

The School for the German Language Inc.

ABN: 82 358 402 260

AGM MINUTES

26.05.2012, 9.30 am, Adelaide High School

Present (with number of children at school in brackets):

Kerstin Ball (1), Jeffrey Colby (1), Verena Colby (1), Beate DeMaria (2), Ante Donjerkovic (0), Nicole Drapaniatis (1), Maurite Fober (2) Leo Gaggl (2), Ulrike Glinzner (Principal, 0), Diana Harder (1), Ian Harmstorf (Chairman, 0), Gabriela Hilpert (1), Henning Johannsen (1), Manuela Klingler-Hoffmann (2), Klaus Koefer (1), Stefan Landherr (Vice Chairman, 0), Petra Lietz (Secretary, 1), Eva Lovas (2), Lisa Mudge (0), Camille Mulder (2), Sabine Orchard-Simonides (2), Jens Sandstroem (0), Christiane Stork (2), Lesley Taylor (0), Patrick Wille (1).

Quorum requirement:

There were 18 parents in attendance representing a total of 26 children (listed under "Present"). Proxies had been received from parents (listed under "Apologies") representing an additional 20 children resulting in a total of 46 children being represented.

Per item 12a of the Constitution the quorum requirements are:

Parent and Caregivers representing not less than 20 per cent of the students enrolled in the School present personally or by proxy shall constitute a quorum.

It was agreed that as the school has a current enrolment of 150 children a quorum was present and the meeting could proceed.

There was no objection raised.

1. Welcome

The chairman, Ian Harmstorf opened the meeting and welcomed all present .

2. Apologies (with number of children at school to be represented by proxy in brackets):

Lisa Brooks (3), Tina Demann (2), Charmaine Feiter-Norris (1), Daniel Ganama (1), Anne Giles (1), Kamal Gupta (1), Kurt Gysin-Webster (1), Ruth Hay (1), Margot Huet (1), Lori Kambitsis (2, self plus one child), Silke Roberts (2), Jacqueline Schaare (2), Mark Wagener (2).

3. Minutes of the last AGM:

It was moved to accept the minutes of the previous AGM which were circulated with the agenda by e-mail and been made available in hard copy three weeks prior to the meeting and at the meeting.

Moved: Beate DeMaria. Seconded: Stefan Landherr. Carried unanimously.

There was no business arising from the last AGM.

4. Principal's report: Ulrike Glinzner

The principal's report was tabled at the meeting (see Appendix A). Ulrike Glinzner presented the report and answered some questions concerning the German School becoming a DSD school.

It was moved to accept the principal's report.

Moved: Stefan Landherr. Seconded: Ante Donjerkovic. Carried unanimously.

Ulrike was thanked for her efforts in general and in particular for the effort that she has had to put in by working towards the school becoming a DSD school, on top of her other duties.

5. Chairman's report: Ian Harmstorf

The chairman's report was tabled at the meeting (see Appendix B) and presented by Ian Harmstorf.

It was moved to accept the chairman's report.

Moved: Petra Lietz. Seconded: Jeff Colby. Carried unanimously.

6. Treasurer's report: Jeffrey Colby

The financial report for the 2011 was tabled at the meeting (see Appendix C) and presented by the Jeffrey Colby.

It was moved to accept the treasurer's report, with the amendment of correcting the spelling mistake of "Fötrung" to "Förderung".

Moved: Ante Donjerkovic. Seconded: Patrick Wille. Carried unanimously.

7. Other reports

No other reports were received.

8. Election of new committee members:

From the constitution:

"Membership

a. The Management Committee of the School for the German Language Incorporated must comprise a minimum of 6 members up to a maximum of 13 members. Made up as follows:

- i. The 'Principal';
- ii. Up to seven members of the School Community as elected at the Annual General Meeting or by invitation of the Management Committee as required to fulfil any vacancy that may arise;
- iii. By invitation of the Management Committee, each of the following organisations can nominate one individual to become a member of the Management Committee:
 - a. South Australian German Association Inc.
 - b. Austrian Association of South Australia Inc.
 - c. The Swiss Club of South Australia Inc.
 - d. The Josef Landherr and Hermann Thumm Foundation Inc.
 - e. The Parents and Friends of the School for the German Language Inc."

8.1 Current committee members are:

Name	Term Expires	Comment	
Current term expiring:			
Jacqueline Schaare	2012	Available for re-nomination	
Jeffrey Colby	2012	Available for re-nomination	Treasurer
Klaus Koefer	2012	Available for re-nomination	
Continuing:			
Ante Donjarkovic	2013		
Petra Lietz	2013	(continues as committee member but resigns as Secretary)	
Representatives per 8.2 a iii, continuing to 2013.			
Beate De Maria	Represents the Parents and Friends Assoc.		
Ian Harmstorf	Represents the SA German Assoc.		Chairperson
Stefan Landherr	Represents the JL and HT Foundation.		ViceChairperson
Ulrike Glinzner	Principal		
Vacant	Swiss Club of SA		
Vacant	Austrian Association of SA		

8.2 Nominations:

The following nominations were received:

Jeffrey Colby (Treasurer)

Klaus Koefer

Patrick Wille (Sturt Street Representative)

Diana Harder

Jacqueline Schaare

8.3 Election Results:

All nominated persons accepted their nominations, were elected unanimously and accepted their election.

Stefan Landherr is prepared to act as Secretary until a replacement is found.

As Patrick Wille is also a member of the Swiss Club, the School's Chairman, Ian Harmstorf will ask the Swiss Club whether Patrick can act as a representative for the Swiss Club.

9. Any other Business:

It was moved for the German School to support the playgroup which operates at the German Club.

Moved: Jens Sandström, Seconded: Camille Mulder

10. Meeting Close:

The meeting closed at 10:15 am, 26 May 2012

Signed off
Ian Harmstorf
28.05.12

Appendix A – Principal’s report

The school year 2012 started on the 4th of February with 150 students. The number of students has increased by 14 compared with the start of the school year in 2011. It is assumed that the number of students will continue to increase.

The playgroup ‘Zwergenland’ is still very popular. The playgroup is led by Lisa Mudge.

Sabine Orchard-Simonides is the Head of Sturt Street Campus for the pre-school, reception and Year 1 classes. With the aid of Carola Ascher-Tharp, Sabine leads the pre-school/reception class. Andrea Tschoner teaches the reception class. At the end of Term 1, Danise Dejung returned to Switzerland and Monika Rath took over as lead teacher for Year 1. The reception and Year 1 classes share a classroom. Alexandra Emmerich is an additional teacher aid at the Sturt Street School. She assisted in Term 1 with the reception and Year 1 classes and from Term 2 will predominantly assist with the pre-school/reception class due to increasing student numbers in those classes.

At Adelaide High School, classes are as follows: Year 2 is taught by Sabine Williams, Year 3 by Erika Schrefl-Wurzer and Year 4 by Catrin Blight, a new teacher. As at the start of 2012 24 children started the Year 5/6 class, the class was divided depending on the language knowledge of the children into one class 5/6a and one class 5/6b. Claudia Heyen teaches the class 5/6a. At the beginning of the year the class 5/6b was taught by Franziska Jaeger who, unfortunately for private reasons, had to give up this work. The new teacher of the 5/6b class is Philipp Lenzenhuber.

Year 7 is taught by Jutta Fiebig, Year 8 by Monika Campbell, Year 9/10 by Waltraud Parker and Year 10/11 by Mechthild Timmins. As last year saw many young students take their SACE exams there is no Year 12 class this year. New relief teachers are Karina Westphalen, Georgina Jureidini and Cathy Toben.

Highlights of 2011 were the lantern walk on the 25th of June from the German Club to Rymill Park and back, the family fun day on the grounds of Adelaide High School and the Christmas Concert with the „Adelaiders Liedertafel 1858“ on the 2. Advent.

No appropriate children’s movies were shown as part of the popular Audi Film Festival of German Films so that we were unfortunately unable to offer a cinema visit for our students this year.

The very successful Moodle Training occurred during two Saturdays in the first school term. Nearly all teachers as well as Beate DeMaria, Lesley Taylor and I participated. Moodle is a platform for interactive learning. Teachers can use Moodle to design an interactive course that integrates not only pictures and text but also music and videos. Using this platform, learning materials such as homework or current content can be made accessible to students and parents.

On 18th und 19th of May, all teachers of the School’s Adelaide High School Campus and Sabine Orchard-Simonides from the Sturt Street Campus participated in the professional development for South Australian German teachers, which is organised jointly by the Goethe-Institut and the South Australian German Teachers Association.

Changes to the rules for financial support by the German government resulted in an enormous additional workload for the School as well as me as Principal personally. After a meeting with the Consul-General, Ms Dr Schleich, in May 2011, the conditions for further financial support were explained to the members of the school’s management committee who were present, namely Ian

Harmstorf, Jeff Colby and Klaus Koefer and me. In future, the school has to provide evidence that our students have reached the level A2 of the European Reference Framework through taking a standardised exam conducted by an external assessor. Funding under the so-called „Sprachbeihilfe“ for 2011 by the German government was awarded to the school on the proviso that within the next two years the students of the school have to reach at least the „ Sprachdiplomlevel“ (A2-Prüfung). Hence, the school has to put in place the prerequisite conditions for the taking of this exam as soon as possible, as future financial support will otherwise not be forthcoming.

In order to meet this requirement, the school has to become an official „Deutsche Sprachdiplomschule“ (DSD-School). For this to occur, an application has to be made to the „Bundesverwaltungsamt“ in Cologne. This application is currently being developed so that in 2012 the first appropriate exams can be undertaken.

A trial exam was organised in September 2011 for students in our school. With the assistance of Mechthild Timmins and Olga Jankevich, a DSD assessor certified by the Goethe-Institut these exams were conducted and sent to Cologne. The results were very positive as all participating students reached either level A2 or B1.

For these reasons, I have started to restructure the content taught at our school in order to work in a more focused way towards the levels A2/B1. This means an alignment of the curriculum with the European Reference Framework as well as the South Australian Certificate of Education (SACE). The teachers have welcomed this change in part, even if it has meant additional work. All classes at Adelaide High School now work with appropriate text and exercise books. The development of the curriculum, based on the European Reference Framework as well as the South Australian Certificate of Education (SACE) is currently under way. This internal restructuring is also essential because the future reaching of the B2 level is desirable. To reach level B2 of the European reference framework allows for direct entry into German universities without having to pass any further language tests.

The aim for this year is to develop a preliminary draft curriculum and to start the application process for the school to become a „Deutsche Sprachdiplomschule“ (DSD school). So far, there is no DSD school in Australia and, at this point in time, it is uncertain whether or not our school will be awarded this status.

I thank the Management and Parents and Friends committees for their continued support, many additional hours of work, the good cooperation, their humour and that I can approach them with any question. My special thanks go to, in alphabetical order, Jeff Colby, Beate DeMaria, Ante Donjarkovic, Diana Harder, Ian Harmstorf, Klaus Koefer, Stefan Landherr, Petra Lietz and Jacqueline Schaare, who, at the end of the school year 2011, had to resign from her longstanding position as newsletter editor as a consequence of taking up full-time paid work. Not to be forgotten here is Lesley Taylor, who seeks to make my work easier through her tireless efforts and supportive words.

Appendix B - Chairman's report

Ladies and Gentlemen,

It gives me great pleasure to greet you. The year passed has seen many worthwhile developments within the school. After the many adjustments brought about by the retirement of Jens Sandstroem as Principal the year before last, the twelve months since our last AGM have seen the consolidation of these adjustments as well as some important new initiatives.

Our principal, Ulli Glinzner, has continued to show those outstanding qualities that has given the school such firm direction and leadership and I am sure we all thank her for a job extraordinarily well done. Her initiative in taking a major role in the preparation for the school to become a DSD accredited school, which she mentioned in her speech, is particularly to be commended.

The School Management Committee has met regularly throughout the year and has worked hard to streamline and facilitate the very many criteria we have to fulfil to ensure that our funding both from the South Australian and German Governments continues. Unfortunately due to pressure of outside work Dr. Petra Lietz has resigned as secretary after two years. During her time as secretary Dr Lietz has worked tirelessly to enable the smooth running of committee and we thank Petra for her efforts especially in the setting of up the Parents and Friends Association. However this does mean we need another secretary for the committee. We should like also to thank Jacqueline Schaare for her work over the years as editor of "Wunderbar". Under her, our newsletter has gone from strength to strength and has greatly improved the interaction between parents and staff. We are grateful that Diana Harder has undertaken to continue the good work. Also to be thanked are Stefan Landherr who has pushed ahead with his subcommittee to make sure our website is up to date and user friendly, Beate de Maria for her leadership of the Parents and Friends Association, Klaus Koefer who among other things ensures our bureaucratic German is up to the standard demanded of the Consular finance people and finally Jeff Colby our indefatigable treasurer who has done so much and worked so hard to put the school in a sound financial position.

It was with pleasure too that at the Christmas concert last year we were able to present life membership of the school to long serving member Ante Donjerkovic for his services to the school. Also at the same ceremony we were delighted to present two prizes of free tuition at the school donated by the Descendants Group of the SA German Association.

We are pleased that the closer working together of the senior school with the junior is proving most satisfactory and the Head of Sturt Street, Sabine Orchard-Simonides, is to be congratulated on the excellent work she has done in a most flourishing junior school.

Our relationship with our host school, Adelaide High continues to be excellent and they have been most accommodating in their offering of space for school articles that must be stored on site.

The computerisation of our records continues and is almost complete. The generous donation of money by the Josef Landherr and Hermann Thumm Foundation has again allowed for the employment of an administrative assistant and Lesley Taylor has kept the flow of information absolutely up-to-date. Lesley needs a big thank you for the hours of unpaid extra work she has put in on behalf of the school.

This year enrolments again have increased. With a dedicated Principal, talented and hard working teachers, a strong and active Management Committee backed by very focused working groups, and wonderful support from parents, we look to the next year with confidence.

Appendix C - Treasurer's report

SCHOOL FOR THE GERMAN LANGUAGE INC

ABN: 82 358 402 260

Financial Report for the AGM – 26th May 2012

2011 Financial Year

1. Financial Report – 2011 Year (1st Jan 11 to 31st Dec 2011)

Refer below for a final, Statement of Financial Performance (Profit and Loss) and Statement of Financial Position (Balance Sheet) ending 31st December 2011.

For the year we have recorded an operating **profit** of **\$1,175.81**. This represented a substantial improvement over the past two year's results. It should also be considered with referenced to the positive result achieved by the Parents and Friends of the school which operated as a separate finance entity for the first time in 2011.

Hopefully with continued cost control in 2012 and additional further support for the School community for the Parents and Friends a similar if not better result can be achieved in 2012.

2. Audit 2011

The School is **not required** to be audited under State Legislation, 'Association Incorporations Act 1985' as our receipts are less than \$500k. Within the constitution provision is also made for an Audit not to be undertaken, refer section 19 (f). The Management Committee believes it has complied with the requirements of the Constitution for the following reasons:

- a. As a requirement of funding through the Ethnic School Board (ESB) a registered Auditor is required to sign off on a Financial Return, summarizing the cash transactions of the School during the year. Due to changes made by the ESB in 2011 this period has been extend to 30th June 2012 and will cover a period of 18 months.
- b. As a requirement of the funding provided through the **Finanzielle Förderung, administered through** the German Consulates, the accounts of the school are required to be sent to the Consulate in Canberra for examination. The accounts have been forwarded and Klaus Koefer has assisted and coordinated this effort with the assistance of other members of the Management Committee.
- c. The School Treasurer, Jeffrey Colby, is also currently a registered BAS Agent with the Tax Practitioners Board, Registration Number 92568005. A BAS Agent needs to have met certain qualification and competency levels, is required to comply with Tax Law and a code of conduct.

3. Finanzielle Förderung

This Grant provided from Germany and administered through the German Consulate remains an ongoing issue. As a result of the difficulties presented by the changes to the Grant Conditions the School was provided funding in 2011 based on the previous conditions. This amounted to \$9,625.68 and is included in the Profit and Loss.

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Financial Records for the Calender Year 2011

Statement of Financial Position (Balance Sheet)

ASSETS		NOTES/COMMENTS
Cash at Bank, Trading Acct (Westpac)	\$6,188.11	
NAB at call account	\$0.00	
TOTAL ASSETS	\$6,188.11	
LIABILITES		
Payable - Long Service Leave	\$2,000.00	<i>Jens Sandstrom - Agreed Value.</i>
Payable - GST Net	\$1,029.95	
Payable - Special Needs Grants	\$0.00	
Prepaid - School Fees (German Historical)	\$600.00	<i>To school fees 2012 Year.</i>
Loan - Parents and Friends	\$0.00	
TOTAL LIABILITIES	\$3,629.95	
NET ASSETS	\$2,558.16	
EQUITY		
Carried forward equity	\$1,382.35	
Change in equity YTD	\$1,175.81	Profit/Loss 2011 - YTD
NET EQUITY	\$2,558.16	

Profit and Loss

	QUARTER				TOTAL YTD	Notes:
	March	June	September	December		
Income						
Bank Interest	\$45.65	\$66.37	\$62.17	\$40.64	\$214.83	
School Fees Current Year	\$22,775.00	\$4,650.00	\$3,215.00	\$2,785.00	\$33,425.00	
School Fees Previous Year	\$250.00				\$250.00	
DECS Grant		\$9,300.00		\$12,800.00	\$22,100.00	
DECS - Special Needs				\$6,500.00	\$6,500.00	<i>Includes \$4,500.00 ex 2010 Year.</i>
Melbourne Consulate				\$9,625.68	\$9,625.68	
Donation and Sponsorship				\$1,640.00	\$1,640.00	<i>\$1,240.00 Donations. \$400.00 Sponsorship.</i>
Sundry				\$50.00	\$50.00	<i>Advertising</i>
Total Income	\$23,070.65	\$14,016.37	\$3,277.17	\$33,441.32	\$73,805.51	
Expenses						
Accountancy		\$318.18		\$600.00	\$918.18	
Insurance	\$1,298.18	\$618.18			\$1,916.36	
Mobile Phone Internet Expense	\$589.66	\$243.24	\$249.82	\$259.56	\$1,342.28	
Postage	\$28.36				\$28.36	
Printing & Stationery	\$44.81			\$107.35	\$152.16	
Rent	\$200.00				\$200.00	
Teacher Consumables	\$271.22	\$775.09	\$290.04	\$1,519.02	\$2,855.37	

Sundry Expenses		\$122.09	\$1,030.88	\$5.02	\$1,157.99	
Wages & Salaries	\$8,235.00	\$24,325.00	\$13,640.00	\$12,119.00	\$58,319.00	
Other (PF)				\$1,240.00	\$1,240.00	<i>Special (Parents and Friends assistance)</i>
Website Development				\$4,500.00	\$4,500.00	<i>Acquittal form lodged, relates to 2010 Grant.</i>
Total Expenses	\$10,667.23	\$26,401.78	\$15,210.74	\$20,349.95	\$72,629.70	
Net Profit (Loss)	\$12,403.42	-\$12,385.41	-\$11,933.57	\$13,091.37	\$1,175.81	
YTD	\$12,403	\$18	-\$11,916	\$1,176		