



**Parents and Friends Association
of the School for the German Language Inc.**
ABN: 73 283 216 183

Minutes

***ANNUAL GENERAL MEETING OF THE PARENTS AND FRIENDS ASSOCIATION
OF THE SCHOOL FOR THE GERMAN LANGUAGE INC***

Saturday 24 March 2018 10.15 AM (directly after the German School's AGM)

Adelaide High School

President: Dr Deliah Mahne

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

Hille Bailiht (1),	Peter Bailiht (1),	Bruno Cardillo (2),
Jeffrey Colby (1),	Silvija Dobson (1),	Diana Harder (2),
Kirsten Kightley (2),	Stefan Landherr (0),	Petra Lietz (0),
Deliah Mahne (2),	Lisa Mudge (1),	Kirstie Morandell (2),
Sabine Orchard-Simonides (0),	Lee Pfitzner (2),	Tanja Pfitzner (1),
Eliza Pontifex (2),	Sylke Roberts (0),	Germano Sansone (3),
Lesley Taylor (0),	Andrea Travers (2),	Diksha Wadhwa (0),
Patrick Wille (1),	Kai Hillen (0)	

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

M. Barta (2),	Susanne Bertram (2),	Verena Colby (0),
Sigrid Frede (1),	Kurt Gysin-Webster (1),	Judy Hughes (1),
Hubertus Jersmann (2),	Simon Keller (2),	Andrea Krause (1),
Saskia Leiniuns (1),	Claudia Liebscher (2),	Kat McAteer (2)
Vasco Markwat (1),	Corinna Melville (3),	Peter Mickan (0),
Camille Mulder (1),	Luke Selfe (1),	Pauline Szczecinski (2),
Manuela Voss (3)		

Quorum Requirement:

There were 22 attendees in attendance representing a total of 26 children (listed under "Present"). Proxies had been received from 19 parents/caregivers (listed under "Apologies") representing an additional 27 children, resulting in a total of 53 children being represented. As per 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 155 children, a quorum was present and the meeting could proceed. There was no objection raised.

1. President's Welcome:

The president, Dr Deliah Mahne, opened the meeting and welcomed all present.

2. Minutes of the previous AGM:

The minutes of last year's AGM were circulated with the agenda by e-mail and were made available in hard copy at the meeting. There was no business arising from the last AGM.

It was moved to accept the minutes of the previous AGM.

Moved: Patrick Wille Seconded: Lee Pfitzner. Carried unanimously.

3. President's Report:

The President, Deliah Mahne, read out the President's report (see Attachment A) which was circulated with the agenda and available as hard copy at the meeting.

It was moved to accept the President's report.

Moved: Patrick Wille. Seconded: Lee Pfitzner. Carried unanimously.

4. Treasurers' Report:

The Treasurer's report (see Attachment B) was prepared by Jeff Colby and circulated with the agenda and available as hard copy at the meeting. The Treasurer of the German School P&F, Ms Lesley Taylor, spoke to the report.

It was moved to accept the Treasurer's report.

Moved: Lee Pfitzner; Seconded: Deliah Mahne. Carried unanimously.

5. Any other reports:

No other reports were received.

6. Election of Committee Members:

Current Committee Members (Members are elected for a 12-month period):

Name	Comment
Deliah Mahne	President
Lesley Taylor	Treasurer
Natasha Grundy	Secretary
Sylke Roberts	Committee member
Lee Pfitzner	Committee member

As members are only elected for a 12 month period, there were elected vacancies to be filled on the Committee.

The election was conducted by the President with assistance from the floor.

The following Committee Members were nominated (positions are indicative as they will be filled in the first meeting after the AGM by vote of the committee members).

Name	Position
Vacancy	President
Lesley Taylor	Treasurer

Vacancy	Secretary
Lee Pfitzner	Committee member
Deliah Mahne	Committee member
Susanne Bertram	Committee member
Kirstie Morandell	Committee member
Peter Bailiht	Committee member
Kai Hillen	Committee member
Sylke Roberts	Committee member
Kirsten Kightley	Committee member
Sylvija Dobson	Committee member
Deliah Mahne	Committee member

Nominated by: Patrick Wille; Seconded: Stefan Landherr.

No other nominations were received.

Election results:

All attendees voted in favour of the nominations. All nominees accepted their election. Dr Deliah Mahne congratulated them on their election.

7. Any other business:

- Please fetch your fish fundraiser form in the foyer. We had to cancel the Harvest Festival due to other activities, namely Adelaide HS being used as a polling station.

8. Next Meetings:

The next AGM will be held in March 2019 – date to be advised. The next committee meeting will be held in May 2018 to elect members to positions and to prepare for the Lantern parade- date to be advised.

9. Meeting Close: 10:35 am

Attachment A German Language Parents and Friends Association President's Report for the Calendar Year 2017

24 March 2018

Dear Families and Friends of the School for the German Language, Adelaide South Australia.

The Parents and Friends Association is made up of parents and friends, like yourself and us, of the School for the German Language. We organise all the German cultural festivals as well as the end of year break up function in conjunction with the school.

Financially we are independent of the school, but do support the school through fund raising. Teachers and the school can apply for additional funds, for example, funding class excursions, special traditional German ink pens, called "Füllers" or special text books that are not part of the study material which is already supplied to students by the school.

Easter and Harvest stall

What a magnificent spread you and the parents created for our Easter and Harvest stall. Thank you for baking, creating and donating so freely for the enjoyment of excited children, teachers and adult students alike.

We hope to have this stall again this year.

Lantern Festival and Parade

This year we had this annual winter festival at the Adelaide High School with the children walking around the oval accompanied by musically talented Jens Sandstroem. It was a safer walk and still had the lantern lights dancing along in the dark.

The walk around the oval was done on strong recommendation from the city council as the logistics to organise a children's parade through any suburb or across any street is extremely difficult, a tedious process and near impossible. We understand that the luxury of a club atmosphere and beer and wine is sacrificed through this. Therefore we welcome anyone who can come up with a practical idea where there is a club and an oval adjacent to each other and is prepared to organise this event for us. We will certainly appreciate this.

A hearty thank you to all volunteering parents, who helped with food preparation and serving on the night.

A big thank you to Sabine Orchard -Simonides from the Sturt Street campus for preparing the St Martins play with the Sturt Street children.

Thanks also to Adelaide High School and all School Committee and Parents and Friends members who helped to make this evening possible.

Family Fun day

What a happy sunny spring day made it possible for us to take part in all the fantastic activities presented by the teachers as well as enjoying coffee, cake and playing a hearty game of soccer at our annual Family Fun Day.

Thank you to all the enthusiastic parents and the members of the school committee as well as the Parents and Friends Committee who helped on the day and allowed us to enjoy a this wonderful

spring festival.

Christmas break up function/ Weihnachtsfeier

Our last event was the end of year Christmas function and concert on 2nd December 2017.

With the sounds of bells chiming Christmas carols we celebrated our Christmas break up function at the German club on the last Saturday of the last term of 2017. A big thank you to the Bund der Bayern dancers for this musical entertainment as well as to the German club Adelaide who is availing the big hall with its stage to us annually at no cost at all. I would like to encourage you all to support the German club in turn. It offers several functions during the year and has a restaurant with bar.

Thank you to the Parents and Friends Committee for providing delicious cakes and to Sabine Orchard – Simonides and her teacher team who brought once again a stunning program to the stage.

Celebrations ended with the school report and a traditional German gingerbread heart baked by Rheinland Bakery as organised by Lesley Taylor .

Sadly we had to farewell two of our committee members Sylke Roberts and Natasha Grundy and we wish them all the best.

THANK YOU to all the volunteers, who helped in many different ways to make the German School a very unique experience for the students and the whole school community. Thanks to Natasha Grundy who agreed to be secretary and attend School Committee meetings from 2017.

Particular thanks to Lesley Taylor who kept the financial and administrative aspects of P&F on track and helped where- and whenever she could.

THANK YOU to Sylke Roberts whom we fare welled at the Christmas function, for being a steadfast helper for at least 8 years and made various events possible for you and your children to enjoy.

I would like to encourage all parents and caregivers to get involved, as it is truly satisfying and enriching to serve on a committee that serves our school community.

We wish you a great and exciting 2018 year at the School for the German Language.

Dr. Deliah Mahne

School for the German Language, President Parents and Friends Association.

Attachment B SCHOOL FOR THE GERMAN LANGUAGE 'PARENTS AND FRIENDS' ASSOCIATION

ABN: 73 283 216 183

Financial Report for the 2018 - AGM 2017 Financial Year

1. Financial Report – 2017Year (1st Jan 17 to 31st Dec 2017)

Refer attached for a Statement of Financial Performance (Profit and Loss) and Statement of Financial Position (Balance Sheet) reflecting the results for the twelve months ending 31st December 2017. The P&F Association reports a profit of **\$ 4,641.74**.

During the year to assist with cash flow between grants receipts, funds of \$1,500 were loaned in Dec 2017 to assist the German Language School with cash flow. This loan was repaid on the 5th Feb 2018 in full.

2. Audit & GST 2017

The 'P&F Association 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. The P&F Association' is not registered for GST.

A full account transaction history and access to all accounts paid can be made available to anyone who would like to examine these records. The accounts are currently maintained on a MYOB Essentials Accounting Data Base.

3. Treasurer and accounts review

The Treasurer of the P&F Association is Lesley Taylor, thank you Lesley. Lesley is also employed by the School itself to assist with its administration and was assisted during the past year by the Treasurer of the School for the German Language, Mr Jeffrey Colby, as and if required.

4. General Comment

The financial situation of the School is secure based on the ongoing support of the Parents and Friends.

Ongoing fundraising efforts from parents not currently involved directly would be appreciated. Do you have a fund raising idea and perhaps consider building your own team?

5. Any question from the floor?

Prepared by:

Jeffrey L Colby

For and on behalf of the Treasurer (Lesley Taylor) and the Management Committee of the P&F Association.

Balance Sheet

German Language School Parents and Friends

ABN: 73 283 216 183

2017 Year (Effective 31st Dec 2017)

ASSETS	2017	Comment	2016
Cash at Bank (Lifeplan Fund Management)	\$0.00	Reconciled to statement.	\$25,268.81
Cash at Bank (Westpac 5039 361911)	\$21,495.43	Reconciled to statement.	\$28,084.88
Term Deposits - Westpac	\$40,000.00	Per Term Deposit Statement	\$0.00
Loan - German School	\$1,500.00	Repaid Feb 2017.	\$5,000.00
TOTAL ASSETS	\$62,995.43		\$58,353.69
LIABILITIES			
TOTAL LIABILITIES	\$0.00		\$0.00
NET ASSETS	\$62,995.43		\$58,353.69
EQUITY			
Equity Open Balance	\$58,353.69		\$53,786.71
Current Year Earnings	\$4,641.74		\$4,566.98
TOTAL EQUITY	\$62,995.43		\$58,353.69

PROFIT AND LOSS

German Language School Parents and Friends

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2017 Year (Effective 12 mths to 31st Dec 2017)

	2017	2016
INCOME		
Bookshop	\$0.00	\$0.00
Cafe and Lolly Shop	\$7,681.45	\$8,739.70
Donations	\$0.00	\$0.00
Other	\$184.00	\$379.05
Functions	\$2,441.75	\$943.85
	LP\$877.60, FFD\$1088.60, Xmas\$475.55	
Interest Received	\$265.63	\$270.19
Total Income	\$10,572.83	\$10,332.79
EXPENSES		
Function Expenses	\$1,040.11	\$466.66
Lollies & associated	\$565.82	\$500.55
Pretzels	\$4,110.78	\$4,768.65
Donations - German School	\$0.00	\$0.00
Donations - Other	\$0.00	\$0.00
Sundry	\$214.38	\$29.95
Total Expenses	\$5,931.09	\$5,765.81
Net Profit(Loss)	\$4,641.74	\$4,566.98