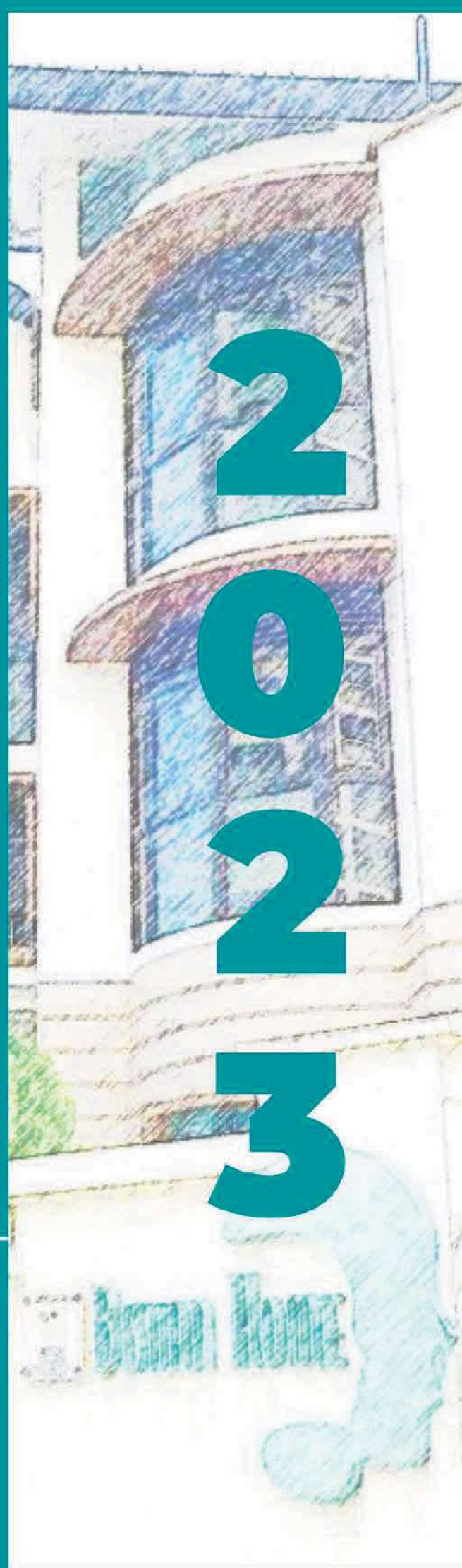




# ANNUAL REPORT

Bishan Home for the  
Intellectually Disabled



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## **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



# Profile



Bishan Home was declared open by then Deputy Prime Minister Lee Hsien Loong on 25<sup>th</sup> September 1999 and started operations the following month. The Home is a joint effort between the Ministry of Social and Family Development (MSF) and Bible-Presbyterian Welfare Services.

When Bishan Home first started, the Home was registered under the Bible Presbyterian Welfare Services umbrella. In 2007 the Home was registered as a separate Society and obtained Charity and Institution of Public Character (IPC) status in its own right. Bishan Home is also a member of the National Council of Social Services. From an initial population of slightly over 20 residents, the Home is now near full capacity of 126 residents. In addition to our residential program, the Home also runs a Day Activity Centre (DAC).

The Home introduced its DAC program in 1999 as a social service in response to appeals from desperate parents in the surrounding neighborhood for such a program. Initially, the program did not receive any government funding. It was only in 2005 that the Home applied to National Council of Social Services (NCSS) to fund both the DAC Program and its expansion. Expansion works to the DAC were completed in 2007 and as of 2023 the DAC has 22 clients.

# 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.

6 Bishan Street 13, Singapore 579798

Tel: 6353 3515 Fax: 6353 6753

Email: [info@bishanhome.org.sg](mailto:info@bishanhome.org.sg)

<https://info.bishanhome.org.sg/>

<https://www.facebook.com/bishanhome/>



# Chairman's Message

## A SILVER JUBILEE: CELEBRATING OUR 25<sup>TH</sup> ANNIVERSARY



We celebrate our 25<sup>th</sup> anniversary this year. In celebrating this milestone, we look back to 25 years of serving the intellectually disabled community; 25 years of working with our many community and sector partners who have accompanied us on this journey. This moment also gives us an opportunity to pause, look and reflect, on those who have come with us on this journey.

I would like to thank the directors and staff of the Home for coming along with us on this journey. Many of our directors have been with the Home from the very beginning, providing a wealth of knowledge from their professional fields, as well as volunteering their time with the Home.

Our staff play a key role in the running of the Home; without them, the Home would not function. For our foreign staff who are away from their families, I salute your dedication and commitment in caring for the residents of the Home.

I would also like to recognise the contributions of our volunteers and community partners. Over the years, they have brought smiles and laughter to our residents through outings, visits and events held in the Home. Be they corporate partners, or students from neighbouring schools, each and every volunteer has made an impact on our residents' lives in a wonderful way.

Even as the Home celebrates its 25<sup>th</sup> anniversary, we continue to look forward to the future. A key objective for us is ensuring the Home is equipped with the correct skills and equipment to take care of an aging residential population.

Our residents are aging, and face a host of aging issues in addition to their intellectual disabilities. Family support is also waning as residents' caregivers age alongside their loved ones. To this end, we are looking to increase our collaboration with other organisations specialising in geriatric care, ensuring our staff have the relevant skills to take care of older residents. We are also looking at enhancing the Home's training programmes to ensure our residents remain as active and independent as possible. The Home's facilities will also be improved to ensure our residents stay in a safe environment.

It has been a long and fruitful journey for all of us, and I hope that with God's grace and guidance for the Home, we will celebrate many more anniversaries to come.

# Nursing/Caregiving

## Admissions and Discharges

- (a) Admission of residents for the year (ADH): 2
- (b) Admission of clients for the year (DAC): 1
  
- (a) Discharges for the year (ADH): 4+2 deceased
- (b) Discharges for the year (DAC): 2+1 deceased

## COVID Vaccination

Staff and residents are fully vaccinated against COVID-19 virus. There are still sporadic cases of COVID-19 that are seen.

Staff are reminded to be vigilant when on overseas leave or in crowded places. They are encouraged to do ART if they are unwell with acute respiratory symptoms.

## On-going Resident's Activities

### (i) Craft Therapy / Social Gifting

Craft Therapy sessions are on-going and this activity empowers our residents to be “craft-entrepreneur from recipient to giver”. 15 selected residents participate in this program and they were taught and guided individually by volunteers to do craftwork, packing and displayed online for sale.



Craft Therapy session in progress. Our residents are being guided by volunteers.



# Nursing/Caregiving

## **(ii) Fingers Play - Puppetry**

Puppetry sessions are attended by 20 selected residents. The instructor teaches residents on how to manipulate a puppet to follow through a scene or story. Residents improve on their social interactive skills with the instructor via a puppet.

## **(iii) Flour Power – Basic Cooking Skills**

Supported by CDC, Bishan Home collaborated with Flour Power to run basic cooking classes for residents. In the sessions, residents learn to prepare simple recipes and use of cooking equipment, supervised by instructors on-site.

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

In Skills Training, the clients and residents receive training on hand hygiene, practice good personal hygiene toileting habits. Clients and residents have assisted ambulation to encourage walking and more walking.



Flour Power session in progress.



One of the Daily Living Skills

# Nursing/Caregiving

## (v) Social Living Skills

In Social Living Skills, clients and residents are taught on basic skills in mingling with family members, volunteers and visitors. They are taught on safe socialization and basic safe management measures, to avoid hand-shaking and hugging to prevent/reduce any possible transmission of virus and bacteria.

Clients and residents are encouraged to bond with each other in a brotherly-sisterly manner. Those of high functioning abilities are taught to look out for one another, to buddy in activities like ambulation, interactive game sessions.

Our staff arrange outings for clients and residents to experience some calmness and see nature. The younger ones enjoyed walking on running tracks and the elderly ones do slow-walking exercises along Bishan Canal or to the estate playground.



Residents' Group Activity to promote bonding



# Nursing/Caregiving

## Staff Training

- (i) All direct caregiving and support staff are encouraged to attend the Standard First Aid + AED training course. This is to ensure that staff are equipped with the knowledge and confidence to handle any emergency situation.
- (ii) Selected staff are appointed to attend the Fire Safety Course. The Fire Safety Manager, Site Controllers and Response Team will be equipped to handle emergency situations which may require fire control, mass evacuation of residents, clients, staff and visitors to a safe site during a fire.
- (iii) Our in-house staff trainer held orientation sessions with the newly joined caregivers/nursing aides. Staff trainer also held on-the-job training for them, introducing them the Standard Operating Procedures in Operations. Newly joined staff will be briefed on the Minimum Standard of Care in an Adult Disability Home.

Staff were encouraged to attend Webinars and online training sessions to upgrade themselves. Webinars on Infection Control Measures, donning of PPE, Environment Cleaning are highly recommended.

## Medical Care for Residents

- (i) Telemedicine clinic with IMH psychiatrists to manage the residents' behavioral issues and psychotic conditions.
- (ii) Video consultation with Polyclinic doctors to manage the residents' medical conditions.
- (iii) Phone consultation with specialist doctors in the hospital for residents' with stable medical or neurological conditions.
- (iv) Tele-consultation with GPs at clinics to help reduce exposure of residents into the community during the peak COVID period.
- (v) Tele-consultation and on-site visit by volunteer doctors to attend to residents with acute medical conditions, thereby receiving prompt medical treatment.

# Nursing/Caregiving

## Management of challenging behaviors of residents and clients

Amongst other behavior management measures, it is important to create a conducive, calm environment for them. With soothing music, this soothes their nerves and reduce their anxiety level.

## Fun times and leisure for the residents and clients in the year

Residents remember the festive seasons and are always on the look out for the lion dance and big-head dolls during the Lunar New Year. They enjoy watching National Day Parade, complete with the National Anthem, uniformed contingents march, Red Lion parachutists freefalls, State flag flypast and colourful fireworks. Residents also look forward to Christmas as the Christmas Carols are ringing in the air, and Christmas trees are up and decked with ornaments.



A calm environment with soothing background music helps to promote good sleep for the residents



Christmas gathering



The neighborhoods are decorated with life-sized inflatable balloons, Christmas trees and lightings to liven up the Christmas spirits



Staff dressed up to celebrate CNY and entertain & cheer up the residents



# Nursing/Caregiving



Residents cheering as they watch National Day Parade live on TV



Residents learnt to make “Tang Yuan” for Winter Solstice Festival, one of the important Asian festivals

## As the economy turns endemic

### Relaxation of Safe Management Measures

- Re-opening of the ADH by allowing visitors into the premises. Visitors have to follow visiting protocol, which they are encouraged to do ART before visiting and to defer the visit if unwell or had exposure to a recent COVID-19 case.
- Home leave for residents is resumed. However, the Home encourages short home leave period to reduce excessive exposure to the virus.
- Routine PCR swabbing for staff and residents/clients are no longer compulsory.
- ART swabbing is recommended for individuals who feel unwell with COVID or flu symptoms and is also close contacts of a COVID case.
- No strict zoning to be observed but encouraged to stay away from others if unwell.
- Social distancing is lifted.
- Vaccinated differentiated measures are no longer needed, unless the event is attended by at least 500 participants.
- Staff training can be held physically in the Home rather than online teaching.

Though many Safe Management Measures are stepped down, vigilance is still important.

- Staff are to continue to don masks in indoor settings and in settings whereby they need to interact with clients and residents.
- Environment and premises continue to keep the high standard in terms of cleanliness and odorless. To disinfect surfaces, especially high-touch areas.
- Residents who are COVID positive need to be isolated immediately and to remain in isolation room till they are tested negative or asymptomatic.
- Nursing care staff are to continue to don full PPE when rendering care to a COVID case.
- The Home and Centre continue to keep a healthy stockpile of personal protective equipment (PPE) to stay in readiness.

# Social Work

Social work services during the COVID-19 pandemic period have undergone significant changes and adaptations to ensure the safety and well-being of our residents and DAC clients whom we served. It provided impetus for massive changes, adaptation and innovation. As such, we have embraced new technologies and strategies to maintain connections and support during a time of unprecedented global challenges. With the “New Normal”, the idea of communicating with clients’ virtually using video conferencing platforms and WhatsApp has since been normalized. Through this crisis, we learnt to find and value opportunities that arise out of challenges, and constantly seek better ways to help and support our residents/clients affected by this crisis.

## **1) VWOTS Transport Subsidies**

The VWO Transport Subsidies aims to benefit PWDs attending our Day Activity Centre. Transport subsidies for 16 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 81 CHAS cards (blue and orange) has been successfully processed. 24 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.

## **3) 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 105 residents with MFEC cards. 16 residents do not meet the criteria of MFEC application.

## **4) New referrals from SG Enable**

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

Social Work Team administered 3 new referrals for residential placement, out of which 2 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 the family decided on residential placement instead.

During this period, there were a total of 5 discharges cases from residential service and 2 discharge cases from our Day Activity service.



# Social Work

## **5) Satisfaction Survey**

A total of 124 residential satisfaction survey forms were sent out to all 124 residents' families/caregivers. We have received a total of 56 responses. The overall score of the whole survey is 4.45 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 24 DAC satisfaction survey forms were sent out to all 24 DAC clients' families/caregivers. We had received a total of 22 responses. The overall score of the whole survey is 4.18 which is between "Excellent" and "Good" range. Thus, the collated feedback indicated that our caregivers are generally satisfied with our service at BHID.

## **6) Collaboration with James Cook University Psychology Clinic**

Social Work Team collaborated with James Cook University Psychology Clinic to identify suitable DAC clients to conduct adult psychological assessments assessment of cognitive and adaptive functioning.

This collaboration provided the interns who are doing their JCU Masters in Clinical Psychology an opportunity to conduct adult psychological assessments, as part of their training, with our DAC clients. The interns were being supervised by their Clinical Psychologist.

A total of 3 DAC clients benefited from this collaboration. By assessing our client's cognitive strengths and weaknesses, our DAC staff can then develop appropriate interventions and support for these individuals.

## **7) Digitization with RICE Consultancy**

During the FY 2022/2023, we successfully initiated a digital transformation by centralizing our records into a digital database. The beginning of this journey was challenging and demanding, involving the meticulous scanning and backup of our physical records.

Nonetheless, our dedication and determination ultimately yielded significant rewards, as we began to fully embrace the system and its benefits in our daily operations. This transition has undeniably elevated and enhanced our workflow.

In the long run, digitized information can be easily searched, sorted, and filtered, making it faster to find specific data or documents. This enhances efficiency and productivity of the Social Work Team.

# Social Work

## 8) Voice/video calls support with families and volunteers

The efforts to connect family members, caregivers and residents through voice/video calls are crucial, especially during the Covid-19 pandemic period. With the “New Normal”, visitations are allowed based on the situation at our Home. The Social Work team continue to support as many family members/caregivers as possible via voice /video calls support. This initiative is especially important for elderly caregivers, who may face some challenges with in-person visitations.

These voice/video call sessions have indeed brought much joy and brightened up the residents’ days is a testament to the importance of maintaining social connections. The weekly video calls with the church volunteers not only provide a respite but also reminded the residents of the meaningful interactions they had before the pandemic.

The dedication and compassion of the church volunteers who continue to participate in these video call sessions are truly commendable. Their consistent commitment indeed makes a significant difference in the lives of our residents. Such initiatives reflect the strength of communities coming together to support one another during challenging times.



Our residents beaming with joy and laughter during video calls

# Community Partnership

Community partnerships during the COVID-19 pandemic period have proven to be invaluable in addressing the myriad challenges that arose as a result of the crisis. These partnerships offer a range of benefits that help communities respond effectively and collaboratively to the unique demands of the situation.

The support from volunteers, donors, schools and corporations speaks volumes about the positive impact on Bishan Home has had over the years.

The fact that these volunteers and donors have become long-term supporters highlighted the mutual trust and shared commitment to enhancing the mental and emotional well-being of our residents and DAC clients. They are indeed the pillars that contribute significantly to the improved quality of life for those under our care.

The optimism for the future, with the prospect of Singapore becoming more COVID-resilient and easing restrictions, opens up opportunities to expand engagement and promote inclusivity for people with intellectual disabilities. This proactive approach aligns with the changing landscape and showcases your organization's commitment to fostering awareness and understanding in the wider community.

## **1) Collaboration with Zion Bishan BP Church (bi-monthly)**

- Monthly Birthday Celebrations for caregiving staff.
- Buddy Video Calls Session - 5 residents.
- Catered meals for residents.
- Catered meals for caregiving staff.

Our heartfelt appreciation to Pastor Alby from Zion Bishan BP Church for approaching members from the different AGs to sponsor bi-monthly dinner for all our residents and caregiving staff. Acts of kindness like these not only provide nourishment but also foster a sense of community and care among everyone involved. Their support is a shining example of how communities can come together to create a more compassionate and connected world.



# Community Partnership



Pastor Alby with our staff and a member of different AG group



Caregiving staff enjoying catered meals

## 2) Dog Therapy with Therapy Dogs Singapore (monthly)

Our residents and staff were extremely ecstatic to welcome volunteers and their lovely dogs back to Bishan Home this morning after such a long break due to COVID.

Special thanks to Beatrice from Therapy Dogs Singapore (TDS) for coordinating this session and Jennifer, Jessie and Jacqueline for making time to bring their dogs down to Bishan Home. Pet-assisted therapy not only bring joy to our residents but also aims to meet their physical and socio-emotional needs. Our residents, including staff always look forward to this monthly session with the lovely dogs!



Beatrice with Jennifer, Jessie and Jacqueline and their lovely dogs!



Our resident enjoys interacting with one of the therapy dog

# Community Partnership

## 3) Fresh fruit juice for residents (monthly)

We were indeed very thankful to have this lovely group of sisters, Serene Ang, Jaslin Ang, Julia Ang, Ang Hong Eng and their sister-in-law Peggy Lim, to come by to prepare fresh fruit juice for all our residents. Our residents certainly need this vitamin boost. Acts of kindness like this can go a long way in brightening the days and improving the well-being of our residents.



The lovely and kind ladies hard at work in preparing fruit juice for our residents

## 4) Music activity with volunteers from AG75 Zion Bishan BP Church (Feb 2023)

Boisterous laughter and loud clapping filled the air as our residents engaged in a series of fun-filled activities held by members from AG 75 Zion Bishan Bible-Presbyterian church today. Our residents were certainly delighted to be able to engage in this music and movement-themed session. The combination of music and movement definitely served as a booster for our residents' morale and mood. Yummy Old Chang Kee curry puffs were also provided to our residents for tea-break.



# Community Partnership



Volunteers from AG75 in discussion



Our residents engaged in one of the fun activities

## 5) Guzheng performance and Hokkien Choir Group from Zion Bishan BP Church (Feb 2023)

The beautiful serene melody of guzheng permeated the air as the talented performers skillfully play out melodious songs. Our residents were awed in delight by this wonderful performance and clapped in synonym with the melody. The Hokkien songs sung further gave a boost to the morale of our residents. A BIG thank you to Zion Bishan Bible-Presbyterian Church Hokkien choir group for their effort in cheering up the day of our residents.



Our residents serenaded by the melody of guzheng



Hokkien choir group belting out songs for our residents



# Community Partnership

## 6) Christmas food sponsor from AG28 Zion Bishan BP Church (Dec 2022)

The celebrative mood was in the air as residents and staff enjoy their delectable bento boxes which comprised of smoked salmon yaki-linguine and sticky fried chicken with Korean honey butter glaze. Our great appreciation to friends of AG28 of Zion Bishan BP Church for their generosity in sponsoring these festive bento boxes for all our residents and caregiving staff. Our residents and staff certainly felt blessed during Christmas by your act of generosity.



Our residents enjoying the Christmas bento box

## 7) Christmas Carolling & food sponsor from AG23 Zion Bishan BP Church (Dec 2022)

On the eve of Christmas 2022, we were very thankful to the choir group from Zion Bishan Bible-Presbyterian Church for sharing the spirit of Christmas through carolling to our residents. In addition, our appreciation to Kok Hong and members of AG23 for sponsoring us a Christmas meal! We also celebrated the Nov/Dec birthdays of our caregiving staff with a breakfast set meal from McDonalds! Lastly, we were grateful to Pastor Alby for his continuous support and for making this carolling and birthday session possible.



Christmas Carol  
being enjoyed  
by our residents

# Community Partnership

## 8) Christmas event with Pamela and friends (Dec 2022)

Our residents were involved in a series of fun-filled activities to celebrate the joyous arrival of Christmas via ZOOM with Pamela and her group of friends. Boisterous laughter and loud clapping filled the atmosphere as residents happily participated in the activity. Our residents also got to enjoy yummy-licious madeleines and fruit tartlets for their tea break.



Pamela and friends on Zoom



Our residents enjoying the performance

## 9) Students from SAOTSC (Dec 2022)

Students from Singapore Association of Occupational Therapists Students' Committee (SAOTSC) had an early mini-Christmas celebration with some of our residents. We were grateful to them for executing the thoughtfully curated carnival games and sing-along sessions. The students were indeed very friendly and attentive when interacting with our residents.



The group of lovely students from SAOTSC



Our residents enjoying one of the carnival games



# Community Partnership

## 10) Purple Parade (Oct 2022)

2022 marked the 10th anniversary of The Purple Parade, which promotes awareness and celebrate the abilities of Persons with Disabilities. Though we were not physically present in the Parade, our residents rallied together in Bishan Home to express their celebratory spirit for this meaningful event. We did a short video featuring Bishan Home's support for The Purple Parade 2022 and posted it on our Facebook.



Our residents holding up handcrafted signs in support of The Purple Parade

## 11) Volunteers from Ministry of Manpower (Oct 2022)

It has been a long while since we have corporate volunteer groups due to the COVID situation. We were happy to welcome a group of officers from the Assurance, Care and Engagement (ACE) Group, c/o PRP Bartley District, Regional East Command, Ministry of Manpower. ART were administered for all volunteers prior to the start of the activities.

Boisterous laughter filled our multi-purpose hall as these volunteers tried their best to engage fun activities with our residents. We were deeply appreciative that they volunteered their precious time at Bishan Home. Their presence had certainly made a difference in the day of our residents.



Our residents being engrossed in one of the fun activities by the volunteers from MOM



# Community Partnership

## 12) Wall mural (Sep 2022)

The cheerfully bright and warm-hearted mural certainly perked up the mood of those who walked past. Kudos to the pair of volunteers for exhibiting their talents for a good cause. We were truly heartened by their dedicated effort over the past few months, to complete this beautiful mural. The revamped mural also signifies an optimistic refreshing start for Bishan Home from the period of pandemic restrictions.



The lovely and brightly completed mural



The pair of talented and dedicated volunteers posing in front of their creation

## 13) Horse grooming sessions at Riding for the Disabled Association (RDA) (9 sessions)

As Singapore is pivoting towards new normality, our residents were very blessed to have the opportunity to participate in their first official outing after almost 2.5 years of hiatus. The boisterous laughter filled the atmosphere as our residents interacted with the horses in Riding for the Disabled Association (RDA). We were also very thankful to the Riding for the Disabled Association (RDA) for their continuous support over the past years.



Our residents being introduced to one of the horses at RDA



Our resident grooming the horse

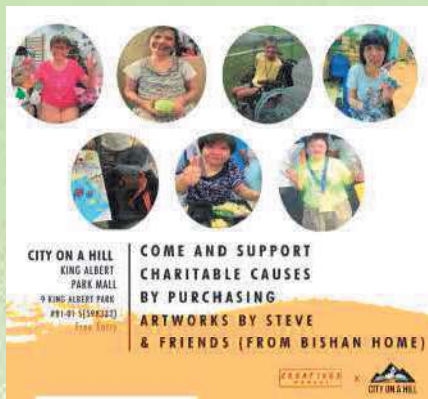
# Community Partnership

## 14) Art sales at City on a Hill (15 May 2022)

We were honored to be given a rare opportunity to have a space at City on a Hill (King Albert Park Mall) to showcase and sell our residents' artwork to the general public (with proceeds going back to the respective residents). For this event, a handful of our residents' artworks were handpicked from a pool of our talented residents at Bishan Home.

We were very touched by the overwhelming support garnered from the public and the Bishan Home community; orders for artwork started flooding in once the event was announced on Bishan Home's Facebook page. Most of the artwork were sold before the actual event.

This experience not only encouraged our residents to produce more artwork but also gave them the confidence to do so and increased their self-esteem. Much time and effort was put into the preparation phase and it was indeed a fruitful and meaningful experience.



Poster of the event



Artworks created by our talented residents being displayed for sales



# Community Partnership

## 15) Food Sponsorship

“Food is symbolic of love when words are inadequate.” – Alan D. Wolfelt

Each sponsored meal represents a comforting embrace, a gesture of kindness that goes beyond the plate. The nourishment from the meal isn't just about sustenance; it's about showing our residents that they are cared for, valued, and supported by a community that believes in their journey toward healing.

As Singapore transitioned back to normality, the gradual increase in receiving more meal donations is evident. In FY 22/23, there is a total of 142 meal donations which is almost double what was received in the previous financial year. It is certainly an optimistic sign that the spirit of generosity is regaining its momentum in the community.

For FY22/23, we have a total of 142 food sponsorship. Food sponsorship included bento boxes, burgers, noodles, cakes and even salmon rice bowls.





# Donors

Organisation	
No.	Name
1	Rhapsody Concept Pte Ltd

Individual	
No.	Name
1	Andy Kwek
2	Chan Wai Fen
3	Chin Teck Wah
4	Choong Siew Ching
5	Gayal Karunasena
6	Goh Yu Fan
7	Ho Ji-Min Gabriel
8	Hue An Li Kenreal
9	Jayne B. Ciencia
10	Koh Hong Kiah
11	Koh Meng Keong
12	Kwek Wei Lun, Calvin
13	Lee Jiunn Shan, Vincent
14	Lee Tiow Yong
15	Lim Hong Wei
16	Lim Wei Chong
17	Lin Kim Gek
18	Lin Simin
19	Ma Jiaying
20	Magdalene Lee
21	Mahendran s/o Minisamy
22	Marshall Lee Ye
23	Mirabel Renato Lopez
24	Ng Poh Hwee
25	Peter Hu Yih-Pin
26	Samuel Ngiam Tee Ju
27	Sng Han Heng
28	Soh Chee King
29	Suresh H Punjabi
30	Tan Chong Yin
31	Thatipamula Laxminarayana Goud
32	Toh Eng Tiah
33	Wong Ngan Man
34	Wrightia Wahid

# Governance Disclosure

## Governance

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 held staff appointments.

## Board Committees and Meetings

Date of Board meetings from April 2022 to Mar 2023

- 23 September 2022
- 23 September 2022 (AGM)
- 9 March 2023

S/No	Name	Position	No of Meetings	No of Meetings attended
1	Mr Lau Wah Ming	Honorary Chairman	3	1
2	Ms Angelina Chua Siang Kee	Honorary Vice Chairman	3	3
3	Mr Alvin Poh	Honorary Treasurer	3	3
4	Mr Sunil Gladson Peter	Honorary Assistant Treasurer	3	3
5	Mr Loh Mun Fei	Honorary Secretary	3	3
6	Mr Foo Say Chiang	Honorary Director	3	2
7	Dr Yang Sik Horng	Honorary Director	3	3
8	Dr Goh Boon Cher	Honorary Director	3	0
9	Dr Kok Moo Ling	Honorary Director	3	3
10	Rev Dr Alby Yip	Honorary Director	3	3

## 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 that he/she will fully disclose to the Board any relationships, interests, or holdings that may result in a potential 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 Disclosure

## Governance Evaluation Checklist (Enhanced Tier)

Code Compliance for the period from 1 April 2022 to 31 March 2023

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 three years.	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	Complied	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 of interest to the Board.	2.1	Complied	
10	Board members do not vote or participate in decision-making on matters where they have a conflict of interest.	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	



# Governance Disclosure

S/No	Code Guideline	Code ID	Response	Explanation
<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")		Yes	
15	There are volunteers* management policies in place for volunteers*.	5.7	Complied	
<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 risks.	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	

# Governance Disclosure

S/No	Code Guideline	Code ID	Response	Explanation
<b>Disclosure and Transparency</b>				
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	
<b>Public Image</b>				
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	