year Celebrations  
Chinese Dumpling Festivals  
National Day Celebrations  
Bishan Home Anniversary Celebrations  
Mid-Autumn Festival Celebrations  
Christmas Joy



**The most favourite time of the year for most clients is Lunar New Year.**



**Busy preparing National Day props.**





**This is the day of Residents own parade march!**



**Bishan Home's 25<sup>th</sup> Anniversary with Guest-of-Honor Member of Parliament, Mayor of Central Singapore District Ms Denise Phua.**



Well done to all who have achieved certain milestones in Bishan Home!



Is Christmas time – a time of cheers and thanksgiving!



# Social Work Report

The Social Work team at Bishan Home is a vital part of the care and support system, significantly contributing to the overall well-being of residents. Through emotional support, advocacy, social connection, the team help residents lead fulfilling lives, while also providing invaluable support to families and caregivers. Their work include assisting new residents and their families during the admission process, helping them adjust to the new environment and addressing any concerns they may have. This support is crucial in ensuring a smooth transition into the home.

## ETS Transport Subsidies

The Enabling Transport Subsidies aim to benefit PWDs attending our Day Activity Centre. Transport subsidies for 14 DAC clients were processed on a monthly basis.

## 2) CHAS / Merdeka Cards

CHAS cards help to ease part of the medical expenses incurred with medical follow-ups at GPs. To date, a total of 82 CHAS cards (blue and orange) has been successfully processed. 23 Merdeka Cards were also being issued to our residents here. Both these cards help families/caregivers to substantially cut down on medical expenses of our residents.

## Medical Fee Exemption Card (MFEC)

Staff from Social Work Office also assisted families with Medical Fee Exemption Card (MFEC) applications. To date, we have a total of 99 residents with MFEC cards. 14 residents do not meet the criteria of MFEC application.

## New referrals from SG Enable

SG Enable had clarified that our capacity for residential stands at 126 residents.

Social Work Team administered 6 new referrals for residential placement for residential placement, out of which 4 were assessed to be suitable for admission. 1 of the new referral were withdrawn upon request from the family. 1 new referral was received for DAC placement, but family decided vocational school for her instead.

During this period, there were a total of 5 discharges cases from residential service and 4 discharge cases from our Day Activity service.

## Satisfaction Survey

A total of 123 Residential satisfaction survey were sent out to all 123 resident's family. We have received a total of 55 responses. The overall score of the whole survey is 4.40 which is between "Excellent" and "Good" range. Thus, the collated feedback indicated that our caregivers are generally satisfied with our service at BHID.

A total of 19 DAC satisfaction survey were sent out to all 19 DAC client's family. We have received a total of 19 responses. The overall score of the whole survey is 4.27 which is between "Excellent" and "Good" range. Thus, the collated feedback indicated that our caregivers are generally satisfied with our service at BHID.

### DAC Open House 2023

Parents from the various special schools such as Rainbow Centre, Eden School, MINDS-Fernvale Gardens School and St Andrew's Autism School came by to visit our Day Activity Centre. SGE representatives were also present at these sessions held on 5, 12 & 26 April 2023 via ZOOM and in-person.

The purpose of this visit was to help these parents gain a better understanding about our DAC so that they are able to make an informed decision upon graduation of their child from Rainbow Centre. Senior Social Worker gave a briefing and a tour round Bishan Home to help these parents understand more of what we are doing.

### Voice/Video Calls Support with volunteers

The Social Work Team continues to support residents with weak family support. Alongside a dedicated team of church volunteers, they have ensured that regular phone calls are made to maintain crucial social connections. The consistent commitment of these volunteers has made a significant difference in the lives of our residents, offering them much-needed comfort and companionship. These voice and video calls have brought immense joy to our residents, brightening their days and underscoring the importance of maintaining social connections.

Such initiatives reflect the strength of communities coming together to support one another during challenging times. They are a powerful testament to the impact that human connection and dedicated volunteers can have on the well-being of our residents. We are deeply grateful for the unwavering support and the positive influence that these video call sessions have brought to our Bishan Home community.





### Agora Sessions

On 25 October 2023, Associate Professor Ho Peng Kee, our Patron and his wife graciously succeeded the leadership of AGORA from Rev Dr Quek Swee Hwa and resumed AGORA. AGORA is one of our cherished weekly volunteer-led activities, organized by volunteers from Zion Bishan Bible-Presbyterian Church for a small group of our residents.

During these fellowship sessions, our residents delight in the warm company of the volunteers, enjoying refreshments, songs, performances, games and various engaging activities.



### BHID 25<sup>th</sup> Anniversary on 6 Oct 2023

We celebrated a significant milestone—the 25th Anniversary of Bishan Home. It is with great pride and joy that we come together to honour the journey that began a quarter of a century ago, and to reflect on the remarkable impact this home has made on the lives of so many.

Our heartfelt gratitude to our special guest, Ms. Denise Phua, Mayor of Central Singapore District and Member of Parliament, Jalan Besar GRC. Her presence at this event has added a significant touch of honour and significance to our celebration.



As we celebrate 25 years of our journey, it's not just a time for reflection, but also a moment to express our deepest gratitude to all our supporters who have been with us through thick and thin, especially during the Covid pandemic period. Their support has been the wind beneath our wings, propelling us forward in our mission and endeavors



## Community Partnership

The presence of volunteers at Bishan Home creates a more dynamic, supportive, and engaging environment for everyone involved. Residents benefit from increased social interaction, personalized attention, and improved emotional well-being, while staff receive essential support that allows them to focus on their primary duties.

Volunteers play a crucial role in providing individual attention to residents, which may not always be possible for staff due to their workload. This personalized interaction can significantly enhance a resident's emotional well-being. Volunteers also assist in organizing and participating in activities that cater to the specific interests of residents, from reading to arts and crafts, which greatly enriches their quality of life.

Additionally, the community benefits from the strengthened bonds and increased awareness of the needs of individuals with special needs. The ongoing support from volunteers, donors, schools, and corporations highlights the positive impact that Bishan Home has had over the years. This collective effort not only enhances the lives of the residents but also fosters a spirit of inclusion and compassion within the wider community.



## Community Partnership:

**VOLUNTEER  
INVOLVEMENT**

**1,042  
VOLUNTEERS**

SERVED BISHAN HOME'S  
RESIDENTS AND DAC CLIENTS



**1,623  
HOURS**

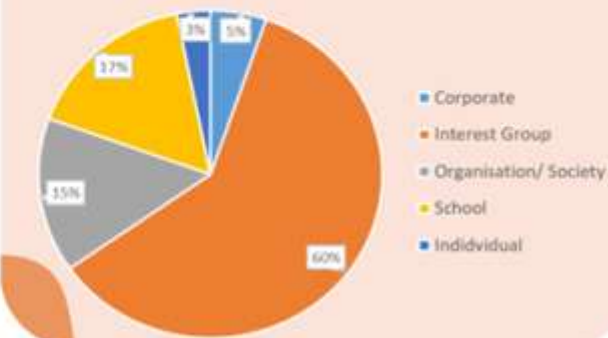
TIME SPENT BY VOLUNTEERS

**12**



**2**

**190  
VOLUNTEERING  
SESSIONS**



### **Volunteers from Clover Enterprise Pte Ltd (9 March 2024)**

We extend our heartfelt gratitude to the volunteers from Clover Enterprise Pte Ltd c/o The Ladies Cue for their visit to Bishan Home. The session started with a mesmerizing guzheng performance by Ms Aziel Khoo & Ms Teng Wan Tian. The enchanting melodies truly captivated everyone. We hope to have more opportunities to enjoy such performance again.

The highlight for the day was the singing session led by the cheerful Mediacorp host, actress & singer, YangguangKele阳光可乐. Her cheerful presence and talents brought much joy and entertainment to everyone that will certainly create memorable moments.



### **Kuo Chuan Presbyterian Schools- Centennial Anniversary (8 March 2024)**

We were grateful to the staff & students of Kuo Chuan Presbyterian Schools for inviting us to celebrate their Centennial Anniversary. It was indeed heart-warming to see both Kuo Chuan Presbyterian Secondary School and Primary Schools coming together as one big family. The students and teachers were such great hosts, offering our residents a thoughtfully curated program during our visit.

Our residents also enjoyed the engaging games and delightful snacks provided. The guided tour around the school was also a highlight for them. And most importantly, the genuine companionship and warmth shared by the students surely made the event even more special.





### **Volunteers from AG48 Zion Bishan BP Church (2 March 2024)**

A group of volunteers from AG48 of Zion Bishan Bible-Presbyterian Church came by for an interactive session with our residents. This session offers the opportunity for our residents to partake in uplifting songs of praise served as a source of spiritual nourishment and joy, fostering a sense of community and connection.

The inclusion of engaging games and comforting food provided a delightful and memorable experience for our residents, igniting smiles and fostering moments of shared happiness. In addition, a big shoutout to our dedicated Sunday School volunteers, whose unwavering support played a pivotal role in ensuring the success of this event.



### **Volunteers from Top Alliance Group (23 February 2024)**

We were delighted to welcome a group of volunteers from Top Alliance Group to have fun activities with our residents. We could not do what we do well without the support of many, such as through corporate organisations like Top Alliance Group. Other than making time here at Bishan Home, they have also generously sponsored a yummilicious Japanese bento box for all our residents & DAC clients from EatZ Catering Services Pte Ltd. In addition, some of the selected residents also had a great time doing cute keychain paintings & each piece is unique on its own.





### **Lunar New Year Hampers from Kuo Chuan Presbyterian Primary & Secondary School (9 & 14 February 2024)**

Both Kuo Chuan Presbyterian Primary & Secondary School have been our supportive community partners for years. Every year, without fail, the teachers and students will deliver Chinese New Year hampers for Bishan Home. It's great to acknowledge and appreciate the efforts of these students in enhancing the festive spirit. These gestures of kindness and community camaraderie have undoubtedly added to the joy and celebration of the Lunar New Year.

The effort and creativity of the students in decorating the hampers have added an extra special touch to the festive mood. Such acts of kindness and community spirit certainly contributed to the joyous celebration of the Lunar New Year.



### **Volunteers from SAOT (28 & 29 December 2023)**

What a wonderful way to end 2023! A team of student volunteers from the Singapore Association of Occupational Therapists Students' Committee's (SAOTSC) Community Outreach Team, came over to engage our residents with fun activities over two sessions. Their willingness to accommodate changes and tailor activities to suit the residents' needs shows their commitment and compassion towards people with special needs. Our residents truly relished the activities and appreciated the friendly demeanor of the volunteers, which was evident in the smiles that brightened their faces during the sessions.





### **Outing to Marina Barrage (14 December 2023)**

During this outing to Marina Barrage, our residents and DAC clients are delighted to be able to customize their very own kites while enjoying the scenic surroundings of Marina Barrage. They also got the opportunity to tour the Sustainable Singapore Gallery which is certainly a fun learning experience for them. Despite the wet weather, our residents and clients got to enjoy a fulfilling session with the NUS CSC students



### **Christmas Special with Tuesday Devotion Volunteers (12 December 2023)**

With added safety precaution, special arrangement was made for our regular Tuesday Devotion volunteers from Zion Bishan Bible-Presbyterian Church to go ahead with this morning's Special Christmas Edition! It was a joyful and cheerful occasion indeed! Our residents enjoyed the musical performance, singing session and not forgetting the sharing of the word.

A big thank you to Joseph and Rachel (our special speakers) for reminding us about the love of God and the meaning behind of Christmas, in a simplified manner which our residents could easily understand





### **Outing with QIP to Gardens By the Bay (14 December 2023)**

Volunteers, from Q Investment Partners Pte. Limited (QIP), brought our DAC clients to the Flower Dome at Gardens by the Bay. All of them enjoyed Gardens by the Bay's signature year-end yuletide display, Poinsettia Wishes – A Nordic Christmas Adventure! Both our DAC clients and volunteers were thrilled by the enchanting Christmas fir trees, the floral display features over 20 varieties of poinsettias.

This outing certainly lit up our DAC clients' mood while giving them a Christmassy festive atmosphere. Creating those moments of joy and cheer during the holiday season is priceless.



### **Bowling at Singapore Island Country Club (7 December 2023)**

We collaborated with Singapore Disability Sports Council (SDSC) to have a few sessions of fun bowling for both our residents and DAC clients at the Singapore Island Country Club. It definitely brightened up their day as they finally had a chance to enjoy bowling. Our residents/DAC clients put in their best shot and it was amazing that quite a few of them were able to hit a "STRIKE" despite their first attempt at bowling.





### **Purple Parade 2023 (4 November 2023)**

Supporting The Purple Parade 2023 in our own small way! Together with volunteers from NUS-CSC, we brought our residents there to enjoy the carnival and concert. It's heart-warming to see so many people coming together to support inclusion.



### **Corporate volunteers from CITI SG (12 October 2023)**

Our residents got to enjoy a fruitful interaction session jam-packed with fun activities with the enthusiastic volunteers from Citi SG Disability Network Steering Committee. Looking at the bright smiles of our residents, our hearts were certainly heartened by the volunteers' presence in brightening their day.



### **Volunteers from SAFRA Community Service Club (23 September 2023)**

Mid-Autumn came early! Friendly volunteers from SAFRA Community Service Club came by for an unforgettable time of fun and creativity!



Together, they rolled up their sleeves and created the most beautiful and delicious snow skin mooncakes. The smiles on our residents' faces as they made these mooncakes with your assistance were truly heart-warming.

Next, the volunteers also helped our residents designed and assembled cute animal lanterns which brought a burst of joy and colour to our community. The session ended on a high note with a Gangnam Style dance



#### **Corporate volunteers from Great Eastern Life (21 September 2023)**

Cheerful laughter permeates throughout Bishan Home as residents and DAC clients participated in the fun-filled activities with volunteers from Starr Epic Advisory representing Great Eastern Life. Seeing the enthusiasm of the volunteers, we are certainly heartened by their uplifted spirit in serving the community. Besides that, our residents and clients also get to enjoy delicious Thailand-style olive fried rice for their lunch ending it with a sweet side of steam tapioca dessert sponsored by the group





### **Sally and Friends (5 September 2023)**

It was an absolute delight to have Sally & her group of friends them with us for the incredible singing session they hosted. Our residents couldn't stop mentioning about how much they enjoyed the whole session. The oldies they sung had brought back cherished memories and filled our hearts with joy. Seeing our residents danced along with smiles on their faces was truly heart- warming. Our residents not only enjoyed the music but also gobbled up the buns that they sponsored .



### **Visitors from Taiwan (3 August 2023)**

This year Volunteering Taiwan collaborates with Hakka Affairs Council and initiates a project named “2023 Hakka Youth International Affairs Mission.” 12 Taiwan student volunteers came by to interact with our residents. Their visit was nothing short of impressive as they shared their vibrant Hakka culture through captivating performances and engaging activities.

The joy and happiness that radiated from the performances were palpable and our residents immensely enjoyed the entire experience. The student’s enthusiasm for bringing their traditions to our community was truly inspiring and served as a reminder to us of the importance of heritage preservation. All the best to this group of shining stars.



### **Volunteers from Hiro Engineering Pte Ltd (28 June 2023)**

We would like to express our gratitude to the Management team and staff from Hiro Engineering Pte Ltd for their visit and the generous in-kind donations they made. It was through the kindness and support of them that we are able to continue our mission and make a difference in the lives of those in need.



### **Food Sponsorship**

Food sponsorship at Bishan Home is more than just providing meals; it is about nourishing the body, uplifting the spirit, and fostering a sense of community. By contributing to this vital aspect of care, sponsors play an essential role in enhancing the quality of life for residents, ensuring that they feel valued, cared for, and supported.

Bishan Home is deeply grateful for the generosity of its food sponsors, whose contributions help sustain the Home's mission of providing compassionate care to those who need it most. For FY23/24, we have a total of 131 food sponsorship. Food sponsorship included bento boxes, burgers, noodles, cakes and even salmon rice bowls.





# Therapy Department Report

## Overview

With over 54% of residents above the age of 55, we are witnessing a growing number showing signs of feebleness. Recognising this, we have effectively implemented a senior-friendly gym-therapy program designed to support the mobility, function and well-being care for our ageing residents.

## Gym Program Implementation

The installation of the HUR Solutions gym equipment and the customised-functional exercise programs have transformed our approach to residents' care. These state of the art, pneumatic resistance and software-enabled equipment are specifically designed for senior adults, ensuring safety and adaptability for a wide range of physical and health conditions.



## Benefits of the Program

The goal of the functional gym-therapy program is to help residents maintain independence, reduce risk of falls, and enhance their ability to perform daily living activities.

Through the HUR SmartTouch system, we will be able to closely monitor each resident's progress and make adjustments to their functional care therapies as and when required.

## Training and Leadership:

Staff training is crucial to ensure the successful implementation of the functional gym-therapy program.



Head Trainer, Occupational Therapist and Therapy Aides engaging software training from Tommi (HUR Solutions Regional Director, equipping them to evaluate residents' progress using the HUR SmartTouch system.



Michael Gan (CEO) conducting training on the usage of the HUR equipment, demonstrating proper techniques and necessary adjustments to ensure safe and effective exercise sessions.



### Community-Based Exercise Initiatives



To complement the functional gym-therapy, Occupational Therapist, Therapy Aides and Head Trainer also conducted bodyweight exercise sessions in a focused-care space at Zion Bishan Church's Multipurpose room. These sessions were designed to promote both physical well-being and social interaction among the residents.

### Other Therapy Exercises

Holistic care also includes other therapy exercises such as ambulation exercises, pedal exercises, and therapy group games. These activities further support residents' physical health and contribute to their overall quality of life.

### Conclusion

The implementation of these programs marks a significant milestone in advancing healthy aging at Bishan Home. We are pleased with the positive impact it has already had on our residents and are fully committed to advancing this invaluable work. The benefits are evident, and we eagerly anticipate continued success in empowering our older senior adults to lead healthier, more independent lives.



# Donors

1	Anthony Utama
2	Chan Wai Fen
3	Chew Jia-En Adaline
4	Goh Yu Fan
5	Ho Ji-Min Gabriel
6	Koh Meng Keong
7	Kwek Wei Lun, Calvin
8	Lee Hui Min, Magdalene
9	Lee Jiunn Shan
10	Lee Tiow Yong
11	Lim Hong Wei
12	Lin Kim Gek
13	Lin Simin
14	Ma Jiaying
15	Mahendran S/O Minisamy
16	Melvin Tay
17	Michael Renaud
18	Mirabel Renato Lopez
19	Muhammad Jabbar Bin Jaafar
20	Ng Poh Hwee Sean
21	S Arulmurugan
22	Samir Arora
23	Sng Han Heng
24	Soh Chee King
25	Teresa Ling Yiu Mein
26	Thatipamula Laxminarayana Goud

# Governance Report

Bishan Home for the Intellectually Disabled is governed by a committee, whose members are elected according to the Society's constitution. None of the Board members hold staff appointments.

## Board Constituion (Key Office Bearers)

Name	Office Held	Current Employment status
Mr Lau Wah Ming	Hon. Chairman	Retired Cabinet Secretary
Ms Angelina Chua	Hon. Vice-Chairman	Retired Lawyer
Mr Alvin Poh Lye Heng	Hon. Treasurer	Commercial Training Leader
Dn Sunil Gladson Peter	Hon. Assistant Treasurer	VP– Finance
Mr Loh Mun Fei	Hon. Secretary	Retiree

## Meeting Attendance

			95th BOD Meeting (21 Sept 23)	25th AGM (21 Sept 23)	96th BOD Meet- ing (25th Jan 24)
1	Mr Lau Wah Ming	Hon. Chairman	Attend	Attend	Attend
2	Ms Angelina Chua	Hon. Vice-Chairman	Absent with Apologies		Attend
3	Mr Alvin Poh Lye Heng	Hon. Treasurer	Attend	Attend	Attend
4	Dn Sunil Gladson Peter	Hon. Assistant Treasurer	Attend	Attend	Attend
5	Mr Loh Mun Fei	Hon. Secretary	Attend	Attend	Attend
6	Dr Yang Sik Horng	Hon Director	Attend	Attend	Absent with Apolo- gies
7	Mr Foo Say Chiang	Hon Director	Attend	Attend	Attend
8	Dr Kok Moo Ling	Hon Director	Attend	Attend	Attend
9	Rev Dr Alby Yip	Hon Director	Absent with Apologies		Attend



## HR Committee

Name	Role
Mr Lau Wah Ming	Chairman of Sub-Committee
Ms Angelina Chua	Member of Sub-Committee
Rev Dr Alby Yip	Member of Sub-Committee

## Investment Committee

Name	Role
Mr Foo Say Chiang	Chairman of Sub-Committee
Mr Alvin Poh Lye Heng	Member of Sub-Committee
Dn Sunil Gladson Peter	Member of Sub-Committee
Mr Bernard Lim	Member of Sub-Committee
Mr Chu Toh Chieh	Member of Sub-Committee

## Finance Committee

Name	Role
Mr Foo Say Chiang	Chairman of Sub-Committee
Mr Alvin Poh Lye Heng	Member of Sub-Committee
Dn Sunil Gladson Peter	Member of Sub-Committee

## Conflict of Interest

All Board Members and Staff Members of Bishan Home are required to read and understand the Conflict of Interest Policy set by the Home, and are to acknowledge that they understood the policy, and he/she will fully disclose to the Board any relationships, interests or holdings that may result in a conflict of interest.

If a situation where a conflict of interest arises between the Home and himself/herself, the Board or Staff member with the conflict of interest is required to make a disclosure. He/She will be excluded from any discussion or decision making pertaining to this matter.

## Disclosure and Transparency

All Board Members receive no remuneration for their services; as their appointment are honorary.



# Governance Checklist

S/ No	Code Guideline	Code ID	Response	Explanation
<b>Board Governance</b>				
1	Induction and orientation are provided to incoming Board members on joining the Board.	1.1.2	Complied	
	Are there Board members holding staff* appointments? (Skip items 2 and 3 if "No")		No	
2	Staff* does not chair the Board and does not comprise more than one-third of the Board.	1.1.3	-	
3	There are written job descriptions for their executive functions and operational duties which are distinct from their Board roles.	1.15	-	
4	There is a maximum limit of four consecutive years for the Treasurer position (or equivalent, e.g. Finance Committee Chairman or person on Board responsible for overseeing the finances of the charity). Should the charity not have an appointed Board member, It will be taken that the Chairman oversees the finances.	1.1.7	Complied	
5	All Board members submit themselves for re-nomination and re-appointment, at least once every	1.1.8	Complied	
6	The Board conducts self-evaluation to assess its performance and effectiveness once during its term of every 3 years, whichever is shorter.	1.1.12	Complied	
	Are there Board member(s) who have served for more than 10 consecutive years? (Skip item 7 if "No")		Yes	
7	The charity discloses in its annual report the reasons for retaining Board member(s) who has served for more than 10 consecutive years.	1.1.13		For Directors who have served on the Board for more than 10 years. They have been retained in view of their long experience at Bishan Home. Bishan Home believes that competent, experienced and committed Board members will ensure that we continue to be relevant and sustainable for the future.
8	There are documented terms of reference for the Board and each of its Board committees.	1.2.1	Complied	
<b>Conflict of Interest</b>				
9	There are documented procedures for Board members and staff to declare actual or potential conflicts	2.1	Complied	

10	Board members do not vote or participate in decision-making on matters where they have a conflict	2.4	Complied	
<b>Strategic Planning</b>				
11	The Board periodically reviews and approves the strategic plan for the charity to ensure that the activities are in line with its objectives.	3.2.2	Complied	
<b>Human Resources and Volunteer* Management</b>				
12	The Board approves documented human resources policies for staff.	5.1	Complied	
13	There is a documented Code of Conduct for Board members, staff* and volunteers* (where applicable) which is approved by the Board	5.3	Complied	
14	There are processes for regular supervision, appraisal and professional development of staff*	5.5	Complied	
	Are there volunteers* serving in the charity? (Skip item 15 if "No")		No	
15	There are volunteers* management policies in place for volunteers*.	5.7		
<b>Financial Management and Internal Controls</b>				
16	There is a documented policy to seek Board's approval for any loans, donations, grants or financial assistance provided by the charity which are not part of its core charitable programmes.	6.1.1	Complied	
17	The Board ensures internal controls for financial matters in key areas are in place with documented procedures.	6.1.2	Complied	
18	The Board ensures reviews on the charity's internal controls, processes, key programmes and events are regularly conducted.	6.1.3	Complied	
19	The Board ensures that there is a process to identify, regularly monitor and review the charity's key	6.1.4	Complied	
20	The Board approves an annual budget for the charity's plans and regularly monitors its expenditure.	6.2.1	Complied	
	Does the charity invest its reserves, including fixed deposits? (Skip item 21 if "No")		Yes	
21	The charity has a documented investment policy approved by the Board.	6.4.3	Complied	
<b>Fundraising Practices</b>				
	Did the charity receive cash donations (solicited or unsolicited) during the year? (Skip item 22 if "No")		Yes	



22	All collections received (solicited or unsolicited) are properly accounted for and promptly deposited by the charity.	7.2.2	Complied	
	Did the charity receive donations-in-kind during the year? (Skip item 23 if "No")		Yes	
23	All donations-in-kind received are properly recorded and accounted for by the charity	7.2.3	Complied	

#### Disclosure and Transparency

24	The charity discloses in its annual report: i. Number of Board meetings in the year; and ii. individual Board member's attendance.	8.2	Complied	
	Are Board members remunerated for their Board services? (Skip items 25 and 26 if "No")		No	
25	No Board member is involved in setting his or her own remuneration.	2.2		
26	The charity discloses the exact remuneration and benefits received by each Board member in its annual report. OR The charity discloses that no Board members are remunerated	8.3		
	Does the charity employ paid staff? (Skip items 27, 28 and 29 if "No")		Yes	
27	No staff is involved in setting his or her own remuneration.	2.2	Complied	
28	The charity discloses in its annual report: (i) the total annual remuneration (including any remuneration received in its subsidiaries), for each its three highest paid staff*, who each receives remuneration exceeding \$100,000, in bands of \$100,000; and (ii) if any of the 3 highest paid staff* also serves on the Board of the charity. The information relating to the remuneration of the staff must be presented in bands of \$100,000. OR The charity discloses that none of its staff* receives more than \$100,000 in annual remuneration each	8.5	Complied	
29	The charity discloses the number of paid staff* who are close members of the family* of the Executive Head or Board Members, who each receives remuneration exceeding \$50,000 during the year, in bands of \$100,000. Or The charity discloses that there is no paid staff* who are closed members of the family* or the Executive Head or Board Member, who receives more than \$50,000 during the year.	8.5	Complied	

#### Public Image

30	The charity has a documented communication policy on the release of information about the charity and its activities across all media platforms.	9.2	Complied	
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