



ANNUAL GENERAL MEETING OF THE SCHOOL FOR THE GERMAN LANGUAGE INC

Saturday 26th March 2022
Adelaide High School Grounds

MINUTES v4 (names redacted)

Agenda:

A copy of the published Agenda is attached at Annex A.

AGM Location:

Due to COVID restrictions the AGM could not be held inside the school buildings, so was held outside at the rear of the school.

Present

24 Attendees -- names redacted to preserve privacy of parents and children
Full attendance list is available upon application.

Proxies received

56 proxies were received -- names redacted to preserve privacy of parents and children.
Full list proxies is available upon application

Apologies:

1 apology received – name redacted

Quorum Requirement:

The School Constitution states that “Parents 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.”

Since the school has a current enrolment of 129 children, the quorum requirement for today’s AGM is 26.

There were 24 attendees representing a total of 24 children. Proxies had been received from 56 parents/caregivers, representing an additional 91 children, resulting in a total of 115 children being represented.

It was agreed that a quorum was present and that the meeting could proceed.

1. Welcome:

The Chairman, Patrick Wille, opened the meeting at 9:23am and welcomed all present.
He noted that the meeting had to be held outdoors due to COVID-19 restrictions at the school.

2. Apologies:

Apologies were noted (see above).

3. Minutes of the last AGM (13th March 2021):

The minutes of last year's AGM had been published on the school website and were available in hard copy at the meeting. There was no business arising from the previous AGM and no attendee raised a question or suggested a change.

Motion: To accept the minutes of the previous AGM.

Moved: Patrick Wille

Seconded: Diana Harder

CARRIED

4. Chairman's Report:

The Chairman, Patrick Wille, read out and spoke to the Chairman's report.

Motion: To accept the Chairman's report and incorporate it in the Minutes (see Annex B).

Moved: Stefan Landherr

Seconded: Cindy MacKinnon

CARRIED

5. Principal's Report:

The Principal, Cindy MacKinnon, read out the Principal's report.

Motion: To accept the Principal's report and incorporate it in the Minutes (see Annex C).

Moved: Patrick Wille

Seconded: Andreas Herr

CARRIED

6. Treasurer's Report:

The Secretary, Stefan Landherr, presented the Treasurer's report in Jonas Humaidi's absence (see Annex D).

Summary (amounts rounded to nearest \$1,000):

Profit: \$15K

Equity: \$102K

Income: \$124K

including :

- \$58K school fees – approx. 47% of total income;
- \$32K grant from German Consulate – up \$7K from 2020]
- \$13K grant from SA Department for Education based on student enrolment;
- \$21K grant from Department of Home Affairs.

Expenses: \$109K

including :

- \$81K school fees – wages and salaries plus super – approx. 74% of total expenses

Profit: \$15K

Equity: \$102K

Audit is not required for the School but detailed financial documents are submitted to the German Consulate in Canberra.

The Treasurer says that the School's financial situation is secure.

Motion: To accept the Treasurer's report and incorporate it in the Minutes (see Annex D).

Moved: Stefan Landherr

Seconded: Kirstie Morandell

CARRIED

7. Election of Management Committee Members:

As per the detailed information published in the Agenda (refer Annex A), there was **one vacancy** for

elected members of the committee and three nominations had been received:

- **Kirstie Morandell** (retiring committee member, eligible for re-election) was self-nominated for re-election to the Committee.
- **Carmen Ward** was self-nominated for election to the Committee.
- **Daniela Hoskin** was self-nominated and **seconded** by Susanne Bertram for election to the Committee.

The candidates introduced themselves briefly.

Salient points:

- Kirstie Morandell has ties to the Austrian Association.
- Daniela Hoskin has extensive experience running the “Zwergenland” playgroup
- Carmen Ward was very keen to contribute to the school and has experience running a German playgroup in the southern suburbs.

Motion: To appoint Daniela Hoskin as Deputy Principal of the School for the German Language Inc, an ex-officio position on the Management Committee.

Moved: Stefan Landherr

Seconded: Cindy MacKinnon

CARRIED

Kirstie Morandell was proposed as Austrian Club representative since she is an active member of the school community, already in attendance on Saturday mornings when meetings are held, *and due to the ongoing unavailability of the current Austrian Club representative, Sybille Tomasin, who has been unable to attend meetings for the majority of the past two year’s meetings due to COVID or other commitments.*

Carmen Ward was elected to the available School Community Member position, unopposed.

The Chairman congratulated the new and returning members and welcomed them to the Committee.

8. Any other business:

Questions from the floor: No further issues were raised.

9. Next AGM:

The next AGM will be held in March 2023 – date and venue to be advised.

10. Meeting close:

The Chairman closed the meeting at 10:00am.

The Chairman asked attendees to stay on for the AGM of the Parents and Friends’ Association.

Annexures:

Annex A: Agenda

Annex B: Chairman’s Report

Annex C: Principal’s Report

Annex D: Treasurer’s Report

Annex A: Agenda



School for the German Language Inc.
Schule der Deutschen Sprache e.V.
ABN: 82 358 402 260
www.germanschool.org.au



ANNUAL GENERAL MEETING OF THE SCHOOL FOR THE GERMAN LANGUAGE INC

Saturday 26th March 2022 9.15 am
Adelaide High School

AGENDA

Quorum Requirement:

Per the constitution:

*A quorum is present when Members of the Association representing
20% of the enrolled students are present.*

1. **Welcome** The Chairperson, Patrick Wille
2. **Apologies**
3. **Minutes of the last AGM**
Published on the school website.
4. **Chairman's Report**
To be tabled at the AGM. The Chairperson, Patrick Wille,
Questions.
5. **Principal's Report**
To be tabled at the AGM. The Principal, Ms Cindy MacKinnon.
Questions.
6. **Treasurer's Report**
To be tabled at the AGM. The Treasurer, Mr Jonas Humaidi.
Questions
7. **Election of Management Committee Members**
To be conducted by the Chairman, with assistance from the floor if required.
Membership of Committee (Clause 8.2 of the Constitution)
*a. The Management Committee of the School for the German Language
Incorporated must comprise a minimum of 6 members up to a maximum of 15
members. Made up as follows:*
 - i. The 'Principal';
 - ii. The 'Deputy Principal';
 - iii. 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 fill any vacancy that may arise;

iv. *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.*
- f. The Barossa German Language Association Inc*

b. A person is not eligible for election, appointment or nomination to the Management Committee, if the person is an undischarged bankrupt or is receiving the benefit of a law for the relief of insolvent debtors

c. A School Community member, apart from the Principal or Deputy Principal, shall be elected at the AGM of the Association, or appointed by the Management Committee to fill a casual vacancy and shall hold office for a term of two years with half of the Management Committee retiring each year. Each retiring member of the Management Committee shall be eligible for re-election.

d. Members appointed to fill casual vacancies shall be entitled to remain in the office for the remainder of the term of the vacant position which they have filled.

Current Representatives per 8.2 a iv. are:

Bernd Jahnke	SA German Association
Sybille Tomasin	Austrian Association of SA
Patrick Wille	Swiss Club of SA
Stefan Landherr	Landherr-Thumm Foundation
Nadia Jahnke	Parents and Friends Association
Dr Peter Mickan	Barossa German Language Association

Current Elected Committee Members are:

Current term expiring:

Kirstie Morandell	2022	Retiring, Available for re-election
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Continuing:

Peter Bailht	2023
Diana Harder	2023
Andreas Herr	2023
Jonas Humaidi	2023
Alice Stratfold	2023
Sabine Williams	2023

Thus there is one position to be filled by election.

8. Any other Business

Questions from the floor.

9. Next AGM

The next AGM will be held in March 2023 – date to be advised.

10. Meeting close

Annex B: Chairman's Report



SCHOOL FOR THE GERMAN LANGUAGE INC.
SCHULE DER DEUTSCHEN SPRACHE e.V.



Chairman's Report to the AGM 23 March 2022

Ladies and Gentlemen,
parents, carers & friends,

Welcome to the 2022 Annual General Meeting of the School for the German Language Inc.

The 63rd year of the School was a difficult one. Again, COVID caused all sorts of problems and while South Australia did better than many other places in the world to control the virus, the stop and go and the varying restrictions did take a big toll on teachers, volunteers and students.

This became particularly eminent towards the later part of 2021 when our previous principal, Dr. Sabine Orchard-Simonides resigned due to health reasons. Sabine was integral to the School for many years. She founded the "Spielgruppe Zwergenland" some 21 years ago and looked after generations of our youngest students at the Sturt Street campus. At the end of 2016, Sabine took on the principal role and led the School for five years, putting in countless hours. Despite the amount of work Sabine would greet students by name and with a smile and a friendly word every Saturday. She was passionate about Fasching and the Weihnachtsfeier, which were always highlights in the School's calendar. On behalf of the Management Committee and the entire School I would like to thank Sabine for all her work for the School.

Due to the efforts of a small but efficient sub-committee we were able to find and retain Cindy McKinnon as our new Principal. Cindy recently moved with her family from Melbourne to Adelaide. She has a background in science and management and has teaching experience in various roles. Cindy joined the School per 1. January 2022 and has already achieved a lot. I am convinced her energy and dynamic will reenergise and stabilise the School.

This is needed because unfortunately, Sabine was not the only teacher that left us at the end of 2021. In total five other class teachers resigned due to other work or study commitments, work placements, family or work circumstances. Andrea Travers was the DSD coordinator and teacher of the one the DSD classes and as such the soul of our DSD program. Under her guidance we were able to establish a DSD curriculum and pathway allowing students to succeed in the DSD exam in numbers sufficient to secure funding from the German government. Andrea too has put an enormous amount of work into the School and we cannot thank her enough. Nicole Volk-Donaldson, Amelia Orchard, Stephanie Moers, and Sonja Hagen were all successful class teachers with lots of experience. Replacing them all within two months has proven and still is difficult. We thank them for their work and hope that one or the other may return again to the School. Cindy was able find some new teachers. However, we still require one or two more – so spread the word.

COVID again affected our traditional events. In 2021 we were able to again have an almost "normal" Laternenumzug (lantern parade), and the DSD diplomas were conveyed by the new Honorary Consul of Germany, Matt Williams, during the mostly "normal" Weihnachtsfeier at the Australian Club. However, for a second-year students had to go without Pretzels and Lollies, and parents are still not allowed to enter the school buildings to drop off or pick-up their children.

Despite numerous changes and delays, but thanks to the efforts of our DSD coordinator, Andrea Travers, seven (7) students passed the DSD I exams. In addition, five (5) students completed the SACE II exams. Congratulations to the students and their teachers for achieving these milestones.

Unfortunately, student numbers continue to decline. At the moment, we have only about 128 students enrolled. Another drop from last year and more than one third less than pre-pandemic. Families with younger children seem to prefer to meet spontaneously and decentralised using social

Annex B: Chairman's Report (continued)

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media, rather than coming to the CBD every Saturday morning and facing COVID restrictions in public buildings. But the "great resignation" or "big quit" can also be felt in the higher classes where we struggle to have a SACE II class and full-sized DSD classes. More work needs to be done to attract and retain students of all ages.

In 2021, the School benefitted from generous grants from the SA and the German Governments, some of which were paid quite late in the calendar year. Together, with the restricted activities due to COVID and the resignation of large number of teachers, the School ended up making another profit. However, there remains some uncertainty about whether we will be allowed to keep the grant (Sprachbeihilfe) received from Germany or whether we must pay some or all the grant back as these grants are basically meant to cover a deficit and not to make a profit.

For the time being the Management Committee decided to keep the tuition fees unchanged. However, declining student numbers and increasing cost for salaries are rising significantly. Hence the School must find new ways to raise funds (e.g. through other grants or activities) otherwise substantial increases in tuition fees are unavoidable.

The Management Committee met seven (7) times in 2021. Meetings were mainly conducted via Zoom™, either completely online or in a hybrid mode. The committee and its sub-committees worked effectively and cooperatively. However, some pressing matters like teacher remuneration, the governance and the strategic review as well as some marketing initiatives stalled or had to be postponed due to COVID or the need to find a new principal and new teachers first. A big thank you to all committee members for your work and contributions.

Lesley Taylor, our administrator, still manages the paperwork and the payroll usually sitting alone in a classroom every Saturday (due to COVID) and working many hours at home. Thank you for your dedication.

Stefan Landherr, who missed the last AGM has recovered. He still keeps the Committee's papers in perfect order and acts as the corporate memory of the School, thank you so much. Thanks to all my fellow Committee members, in particular Cindy McKinnon (principal), Diana Harder (deputy chair), Kirstie Morandell and Alice Stratford.

As hard working and as reliable as the key personnel is, we require more help from younger members of the school community who are willing to commit their skills and time. Hence, I welcome anyone who likes to step up and to join the Management Committee.

The Parent & Friends were somewhat limited in their activities but were vital for the success of the Laternenumzug and the Weihnachtsfeier. Even though they just start to sell pretzels again their ongoing support and advice is very much appreciated. Special thanks belong to Peter Bailint, Kai Hillen, Bernd & Nadja Jahnke and Germano Sansone.

Stay safe and all the best,

Patrick Wille
President of the Management Committee
School for the German Language Inc

Annex C: Principal's Report

Principal Report – School AGM Saturday 26 March 2022

2021 was another challenging year due to COVID, however, as the school, we have weathered the COVID storm well. We had 7 students sit and pass the DSD I exam. Congratulations to the Students, Parents/Caregivers, Teachers and Staff!!

1. Community Events 2021 Highlights

- Easter Market – the students really enjoyed the stand
- Lantern parade – wet, smaller than usual, but a lovely community event
- 21 Year “Zwergenland” Playgroup Celebration – a small celebration with current and former members – going strong
- Christmas Concert – it was good to have this event despite COVID-19 restrictions

2. Student Involvement 2021

- Student Representative Council Introduced – very important to have the students' voice
- Christmas Event – First time we had students as MCs – went very well

3. Curriculum Highlights 2021

- a. DSD 1: 7 Students sat the exam and achieved a B1 level accreditation
- b. SACE:
 - i. No SACE I students
 - ii. 5 SACE II Students
 1. Successfully passed the Exam: 3xA, 1xB and 1xC+

4. Start of the School Year 2022:

- had a few personnel changes and role creations:
 - a. New Principal appointed
 - b. DSD Coordinator appointed in Lisa Mudge
 - c. New Teachers: Claire Neal (A and B), Paul Geiger, Elsbeth Gerber (B1 and B2 Classes)
 - d. New relief teachers will be starting in Term 2, 2022

5. Student numbers 2022

March 2022 – 129 Students

March 2021 – 130 Students

March 2020 – 141 Students

March 2019 - 138 Students

- About 15 Students have not re-enrolled or discontinued enrolments due to various reasons (this number excludes students who have finished German School)

Annex C: Principal's Report (continued)

6. Classes 2022

Class	Teacher (and Teacher Aide)
A	Claire Neal and Susanne Bertram
B	Claire Neal and Susanne Bertram
C	Paul Geiger
D	Vicky Miegel and Hanna Petersen
E	Besse Elmas
F	Anja Kolloch
G	Jutta Fiebig
H	Laura Murphy
I	Elsbeth Gerber
J	Nicole Schuehrer

7. Thank you

I would like to thank everyone who has supported and contributed to our school over the last 12 months and everyone who has helped me to settle into the role of principal:

- The amazing team of teachers and support staff
- SACE and DSD coordinators: Nicole Schuehrer and Lisa Mudge
- Lesley Taylor for her dedicated work as the Administrative Officer
- The committee for the hard work they do and the dedication to the school
- To the parents and friends Group, although a tough year for them due to restrictions
- To all volunteers
- Students and families

I would like to thank everyone for their hard work, dedication, loyalty and patience in another very tough year. I would like to extend my thanks during the transition time of leadership at the school.

Cindy MacKinnon
Principal

Annex D: Treasurer's Report

SCHOOL FOR THE GERMAN LANGUAGE INC

ABN: 82 358 402 260

Financial Report for the AGM – 26th March 2022 2021 Financial Year

1. Financial Report – 2021 Year (1st January 2021 to 31st December 2021)

Refer attached, Statement of Financial Performance (Income Statement) for the 2021 Year and Statement of Financial Position (Balance Sheet) as at the 31st December 2021.

For the year the school recorded a net profit of \$14,940. In respect to the 2021 year I offer the following specific comments:

- a. School fees remained the same as last year (2020) with income from school students being \$57,649;
- b. The German Consulate provided a grant of \$31,826. This was an increase of \$6,927 in comparison to 2021;
- c. As in previous years, the school received through the Department for Education \$12,993, which is provided on a per capita basis (based on the number of students enrolled at the school). Compared to last year this resulted in a decrease of \$41,871. This was due to the school not receiving the SACE 1 & 2 grants as well as the special needs component;
- d. The Department of Home Affairs provided a grant of \$31,826.

2. Audit 2021 year.

The School is **not required** to be audited under State Legislation, 'Association Incorporations Act 1985' as our receipts are less than \$500,000.00. 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 the funding provided through the **Sprachbeihilfe**, administered through the German Consulate, the accounts of the school are required to be sent to the Consulate in Canberra for examination. The supporting statements, documents and vouchers for the 2021 financials presented to this AGM will be with the German Consulate in Canberra undergoing examination. Patrick Wille acts as the liaison with the German Consulate representatives.
- B. In accordance with 19f of the constitution, two members of the school community are required to undertake a separate review of the accounts, verify the Balance Sheet values and the supporting documentation for several randomly selected transactions. This will take place on the 26th March 2022. The reviewer's statement is attached.

3. Barossa Campus

The School continues to stand ready to support the Barossa German Language Association (established 2015) in its efforts to establish a German Language program in the Barossa along similar lines to how the school operates in Adelaide.

Annex D: Treasurer's Report (continued)

4. Your Treasurer

I have been involved in the Management Committee since 2019 as the Treasurer after completing my bachelor's degree in Commerce (Accounting & Management). I am a prior student of the German School and graduated in 2012. I enjoy working as the treasurer and being a part of the school community outside of my regular work.

5. General Comments

The past year has been turbulent and emphasizes the need for the school to continue its efforts to grow, expand its offer and attract new students. Although the school's income has reduced, the financial situation continues to be secure, highlighted by a net profit of \$14,940 and ongoing support from the Parents and Friends association.

I would like to extend my apologies for my absence at today's AGM and sincerely thank all the people that are involved in the school and with whom I have had the pleasure to work with during 2021, both staff and volunteers. I take the opportunity to especially thank Lesley Taylor who as the School Administrator has provided invaluable support.

Regards

**Jonas Humaidi
Treasurer**

Income Statement - AGM 2022
School for The German Language Inc

ABN: 82358402260

Accrual mode

1 January 2021 - 31 December 2021

		Total
Income		
4-1200	School Fees CY - Students	57,649
4-1210	School Fees - Old - Student	530
4-1500	Grant - DECS General	12,993
4-1750	Grant - Aust Gov DHAF	20,608
4-1850	Grant - Germany	31,826
Total Income		123,606
Less Cost of Sales		
Total Cost of Sales		0
Gross Profit		123,606
Less Expense		
6-1000	Accounting fees	2,334
6-1200	Advertising	493
6-1400	Bank charges	0
6-2000	Function Expenses	1,907
6-2600	Insurance	833
6-3400	Membership - ESA	4,449
6-3600	Office supplies & Stationary	2,475
6-4000	Postage & courier	356
6-4600	Rent	1,573
6-5021	Special Needs 2021	5,824
6-5200	Sundry expenses	146
6-5500	Teaching Consumables	299
6-5600	Telephone/Internet	1,408
6-6200	Wages & salaries	80,860
6-6210	Wages - Superannuation ex	4,590
6-6250	Workcover insurance	1,154
Total Expense		108,702
Operating Profit		14,903
Plus Other Income		
8-1400	Other income	36
Total Other Income		36
Less Other Expense		
Total Other Expense		0
Net Profit		14,940

1 January 2020 - 31 December 2020

		Total
Income		
4-1200	School Fees CY - Students	57,529
4-1500	Grant - DECS General	30,784
4-1550	Grant - DECS - SACE 1	9,250
4-1600	Grant - DECS - SACE 2	7,550
4-1700	Grant - Special Needs	7,280
4-1750	Grant - Aust Gov DHAF	14,726
4-1850	Grant - Germany	24,889
4-9000	BVC - Student Fees	930
Total Income		152,937
Less Cost of Sale:		
5-4000	Pretzel Purchases	729
Total Cost of Sale:		729
Gross Profit		152,208
Less Expense		
6-1000	Accounting fees	3,778
6-1200	Advertising	1,295
6-1400	Bank charges	10
6-1500	Donation to P&F	10,000
6-2000	Function Expenses	1,123
6-3400	Membership - ESA	2,552
6-3600	Office supplies & Stationary	1,780
6-4000	Postage & courier	403
6-4600	Rent	1,340
6-5200	Sundry expenses	285
6-5500	Teaching Consumables	3,028
6-5600	Telephone/Internet	2,491
6-6000	Staff Amenities	433
6-6200	Wages & salaries	102,423
6-6205	Wages-JobKeeper Support	112,400
6-6210	Wages - Superannuation expen:	5,076
6-6250	Workcover insurance	1,094
Total Expense		249,510
Operating Profit		(97,302)
Plus Other Income		
8-1200	Interest income	48
8-4000	Sales - Pretzels - P&F	729
8-5010	Covid 19 Stimulus	32,768
8-5020	JobKeeper Grants	136,500
8-5030	SAGov Covid 19 Grant	10,000
Total Other Income		180,045
Less Other Expen		
Total Other Expen		0
Net Profit		82,744

Balance Sheet - AGM 2022
School for The German Language Inc

ABN: 82358402260

Accrual mode

31 December 2021

		Total
Asset		
Banking		
1-1000	Cheque account	121,445
Total Banking		121,445
Current Assets		
Total Current Assets		0
Fixed Assets		
Total Fixed Assets		0
Total Asset		121,445
Liability		
Credit Card		
Total Credit Card		0
Current Liabilities		
2-1015	Prepaid - Special Needs Grant	4,400
2-2200	GST collected	1,788
2-2400	GST paid	-847
Total Current Liabilities		5,341
Long Term Liabilities		
Total Long Term Liabilities		0
2-1010	Prepaid S1 Grant DECS	13,450
Total Liability		18,791
Net Assets		102,654
Equity		
Current Earnings		
3-1800	Current year earnings	14,940
Total Current Earnings		14,940
Retained Earnings		
3-1600	Retained earnings	87,714
Total Retained Earnings		87,714
Total Equity		102,654

31 December 2020

		Total
Asset		
Banking		
1-1000	Cheque account	90,091
Total Banking		90,091
Current Assets		
Total Current Assets		0
Fixed Assets		
Total Fixed Assets		0
Total Asset		90,091
Liability		
Credit Card		
Total Credit Card		0
Current Liabilities		
2-2200	GST collected	3,527
2-2400	GST paid	-879
2-2500	Payable/Receivable ATC	-271
Total Current Liabilities		2,377
Long Term Liabilities		
Total Long Term Liabilities		0
Total Liability		2,377
Net Assets		87,714
Equity		
Current Earnings		
3-1800	Current year earnings	82,744
Total Current Earnings		82,744
Retained Earnings		
3-1600	Retained earnings	4,970
Total Retained Earnings		4,970
Total Equity		87,714