



**NATIONAL ASSOCIATION OF PRIVATE EDUCATIONAL INSTITUTIONS**  
**PERSATUAN KEBANGSAAN INSTITUSI-INSTITUSI PENDIDIKAN SWASTA**

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**MINUTES of 2021 ANNUAL GENERAL MEETING (AGM)**

Date: 24<sup>th</sup> Mar 2021 (Wednesday)

Venue: Virtual AGM,

<https://us02web.zoom.us/j/82988269214?pwd=MXB4WIRKSHBXT1I1MStQSWprWjlzQT09>

Meeting ID: 829 8826 9214

Passcode: 426667

NAPEI Secretariat Office

A-1-3 8 Block A, 8 Avenue Business Centre  
Jalan Sungai Jernih 8/1, Section 8,  
46050 Petaling Jaya, Selangor

Time: 2.30pm – 3.35pm

**AGENDA:**

1. President's Welcome Address
2. Handing over to Speaker for the Conduct of AGM
3. Adoption of Minutes of AGM 2020 & Matters Arising
4. Adoption of Honorary General Secretary's Report Year 2020
5. Adoption of Honorary General Treasurer's Report and Statement of Accounts for the Year ending 31 December 2020
6. Approval of Budget 2021
7. Motions and Approval for two Resolutions to amend Rule 3.0 (3.2.6) and Rule 8.0 (8.1.4.3) of the Constitution of NAPEI
8. Adjournment of AGM 2021

**NAPEI Council Members Present:**

- |                                   |                     |
|-----------------------------------|---------------------|
| 1. Assoc.Prof Elajsolan VM Mohan  | - President         |
| 2. Mr Raja Mohan A/L Seenivasagam | - Deputy President  |
| 3. Ms Lau Wai Cheng               | - General Secretary |
| 4. Dr Teh Choon Jin               | - Deputy Secretary  |
| 5. Mr Sim Koon Chuan              | - General Treasurer |
| 6. Dr Azlam Khan Bin Samahs Khan  | - Council Member    |
| 7. Datuk Eric Chong Kee Yuon      | - Council Member    |
| 8. Datin Jean Monteiro            | - Council Member    |
| 9. Dr Jeffrey Louis Adaikalasamy  | - Council Member    |
| 10. Mr Tankaraju Muthusamy        | - Council Member    |
| 11. Mr Varatha Raju Munusamy      | - Council Member    |
| 12. Kevyn Khoo Kean Weng          | - Council Member    |

**Absent With Apologies :**

Mr. Ng Yih Chen	- Deputy General Treasurer (family bereavement)
Mr. Chee Zhong Sheng	- Council Member
Ms. Loke Va Nee	- Council Member

**Speaker :**

Mr Alex Abraham	- Speaker for AGM
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**Attending institutions:**

<b>No.</b>	<b>Organisation / Institution</b>	<b>Represented by :</b>	<b>Proxy for :</b>
1	Asia Pacific University of Technology & Innovation	Dr Teh Choon Jin	YBhg Dato' Dr Parmjit Singh
2	Beaconhouse Malaysia Sdn Bhd	Mr Varatha Raju Munasamy	Mr. Alister Simon Bartholomew
3	BREYER College	Mr. Tankaraju Muthusamy	Not Applicable
4	Challenger Concept (M) Sdn Bhd	Assoc.Prof. Elajsolan VM Mohan	Mr Tan Mui Hong
5	Council of Education Methodist Church	Lim Kah Cheng	Not Applicable
6	ELC English Language Company (M) Sdn Bhd	Ms Lau Wai Cheng	Not Applicable
7	ELC Training Academy	Dr Chan Teng Heng	Ms Lau Wai Cheng
8	Erican College	Dr Aslam Khan Samahs Khan	Datuk Eric Chong Kee Yuon
9	Erican Language Centre	Datuk Eric Chong Kee Yuon	Not Applicable
10	IACT College	Ms A. Nyalamuthalvi	Ms Loges Kathireson/Nurul
11	International School of Kuala Lumpur	Ms Hilda Alposilva	Not Applicable
12	JM Enrichment Sdn Bhd	Datin Jean Monteiro	Ms Yvonne Lee Geok Leng
13	Kolej Dika	Sim Koon Chuan	Dr Sim Quan Seng
14	Malaysian Institute of Baking S/B	Mr Raja Mohan	Mr Yong Lee Kwong
15	REAL Education Group Sdn Bhd Sekolah Seri Cahaya	Dr Jeffery Louis Adaikalasamy	Mr Sim Koon Chuan

No	Organisation / Institution	Represented by	
16	REAL Education Group Sdn Bhd Sekolah Seri Suria	Dr Jeffery Louis Adaikalasamy	Ms Teh Wan Kee
17	Real International Cheras	Dr Jeffery Louis Adaikalasamy	Dr Murali Tharan A/L C.T. Vytheswaran
18	Real International School Shah Alam	Dr Jeffery Louis Adaikalasamy	Not Applicable
19	REAL International School, Johor	Dr Jeffery Louis Adaikalasamy	Ms Ng Han Chyi @ Pearly Ng
20	REAL Kids	Dr. Jeffery Louis Adaikalasamy	Ms Ng Ming Yan
21	Saito University College	Assoc Prof. Dr. Kulandasamy Raja Gopal	Not Applicable
22	Sayfol International School	Ms Michelle Jane	Not Applicable
23	Sentral College	Dr Chiang Geok Lian	Not Applicable
24	St John's International School	Mr Suresh Dass; Mr Melby Ignatius (Observer)	Not Applicable
25	The One Academy of Communication Design	Ms Colleen Tan	Not Applicable
26	UNITAR International University	Mr Kevyn Khoo Kean Weng	Not Applicable

Mr Alex Abraham thanked the Council for inviting him to chair NAPEI AGM 2021. The Speaker invited General Secretary to confirm the quorum in accordance with RULE 8.1.2 of NAPEI Constitution." A quorum shall be considered as having been achieved if a minimum of 15 Institutional Members are present."

General Secretary confirmed the following Institutional Members present for AGM:

- 21 – In attendance
- 5 – Proxies
- 2 – Observers

In total, 26 institutions were represented out of 59 institution members, fulfilling the constitutional quorum of the minimum of 15 Institutional Members

The Annual General Meeting formally commenced at 2.30 pm.

The Speaker, Mr. Alex Abraham called the meeting to order. In compliance with Standard Operation Procedures for social distancing, the AGM was held via virtual mode. Representatives of Member Institutions were required to sign in via zoom invitation.

<https://us02web.zoom.us/j/82988269214?pwd=MXB4WIRKSHBXT111MStQSWprWjZQT09>  
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The Speaker took members through compliance with RULE 8 in NAPEI Constitution:

- Preliminary notice of AGM 2021 was sent out to Institutional Members by Secretariat Office 60 days before the scheduled date of 25 March 2021.
- Agenda including copies of minutes, reports and audited accounts of the Association for the previous year were sent 21 days before the scheduled date of AGM.

All being in order, The Speaker invited Associate Professor Elajsolan Mohan, President of NAPEI to give his address.

### 1. PRESIDENT'S WELCOME ADDRESS

#### NAPEI AGM 2021 PRESIDENT'S WELCOME ADDRESS

The President welcomed all NAPEI members and the Speaker, Mr Alex Abraham to NAPEI AGM 2021. This was the second time the AGM was held in virtual mode due to the continued COVID-19 pandemic.

The pandemic had affected the whole education sector and our member institutions had suffered financially due to the pandemic. He hoped that with the Movement Control Orders imposed throughout the country and the nationwide administration of the vaccines to ensure 80% of the population would be vaccinated, the covid situation would improve by the end of the year and normalise as early as 2022.

President was very happy to note that over the one year since the start of the pandemic, NAPEI had been and was still working very closely with various ministries, mainly Ministry of Higher Education and Ministry of Education, to push for the cause of members.

One of the issues was to allow students in the Private Higher Education Institutions (PHEIs) to return to campus. The initial policy was only public universities were allowed to take in students from March 2021; however, due to pressure put to the Ministry by NAPEI and other associations, PHEIs were allowed to start taking in students to their campuses as early as from January this year.

NAPEI was well represented through ongoing engagements, mainly, in the following agencies:

**A. NATIONAL EMPLOYMENT COUNCIL**, chaired by the Prime Minister.

NAPEI has been providing extensive input at the various Technical Working Groups.

#### **B. PEMUDAH IPTS:**

A committee that deliberates the reforms, including policies and regulations as outlined in the IPTS Way Forward Blueprint, where PHEIs have been recognised as one of the significant economic sectors of Malaysia, contributing more than RM40 billion towards the national GDP.

**C. PEMANDU: Pasukan Petugas Kebangsaan Pemudacara IPTS sebagai industry.**

This committee, set up by the MoHE involving Associations, was to look into the

implementation of and facilitate the initiatives outlined in the IPTS Way Forward Blueprint, and to see that the recognition of PHEIs as an industry is enhanced further.

#### **D. Human Resources Development Fund**

NAPEI is well represented in the main committee, the Sectorial Training Committee and the Industry Specific Task Force Committee.

#### **E. MORATORIUM on NEW LICENCES**

NAPEI had put forward its stand to extend the moratorium for new licences until the end of the following year, 2022. This is to give sufficient time for and ensure PHEIs recover from the pandemic.

#### **F. JABATAN PENDIDIKAN TINGGI (JPT)**

NAPEI had a special meeting with the Director General of Jabatan Pendidikan Tinggi (JPT) where issues faced by NAPEI members were raised and discussed.

#### **G. BAHAGIAN PENDIDIKAN SWASTA (BPS):**

NAPEI had also initiated a meeting with the Pengarah of Bahagian Pendidikan Swasta (BPS), Ministry of Education, to highlight the issues faced by our Private and International Schools.

The President further highlighted one of the reasons PHEIs would take a longer time to recover from the pandemic, and hence their financial sustainability, was the fact that SPM examinations had been pushed to March this year, a delay of four to five months. As such, the results of SPM examination would be delayed to as late as June 2021. This would inevitably affect student enrolment for the first six months of the year.

He added that the number of students who did not pass the SPM examination was worrying.

- 14.25 % of SPM candidates do not qualify for the SPM certificate, contributed by the fact that 6% failed Bahasa Malaysia, 12% do not pass History and 5% failed both Bahasa Malaysia and History.
- Additionally, 100,000, ie. 22.3% of the 450,000 candidates who sat for the examination each year do not enrol into any post-secondary institution.

In concluding his address, President hoped the situation would improve and recover by the end of the year and NAPEI would continue to highlight the issues faced by the private education sector at all meetings with the various ministries. NAPEI would remain firm in championing Private Education.

President thanked members for their continuing support and the Council for their constant effort to uphold the cause of private education industry.

He ended with the note that when the Covid-19 pandemic is well under control, the AGM next year, in 2022 which would be an election year, could be conducted physically in a face-to-face meeting.

President handed the formal proceedings of the AGM to The Speaker.

**2. HANDING OVER THE SPEAKER FOR THE CONDUCT OF AGM 2021**

The Speaker thanked President for his welcome address and his leadership of NAPEI in the difficult Covid time.

Having already established that the quorum was met, Mr Abraham proceeded with the conduct of the AGM.

**3. ADOPTION OF MINUTES OF AGM 2020 & MATTERS ARISING**

With reference to Item 2 of the AGENDA, Mr Abraham took members through the minutes of AGM 2020 which had been sent to Members.

Reference: 'agenda including copies of minutes and reports and audited accounts of the Association for the previous year were sent 21 days before the AGM, in accordance with Rule 8.1.7 of the Constitution of NAPEI.

The Speaker invited Members to raise any issues or corrections in the minutes. There being no issues or corrections raised, the minutes of NAPEI AGM 2020 held on 22<sup>nd</sup> July 2020, via virtual mode, were proposed for adoption by Mr. Varatha Raju Munasamy of Beaconhouse Sdn Bhd and seconded by Mr. Raja Mohan of MIB Sdn Bhd.

**4. HON GENERAL SECRETARY'S REPORT FOR YEAR 2020.**

The Speaker next invited the General Secretary, Ms Lau Wai Cheng to present Secretary's Report for Year 2020.

**ANNUAL GENERAL MEETING 2021**

**SECRETARY'S REPORT Year 2020**

General Secretary started on the note that 2020 has been a challenging year for everyone, the COVID-19 pandemic had resulted in schools and institutions being shut across the world; globally over 1.2 billion children were out of the classroom. Delivery of education had changed dramatically, teaching was undertaken remotely and on digital platforms.

NAPEI had setup 2 FORUMs on What's App platform for:

- i) All members of NAPEI
- ii) International and Private Schools.

Via this channel, NAPEI was able to disseminate information instantly, collate input from members and channel it to relevant ministries. Members used this platform to share best practices, SOP and advice from other member schools.

In the period, March 2020-March 2021, we had seen closer cooperation with various Ministries especially with JPT of Ministry of Higher Education, Bahagian Pendidikan Swasta of Ministry of Education, Ministry of Finance, Ministry of Human Resources and government agencies such as HRDF, MQA, EPU and EMGS.

The COVID-19 pandemic has not stopped NAPEI from continuing to create opportunities for members through some major projects to further their business ventures and tie- ups with

International education providers such as collaboration with Bett Asia, EduTECH, Austrade, Victoria State Education and many more activities covering all levels in the education industry.

Between 2020/2021 NAPEI had strengthened working relationship with other private education associations such as MAPCU, FEMAC, PKIMB, PERINTIS of Sabah, PIPTSS of Sarawak and VCCPU (Majlis Ketua Eksekutif IPTS); together we had contributed various initiatives, in particular, to JPT, MOF, MITI .

## **ADMINISTRATION**

### **Membership**

The current membership of NAPEI stands at 58. In Year 2020, six (6) educational institutions were approved and joined NAPEI.

It is with great pleasure that we welcome the following new members to NAPEI:

1. MCS College
2. Sayfol International School
3. ELC Training Academy
4. Methodist Council of Education (Wesley Methodist School)
5. International School of Kuala Lumpur (ISKL)
6. TAR EC College

Two member institutions terminated their membership with NAPEI in the year 2020:

1. Yamaha Academy of Arts & Music
2. Zenith International School

The National Council of NAPEI felt that to become a stronger voice at Government and Public forums, NAPEI had to go on an active membership drive to enable more educational institutions to join NAPEI, especially the Private and International Schools.

### **National Council Meetings**

Council would like to thank Dr Chan Teng Heng of Imperium International College (formerly HELP College of Arts and Technology) for serving in the Council from July 2020. Dr Chan has resigned from the position due to personal reason.

Ms Loke Va Nee of The One Academy took up the vacant Council position in November 2020. Please help me to welcome Va Nee to NAPEI National Council.

It is mandatory for National Council to meet 4 times a year; however, from April 2020 – March 2021, we had a total sitting of 11 National Council meetings to address issues raised by both member institutions and government agencies. This year all the Council meetings were conducted via Zoom Meeting.

We take this opportunity to thank the various member institutions and their respective Directors/CEOs/Presidents for enabling Council members to take time from their regular corporate/academic work to assist NAPEI.

## **Executive Council Meetings**

Executive Council meetings were held, when the need arose, to address operational matters of NAPEI and to identify issues to be discussed at National Council meetings. This year, the Executive Council had 4 (four) meetings.

## **NAPEI ANNUAL GENERAL MEETING**

### **Annual General Meeting 2020**

Due to the MCO and CMCO, the Annual General Meeting of NAPEI was postponed and held on 22<sup>nd</sup> July, 2020 virtually via Zoom online. A total of twenty eight (28) member institutions were represented at the AGM.

Mr. Alex Abraham served as the invited Speaker to conduct AGM 2020 proceedings. Minutes of the AGM 2020 and the audited report for the financial year ending 31<sup>st</sup> December 2019 were duly approved. The Secretary's and Treasurer's reports were also respectively received.

## **NAPEI ACTIVITIES**

### **I. NAPEI Forums**

On 16<sup>th</sup> March 2020, the Prime Minister of Malaysia, Tan Sri Muhyiddin Yassin, enforced the Movement Control Order nationwide beginning from 18<sup>th</sup> March 2020 till 31<sup>st</sup> March 2020. All educational institutions, including schools, colleges, universities and kindergartens nationwide were required to close. The MCO was further extended until 3<sup>rd</sup> May 2020. During this difficult time, NAPEI set up a FORUM on What's App application to disseminate information from JPT to all members and gather data and input for JPT on matters like: free food vouchers, Online learning and preparation for reopening of schools and institutions, data on student returning to hometowns or home countries among other critical issues.

- NAPEI submitted a letter on behalf of members to Bahagian Pendidikan Swasta (BPS) on complaints and concerns of parents on tuition fees. Following this, YB Minister of MOE, Dr Mohd Radzi Md Jidin held an online meeting on 30<sup>th</sup> May 2020 with NAPEI and other representatives from the private educational industry.
- On 21<sup>st</sup> April 2020 NAPEI, with other associations, met with YB Dato' Sri Mustapa Mohamed, Economic Planning Unit, Prime Minister's Department, to discuss short, mid and long term recovery plans.

On 1<sup>st</sup> May 2020, NAPEI started another Forum for International and Private Schools. In this Forum, we have more than 30 schools actively sharing issues and challenges that they face and more importantly, best practices of respective schools, be it from school or HEI.

Via both Forums, NAPEI kept sharing information and assisted JPT and BPS in developing SOPs for re-opening of schools.



## **II. PEMUDAH IPTS Taskforce & TWG (Technical Working Groups)**

President attended the first PEMUDAH Taskforce meeting, which was chaired by DS Dr.Mazlan Yusoff, KSU MOHE.

PEMUDAH IPTS (Pasukan Petugas Kebangsaan Pemudahcara IPTS Sebagai Industry), was set up with the objective of Empowering Private Higher Education as a strategic industry for Malaysia's economic growth; this was a decision by the Cabinet on 6<sup>th</sup> May, 2020.

The taskforce was represented by a number of established associations, MITI, MIDA and government agencies: MAPCU, PKBIM, MQA, MOTAC, KDN, KKM, EPU & SSM

### **PEMUDAH set up 4 TWG (Technical Working Groups):**

- 1) Policy, Governance and Procedures
- 2) Financial Sustainability
- 3) Student Quality, Programmes and Institution
- 4) International recruitment and Promotion

NAPEI participated actively in the PEMUDAH Taskforce and some of the TWG.

## **III. NAPEI's participation in Other initiatives**

- a. Experiential Learning and Competency-based Education Landscape (Excel) – presented by Dr Teh Choon Jin;
- b. Education & Training Industry for the New Industrial Master Plan (NIMP) 2021– 2030, presented by Dr Teh Choon Jin, supported by Dr Jeffrey Louis;
- c. Jawatankuasa Teknikal Dana Penyelidikan Kementerian Pengajian Tinggi - Kajian Kesan Covid-19 Terhadap Kebolehpasaran Graduan Dalam Masyarakat; and
- d. Mesyuarat Kumpulan Kerja: Pendidikan dan Sosial, Jawatankuasa Strategik Pengurusan Pendamik

## **IV. Quarterly Meetings with Bahagian Pendidikan Swasta (BPS)**

NAPEI paid a courtesy visit to Tuan Pengarah of BPS, En Fausi Asirop on 6<sup>th</sup> October 2020. NAPEI had compiled a list of issues faced by International Schools, Private Schools and Language Centres. En Fausi Asirop agreed to NAPEI's request to meet every quarterly.

NAPEI had the second meeting with Tuan Pengarah of BPS on 22<sup>nd</sup> December 2020 and put forward an appeal for re-opening of all International, Private schools and Pusat Bahasa. Napei would like to take this opportunity to thank all members of NAPEI who shared the survey link and participated in the survey on very short notice.

## **V. PR and Media exposure**

In June 2020, our President was interviewed by RTM on "Readiness of the Private Education Sector to open up after the Covid-19 Pandemic". In the 30 min-recording,

President shared his views and highlighted how the private education sector, both IPTS and schools, had been affected in terms of financial sustainability as there was no stimulus package allocated for this sector although the sector contributed about RM40 billion to the GDP of the country. Hopefully, this sector could look forward to some assistance under the recovery scheme.

President also actively participated and contributed to press statements, in particular, in the STAR daily.

## VI. Updating NAPEI website

Napei would like to thank, our NAPEI Member, Mr Silan of MSP Hitect Sdn Bhd, for his assistance in updating and programming NAPEI website at no charge.

## REPRESENTATION BY NAPEI

NAPEI had taken every opportunity to represent all categories of education from early childhood to university education at various Government and Non-Government meetings, seminars and forums.

DATE	EVENT
8-Jan-2020	Direct English Symposium organised by St John's International School
14-Jan-2020	Meeting with MQA on TVET framework
14-Jan-2020	Jemputan Menghadiri Bengkel Pihak Berkepentingan Bagi Pembangunan Standard TVET Tahap 6 Kerangka Kelayakan Malaysia
15-Jan-2020	Meeting with MoHE to discuss quota for medical programmes (Mesyuarat Perbincangan Permohonan Penambahan Kuota Pengambilan Doktor Perubatan Daripada Kuota IPTS)
21-Jan-2020	KSI – Invitation to the 2020 Malaysia Economic and Strategic Outlook Forum at Hotel Istana
22-Jan-2020	MoHE – Focus group meeting
22-Jan-2020	MoHE – Town Hall meeting
22-Jan-2020	Australian High Commission- Australia Day celebration - KLCC
22-Jan-2020	Jemputan Ke Sesi Townhall Akta Pendidikan Tinggi Baharu dan Focus Group Discussion Berhubung Akta Pendidikan Tinggi Baharu (PKIBM, NAPEI, MAPCU)
6-Feb-2020	Jemputan Ke Majlis Amanat dan Aspirasi YAB Perdana Menteri Merangkap Pemangku Menteri Pendidikan Malaysia Bersama Warga Kementerian Pendidikan Malaysia Bagi Tahun 2020
15-Feb-2020	St John's International School Awards Ceremony
17-Feb-2020	Meeting with representative of Irish Education Group
17-Feb-2020	Meeting with MITD to discuss HRDF skills programmes
27-Feb-2020	HRDF – Sectorial Training Committee meeting
27-Feb-2020	Jemputan Bagi Perancangan Perluasan Akta PSMB 2001
27-Feb-2020	The Growing and Expanding Opportunities in East Coast Economic Region

29-Feb-2020	CQ Breyer Graduation Ceremony – KLCC
9-Mar-2020	EMGS – Meeting with CEO of EMGS to discuss issues and strategies
17-Mar-2020	MoHE – Meeting on moratorium on IPTS
16-Apr-2020	Mesyuarat Jawatankuasa Teknikal dan Penyelidikan Kementerian Pendidikan Malaysia Bil. 6/2020
19-Apr-2020	MoHE – Virtual meeting with MKN to discuss IPTS matters on COVID-19
20-Apr-2020	MoHE- JPT – Virtual meeting on COVID-19
21-Apr-2020	Mesyuarat Menteri di Jabatan Perdana Menteri dan Gabungan Persatuan IPTS, meeting with YB Dato’ Sri Mustapa Mohamed
22-Apr-2020	HRDF, Ministry of Human Resources - Sectorial Training Committee: Education Meeting No 01/2020
5-May-2020	MoHE – Meeting to discuss IPTA and IPTS issues
30-May-2020	Jemputan ke Sesi Libat Urus Bersama Institusi Pendidikan Swasta Berkaitan Impak PKP and Covid-19 Online meeting chaired by Minister of Education, Dr. Mohd Radzi Md Jidin
4-Jun-2020	UoW Virtual Forum on Challenges of COVID-19
9-Jun-2020	PHEIs Post-Covid Challenges-INDIA-Virtual Forum
10-Jun-2020	AUSTRADE-Webex Meeting
12-Jun-2020	Mesyuarat Penyelarasan Pasukan Petugas Pemudah IPTS Bil.1/2020
18-Jun-2020	Preliminary Discussions on the National Role of HRDF In Preparing Malaysia’s Human Resource Needs for the Future
21-Jun-2020	Brands Association of Malaysia – Virtual Forum
24-Jun-2020	BETT Virtual Forum
24-26 June 2020	Edu-Tech Forum – Future Landscape of Education
25-Jun-2020	Mesyuarat Jawatankuasa Kerja 1: Dasar, Governan dan Prosedur Pemudah IPTS Bil.1/2020
1-Jul-2020	MoHE-JPT-PTPTN Meeting
1-Jul-2020	Private International Education Virtual Forum
1-Jul-2020	BETT Virtual Forum
7-Jul-2020	Jemputan Menghadiri Bengkel Penyediaan Pelan Pemulihan Ekonomi Pasca Covid-19 Untuk Tema, Malaysia's Future Workforce
07 to 08-Jul-2020	Jemputan Ke Bengkel TWG 1: Dasar, Governan dan Prosedur Pemudah IPTS Bil. 1/2020
9-Jul-2020	KPMG Virtual Forum on Way Forward of Higher Education
21-Jul-2020	MITI-Virtual Forum
21-Jul-2020	SME Virtual Forum-Sustainability
23-Jul-2020	Edu-Tech Virtual Forum
28-Jul-2020	National Education & Learning Summit (NELS) 2020 with the theme, “Living with Vision 2020 Education”
28-Jul-2020	KSI – Malaysian Education Summit, Panel Speaker, Berjaya Times Square Hotel

4-Aug-2020	HRDF Virtual Forum on Penjana Skills Training
6-Aug-2020	ASEAN Australia Education Development- Virtual Forum
7-Aug-2020	MITI Services Sector Blueprint - Syndication Workshop Invitation
7-Aug-2020	Jeffrey Cheah Foundation Virtual Forum
11-12 Aug 2020	AUSTRADE Education Forum -Virtual
17-Aug-2020	MoHE-Technical Working Group Meeting
19-Aug-2020	PENJANA HRDF Initiative
24-Aug-2020	Zoom meeting with Direct English (SG)
26-Aug-2020	Invitation to Workshop: Education & Training Industry For The New Industrial Master Plan (NIMP) 2021-2030
29-Aug-2020	AeU-Virtual Forum on Post Covid Challenges
3-Sep-2020	Sesi Pihak Berkepentingan Garis Panduan Amalan Baik: Accreditation of Prior Experiential Learning bagi Tujuan Penganugerahan Kelayakan Akademik [APEL(Q)].
4-Sep-2020	MQA-Virtual Meeting
10-Sep-2020	AED-TVET Virtual Forum by Australian High Commission
14-Sep-2020	Jemputan Ke Mesyuarat Kumpulan Fokus Belanjawan 2021 – Pendidikan Tinggi
14-Sep-2020	Melbourne Polytechnic-Virtual Meeting on Certification collaboration – Celia Yeo
15-Sep-2020	The Market Intelligence of Malaysia's Business Sentiment
15-Sep-2020	BETT Virtual Forum
21-Sep-2020	Jemputan Ke Bengkel Inisiatif Experiential Learning and Competency-Based Education Landscape (Excel)
28-Sep-2020	Jemputan Ke Majlis Pelancaran Pelan Jana Semula Ekonomi Negara (Penjana) Kementerian Pengajian Tinggi-Career Advancement Programme (Penjana KPT-CAP)
29-Sep-2020	Pembentangan Laporan Awal Kajian Kesan Covid-19 Terhadap Kebolehpasaran Graduan Dalam Mesyuarat Jawatankuasa Teknikal Dana Penyelidikan Kementerian Pengajian Tinggi Bil. 6/2020
29-Sep-2020	MIDA-Virtual Webinar
29-Sep-2020	MoHE-Graduate Employability Meeting
30-Sep-2020	ERICAN-Webinar on Education
30-Sep-2020	AUSTRADE- Virtual Meeting
2-Oct-2020	Pembentangan Laporan Awal Kajian Kesan Covid-19 Terhadap Kebolehpasaran Graduan Dalam Mesyuarat Jawatankuasa Teknikal Dana Penyelidikan Kementerian Pengajian Tinggi Bil. 7/2020
6-Oct-2020	Courtesy visit to Pengarah, BPS, En Fausi Asirop.
8-Oct-2020	Bengkel Pemurnian Kriteria Penubuhan Institusi Pendidikan Tinggi Swasta (IPTS) Berstatus ODL/Dual-Mode
8-Oct-2020	BETT Virtual Forum-Post Covid Teaching and Learning
12-Oct-2020	Complimentary Invitation to The Malaysian Economic Summit: 12 October 2020 at The Ritz-Carlton Kuala Lumpur
13-Oct-2020	HRDF Skills Forum-Virtual

19-Oct-2020	MoHE-JPT Meeting
29-Oct-2020	ASEAN Australia Education Development- Virtual Meeting
5-Nov-2020	Universiti Malaya – Ungku Aziz Chair – Virtual Forum
11-Nov-2020	Zoom Meeting to discuss Potential Collaboration with NAPEI (TalentCorp)
11-Nov-2020	Meeting with TalentCorp
26-Nov-2020	MoHE-Meeting on Micro credentials
26-Nov-2020	ASEAN Australia Education Development-Country Focus- Vietnam - Virtual Meeting
27-Nov-2020	Malaysian Economic Council – Post Budget Debate
30-Nov-2020	Malaysian Productivity Council, MPC- National E&E Forum
1-Dec-2020	Jemputan Pembentangan Laporan Interim Kajian Kesan Covid-19 Terhadap Kebolehpasaran Graduan Dalam Mesyuarat Jawatankuasa Teknikal Dana Penyelidikan Kementerian Pengajian Tinggi Bil. 8/2020
1-Dec-2020	MoHE- National Employment Council-Graduate Employability Post COVID
2-Dec-2020	Jemputan Ke Mesyuarat Penyelaras Kemasukan Pelajar IPT Secara Fizikal Bagi Tahun 2021 Susulan Situasi Penularan Covid-19
2-Dec-2020	Pelaksanaan Kajian Pelan Tindakan Pembangunan Pendidikan Malaysia 2015-2025 (Pendidikan Tinggi)
2-Dec-2020	MoHE-Virtual Meeting
2-Dec-2020	MoHE-pelan Tindakan Pendidikan Malaysia
3-Dec-2020	Jemputan Pembentangan Laporan Interim Kajian Kesan Covid-19 Terhadap Kebolehpasaran Graduan Dalam Mesyuarat Jawatankuasa Pemandu Dana Penyelidikan Kementerian Pengajian Tinggi Bil. 9/2020
3-Dec-2020	MoHE- National Employment Council-Graduate Employability Post COVID
8-Dec-2020	Jemputan Mesyuarat Cadangan Penamatan Moratorium Penubuhan Baharu Institusi Pendidikan Tinggi Swasta (IPTs) Yang Berstatus Universiti, Kolej Universiti Dan Kolej
8-Dec-2020	ASEAN Australia Education Development- Sustainable Smart Cities, Penang and Adelaide -Virtual Meeting
8-Dec-2020	MoHE-Meeting on Moratorium
9-Dec-2020	BETT-Virtual Forum on Education and Training
12-Dec-2020	US Embassy-Forum on Post COVID challenges
16-Dec-2020	PWC-Meeting on Education Blueprint
16-Dec-2020	i-Graduate-Improving the Student Experience, Satisfaction and Recommendation in ASEAN Higher Education institutions
17-Dec-2020	ASEAN Australia Education Development- Country Focus Indonesia -Virtual Meeting
22-Dec-2020	Pengarah of BPS on 22nd December 2020 on appeal for re-opening of all International, Private Schools and Pusat Bahasa
22-Dec-2020	MoHE- Minister of Education Majlis Pelancaran Strategi SULAM

NAPEI is an active member in the following Government Steering Committees:

1. Steering Committee for the review of the Private Higher Education Act (AKTA 555)
2. Graduate Employability Task Force Committee
3. National Employment Council members
4. National Budget Consultation Committee
5. MQA Technical Committee on Standards and the Malaysian Qualifications Framework
6. Member of the Malaysian Service Providers Council
7. IPTS Stakeholders Committee
8. SIRIM – QAS – CAC Committee
9. HRDF Sectorial Training Committee (Education and Training)
10. MQA – AQRF Committee Member
11. Malaysian Service Development Council Committee Member
12. MOE – Panel Member for Upgrading IPTS Committee
13. PEMUDAH
14. Kebolehpasaran Graduan Dalam Mesyuarat Jawatankuasa Teknikal Dana Penyelidikan Kementerian Pengajian Tinggi
15. PEMUDAH IPTS Council Members
16. Malaysian Service Development Council (MSDC) -MITI members

Activities of NAPEI continued to be supported by key ministries, MOHE, MOE, MOHR, MOF and government agencies. NAPEI's working relationship with similar private educational associations, namely, MAPCU, FEMAC and PKIMB is cordial and mutually respected as together with NAPEI, the voice of private education sector was better heard and taken into serious consideration when government policies are formulated.

This had given NAPEI opportunities to voice the concerns of our members in the private education sector in Malaysia. NAPEI had kept busy throughout the year 2020 in sharing and lobbying the issues of our industry.

#### **FINANCIAL STATUS**

We are pleased to advise NAPEI has a healthy financial status through cost effective management with fixed deposits and activities that are self-financing. Our Treasurer's report will give more details on our financial status. We thank our Treasurer, Mr. Kenny Sim for his efficient job in keeping concise NAPEI accounts.

#### **THE SECRETARIAT**

In conclusion, we would like to express our thanks to all member institutions which have strongly supported us in National Council by providing facilities for our various meetings, for participating in various training programmes, as well as for advising, assisting and cooperating with us in all our activities to ensure the continued success of NAPEI.

The Speaker thanked Hon General Secretary for her efficient and detailed presentation of the Secretary's Report Year 2020.

Mr Abraham opened the floor for comments on the Secretary's Report. There being no issues raised by members of the floor, he called for the adoption of Secretary's Report Year 2020.

Adoption of the Secretary's Report Year 2020 was proposed by Dr Jeffery Louis, REAL International School at Suria, seconded by Kevyn Khoo Kean Weng of UNITAR International University and unanimously accepted by Members present.

## **TREASURER'S REPORT**

### **4. HONORARY TREASURER'S REPORT for the YEAR 2020**

### **5. STATEMENT of ACCOUNTS for the YEAR ENDING 31<sup>st</sup> December 2020.**

The Speaker moved on to Items 4 & 5 in the AGENDA. He advised that Treasurer's Report and Accounts for the Year 2020 were circulated 21 days prior to the AGM and invited Mr Kenny Sim, Honorary General Treasurer, to present the above reports.

The Treasurer advised that NAPEI carried out various activities each year to generate revenue. For the financial year ending 31<sup>st</sup> December 2020, a total revenue of RM 80,107.00 was generated from its operations. The operating expenditure was RM 94,470.00. There was a deficit of income for the financial year ending 31<sup>st</sup> December 2020, amounting to RM 14,363.00. It was a lower deficit than the previous financial year which had a deficit RM27,683.00.

#### **INCOME**

NAPEI's total income for the year was RM 80,107.00. The revenue was derived from the following activities:

- 1) Subscription fees received from member institutions
- 2) Entrance Fees and Subscription Fees received from 7 new members
- 3) Fixed Deposit interest received
- 4) Perkeso's Wage Subsidy Programme

Income for 2020 was lower than the previous year 2019 because NAPEI did not have Malam NAPEI and Excellence Awards event. There was also a decrease in the interest from our Fixed Deposits due to the cut of OPR by Bank Negara in 2020.

The 2020 income included receivables amounting to RM13,417 as some members had not paid 2020 subscription due to the pandemic. Council had decided to allow them to pay their outstanding subscriptions in 2021 as the education industry had been affected negatively in 2020.

#### **EXPENSES**

The operating expenditure for 2020 was lower than the previous year mainly due to the Covid 19 pandemic. NAPEI incurred lower expenses for utility bills, Council members' allowances, printing, stationery, travelling expenses and discount given by the accounting firm Majtac and external auditor WK Lee. We had prudently managed our costs throughout the year.

**FINANCIAL STANDING AS AT 31ST DECEMBER 2020**  
**CASH BALANCE AS AT 31 DECEMBER 2020**

Fixed Deposit RM 492,780.00

Cash & Bank Balances RM 45,651.00


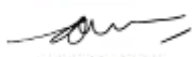
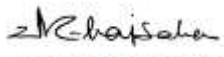
Despite the deficit incurred, NAPEI was still in stable financial standing because of our high cash balances which allowed us to bear the loss. Council members had various income generating initiatives that we wanted to implement in 2020 but were unable to do so due to the pandemic. However, NAPEI hoped to be able to roll out the projects planned for 2022 and remained positive that the education industry would move forward in the year ahead.

	NOTE	2020 RM	2019 RM
INCOME	7	80,107	134,668
LESS : OPERATING EXPENDITURE (Appendix A)		(94,470)	(162,351)
DEFICITS BEFORE TAXATION		<u>(14,363)</u>	<u>(27,683)</u>
LESS : TAXATION		-	-
DEFICITS AFTER TAXATION FOR THE YEAR		<u>(14,363)</u>	<u>(27,683)</u>

	(Appendix A)	
	2020 RM	2019 RM
<i>OPERATING EXPENDITURE FOR THE YEAR ENDED 31 DECEMBER 2020</i>		
Accounting fee	1,850	1,850
Allowance	1,750	4,500
Auditors' remuneration	3,500	3,500
Bank charges	62	672
Casual wages	675	825
Depreciation	1,686	2,007
Event expenses	-	48,510
Employees Provident Fund and Social Security Organisation	8,839	8,158
Fine and penalty	80	10
Gift and donation	250	-
Postage and courier	96	13
Meeting expenses	371	1,733
Medical expenses	-	60
Printing & stationery	1,410	1,934
Waive of overprovision expense in prior year	(5,686)	-
Rental of office	33,600	33,600
Rental of photocopy machine	1,467	1,668
Renewal of signboard license	425	1,015
Salaries	32,136	32,479
Sundry expenses	286	24
Staff refreshment	70	1,990
Service tax	219	319
Tax agent fee	1,500	1,500
Telephone & fax charges	3,306	3,608
Transport & travelling	2,778	7,620
Upkeep of property and equipment	-	1,431
Utilities charge	2,264	2,864
Website charges	1,536	461
	<u>94,470</u>	<u>162,351</u>



## 6. ANNUAL BUDGET 2021

NATIONAL ASSOCIATION OF PRIVATE EDUCATIONAL INSTITUTIONS				
<u>INCOME AND EXPENDITURE BUDGET - 2021</u>				
		Budget 2021 RM	Budget 2020 RM	Actual 2020 RM
<b>INCOME</b>				
Membership Entrance Fee	10 New Members	10,000	10,000	12,000
Membership Subscription Fee	53 members	53,000	53,000	57,167
	10 New Members	10,000	10,000	
Less: Cancellation of Bills				(6,583)
PERKESO Subsidy		-	-	5,400
Interest from Fixed Deposit		8,000	15,000	12,123
Malam Napei	Sale of Table	-	-	
	Sponsorship	-	-	
Conference		-	-	
International Fair		-	-	
Excellent Award		-	-	
<b>Total Income</b>		<b>81,000</b>	<b>88,000</b>	<b>80,107</b>
<b>EXPENDITURE</b>				
OVERPROVISION OF EXPENSES (PRIOR YEARS)				(5,686)
ACCOUNTING FEE		1,850	1,850	1,850
AGM EXPENSES		350	-	
AUDIT FEE		3,500	3,500	3,500
BANK CHARGES		700	700	62
CASUAL LABOUR		900	900	675
DEPRECIATION		2,000	2,000	1,686
EPF, SOCSO, EIS		9,590	9,590	8,839
GIFT & SOUVENIRS		-	-	250
MALAM NAPEI EXPENSES		-	-	-
MEDICAL EXPENSES		600	600	
MEETING ALLOWANCES		2,000	6,000	1,750
MEETING EXPENSES		1,000	1,000	371
PENALTY		-	-	80
POSTAGE AND STAMPS		100	100	96
PRINTING AND STATIONERY		1,500	2,000	1,410
RENEWAL OF SIGNBOARD LICENCE		305	1,100	425
RENTAL OF OFFICE		33,600	33,600	33,600
RENTAL OF PHOTOCOPY MACHINE		1,700	1,700	1,467
SERVICE TAX		319	319	219
STAFF REFRESHMENT		100	900	70
STAFF SALARY		33,000	33,000	32,136
SUNDRY EXPENSES		300	700	286
TAX AGENT		1,500	1,500	1,500
TELEPHONE CHARGES		3,600	3,600	3,306
TRAVELLING EXPENSES		3,000	8,000	2,778
UPKEEP OF PROPERTY & EQUIPMENT		500	500	
WATER/ELECTRIAL CHARGES		2,800	2,800	2,264
WEBSITE		1,000	1,000	1,536
<b>TOTAL EXPENDITURE</b>		<b>104,814</b>	<b>115,959</b>	<b>94,470</b>
<b>Surplus/(Deficit) of Income over Expenditure</b>		<b>(23,814)</b>	<b>(27,959)</b>	<b>(14,363)</b>
Prepared by	Approved by	Approved by		
				
Sim Koon Chuan General Treasurer	Lau Wai Cheng General Secretary	Assoc. Prof Elajsolan Mohan President		

General Treasurer next presented the Income and Expenditure Budget for 2021. Kenny projected an income of RM81,000.00 mainly from Entrance Fee for new members and subscription fees, interest from fixed deposits. He did not foresee events such as MALAM NAPEI, NAPEI Education Excellence Awards nor Conferences and International Education Fairs for 2021, given the uncertain pandemic situation in Malaysia and the region. He cautioned that NAPEI would incur another year of deficit of expenditure over income.

The projected expenditure was RM 104,814 covering fixed operating costs such as secretariat salary, EPF, SOCSO, EIS, office rental, utilities, stationery & printing, rental of photocopying machine, communication costs, audit/accounting/tax agent and miscellaneous costs. Against the projected income of RM81,000, General Treasurer projected a deficit of RM 23,814 in 2021.

The Speaker thanked Mr. Kenny Sim for his concise and realistic presentation of NAPEI's accounts and Budget and invited members for comments. To reduce the deficit, it was suggested that NAPEI negotiate for a lower rental from the landlord to contain annual rental costs.

There being no further comments on the Budget, the Speaker invited members to approve the Budget. The Budget was proposed for adoption by Dr Jeffery Louis Adaikalasamy of REAL Education Group, seconded by Assoc Professor Dr Kulakandasamy Raja Gopal of Saito University College and unanimously accepted by Members.

On behalf of National Council of NAPEI, General Treasurer expressed his thanks to the following for the timely preparation of NAPEI's financial report for the year 2020.

- 1) Accounting Firm – Majtac Advisory Plt
- 2) Internal Auditors – Mr Suresh Dass of St. John's International School and Ms Jenn Chew Poh Yin of The One Academy of Communication Design
- 3) External Auditor – W.K LEE & CO

And a very big thank you as well to all our Member Institutions for actively participating in all our activities and contributing financially.

## **7. APPROVAL of RESOLUTIONS and MOTIONS for AMENDMENTS**

The Speaker advised that two resolutions and motions for amendments for RULES 8.0 and 3.0 were received.

- i. Resolution 1 – RULE 8.0 AGM, EGM, Speakers, Elections, Eligibility  
Clause 8.1.4.3: To elect office-bearers to the National Council and to appoint auditors for the ensuing year
- ii. Resolution 2 - RULE 3.0 MEMBERSHIP  
Clause 3.2.6 Application for membership

### **i. Motion to amend sub Clause 8.1.4.3:**

To elect office-bearers into the National Council and to appoint auditors for the ensuing year

8.1.4. The AGM of the Association shall be held as soon as possible within 90 days after the close of each financial year on 31st December at a date and time and place to be decided by the National Council. The business of the AGM shall be:-

**8.1.4.3 To elect office-bearers into the National Council and to appoint auditors for the ensuing year**

#### **8.1.4.3 To elect office-bearers into the National Council and to appoint auditors for the ensuing year**

Under any circumstances where a virtual AGM or EGM is held in lieu of the conventional physical general meeting, the election of office-bearers into National Council and the appointment of auditors for the ensuing year shall be by electronic voting.

#### **RATIONALE:**

In the light of the Covid-19 pandemic and the ensuing Movement Control Order (MCO) being imposed, the Annual General Meeting and/or Extraordinary General Meeting will have to be held via a hybrid of physical and virtual or a totally virtual mode. In an election year, the normal physical election procedure may not be possible. To ensure smooth running and continuation of the Association, electronic election of office-bearers is the most practical mode to elect office-bearers with compliance to all sub clauses in RULE 8.0.

The motion was proposed for adoption by Dr Aslam Khan bin Samahs Khan of Erican College, seconded by Datuk Eric Chong Kee Yuon of Erican Language Centre.

#### **ii. Motion to amend sub clause 3.2.6 Application for Membership**

##### **The existing RULE 3.2.6**

“Members may be admitted at any time of the year and applications must comply with the requirements in Section 3.1.0 and 3.2.2 above. New members will pay full Entrance Fee and the proportionate subscription up to 31<sup>st</sup> December of the year”.

##### **Proposed Amendment:**

“Members may be admitted at any time of the year and applications must comply with the requirements in Section 3.1.0 and 3.2.2 above. New members will pay full Entrance Fee. Subscription payable amount will be based on the period of admittance. If they join within January to June, they will pay the full Subscription Fee as stipulated in clauses 4.2.0 and 4.2.1. If they join within July to December, they will pay half of the Subscription Fee as stipulated in clauses 4.2.0 and 4.2.1.”

This new rule shall be effective from April 1<sup>st</sup> 2021 subject to approval of ROS.

#### **RATIONALE:**

The existing rule as per RULE 3.2.6 provides condition that subscription fee for new member will be proportionate to the month the institution is admitted as member of the Association.

However, National Council proposed that the subscription fee should be simplified to two periods of payment, namely, first half of the year (January to June) and second half the year (July-December), instead of proportionating it by 12-months period.

Therefore, if a new member joins during the first half of the year, the subscription fee payable is RM1000. If the new member joins during the second half of the year, the subscription fee payable is RM500.

Jean suggested the proposed amendment to read as follows:

“Members may be admitted at any time of the year and applications must comply with the requirements in Section 3.1.0 and 3.2.2 above.

New members will pay full Entrance Fee. Subscription payable will be based on the period of admittance. A new member admitted in the first half of the year from January to June will pay the full Subscription Fee (RM1,000.00) as stipulated in clauses 4.2.0.and 4.2.1.

A new member admitted in the second half of the year (July to December) will pay half of the Subscription Fee (RM500.00) as stipulated in clauses 4.2.0.and 4.2.1.”

The motion was proposed for adoption by Assoc Professor Dr Kulandasamy Raja Gopal of Saito University College, seconded by Varatha Raju Munusamy of Beaconhouse Sdn Bhd.

There being no further comments from the floor, the motions for amendments of both RULES 3.0 ( 3.2.6 ) and 8.0 ( 8.1.4.3 ) were unanimously accepted.

The Speaker proceeded to put the following appointments in place:

**i. APPOINTMENT OF TWO INTERNAL AUDITORS :**

The following nominations were proposed:

Suresh Dass of St John’s International School  
Proposed by Lau Wai Cheng, Seconded by Raja Mohan

Dr Chan Teng Heng of ELC Training Academy  
Proposed by Jean Monteiro, Seconded by Suresh Dass

There being no objections from the nominees to the nomination, The Speakers announced the nominations were unanimously approved by Members.

**i. APPOINTMENT OF EXTERNAL AUDITORS:**

General Treasurer proposed that the services of W.K LEE & CO be retained as External Auditors for the Year 2021, seconded by Lau Wai Cheng. This was unanimously accepted by Members.

The Speaker announced the following confirmed appointments:

**i. Internal Auditors for Year 2021:**

Suresh Dass  
Dr Chan Teng Heng

**ii. External Auditor for Year 2021:**

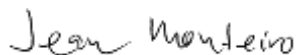
W.K LEE & CO

The Speaker invited any further matters from the floor. There being none, the Annual General Meeting was adjourned at 3.35 pm.

President thanked the Speaker for the smooth and professional conduct of the AGM.

He reminded that Year 2022 would be an election year for new Council members and hoped to have the continued support of Members.

Minutes prepared by:



Datin Jean Monteiro  
Council Member  
Term 2019 – 2022

Verified and confirmed By:-



Assoc. Prof. Elajsolan VM Mohan  
President  
Term 2019 – 2022



Ms Lau Wai Cheng  
General Secretary  
Term 2019 - 2022