



# The School for the German Language Inc

Deutsche Sprachdiplomschule (DSD)

ABN: 82 358 402 260

## AGM MINUTES



**Annual General Meeting      Saturday 25 May 2013**

**9:30 am - Adelaide High School**

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

Kerstin Ball (1), Jeffrey Colby & Verena Colby (2), Beate DeMaria (2), Ante Donjerkovic (0), Arno Egle (1), Alex Emmerich (2), Maurite Fober (1), Ulrike Glinzner (Principal, 0), Natasha Grundy (3), Diana Harder (1), Ian Harmstorf (Chairman, 0), Gabriela Hilpert (1), Klaus Koefer (1), Stefan Landherr (Vice Chairman and Secretary, 0), Petra Lietz (Minute Secretary, 1), Eva Lovas (1), Jacqueline Schaare (2), Sabine Orchard-Simonides (2), Lesley Taylor (0), Patrick Wille (1), Emma Woehle (1).

### **Quorum requirement:**

There were 17 parents in attendance representing a total of 23 children (listed under "Present"). Proxies had been received from parents (listed under "Apologies") representing an additional 9 children resulting in a total of 32 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 (name of family with number of children at school represented by proxy in brackets):**

Oehler (3), Bertram (2), Roberts (2), Sansone (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 made available in hard copy at the meeting.

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

There was no business arising from the last AGM.

### **4. Principal's report: Ulrike Glinzner**

The principal's report (see Appendix A) was tabled at the meeting and presented by Ulrike Glinzner.

A question was raised as to how many German schools in Australia are DSD schools. Our school is the first school in Australia to become accredited as a DSD school.

A question was raised as to whether the Swiss and Austrian governments supported our German school, but this is currently not the case. An approach to relevant authorities will be considered in the upcoming year.

It was moved to accept the principal's report.

Moved: Diana Harder. Seconded: Patrick Wille. Carried unanimously.

## **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: Sabine Orchard-Simonides. Seconded: Jacqueline Schaare. Carried unanimously.

## **6. Treasurer's report: Jeffrey Colby**

The financial report for the 2012 was tabled at the meeting (see Appendix C) and presented by the Treasurer, Jeffrey Colby.

A question was raised about what costs are covered by the rent item. As our school pays does not have to pay for the use of Adelaide High School or Sturt Street School, the treasurer explained that the rent payment is for the cost of half of an office in the CBD to store files and records and to hold occasional meetings. The other half of that office cost is borne by the previous German School principal, Jens Sandström.

It was moved to accept the financial report.

Moved: Patrick Wille. Seconded: Sabine Orchard-Simonides. Carried unanimously.

## **7. Other reports**

No other reports were received.

## **8. Election of new committee members:**

Membership of the Committee is prescribed in section 8.2 of the Constitution, and the relevant extract was circulated with the Agenda.

### **8.1 Current committee members are:**

| <b>Name</b> | <b>Term Expires</b> | <b>Comment</b> |
|-------------|---------------------|----------------|
|-------------|---------------------|----------------|

#### **Current term expiring:**

|                  |                                                       |  |
|------------------|-------------------------------------------------------|--|
| Ante Donjerkovic | 2013                                                  |  |
| Petra Lietz      | 2013                                                  |  |
| Diana Harder     | Was seconded to the management committee during 2012. |  |

#### **Continuing:**

|                    |      |  |
|--------------------|------|--|
| Jacqueline Schaare | 2014 |  |
| Jeffrey Colby      | 2014 |  |
| Klaus Koefer       | 2014 |  |

#### **Representatives per 8.2 a i & iii, continuing to 2014.**

|                          |                            |
|--------------------------|----------------------------|
| Ulrike Glinzner          | Principal                  |
| Ian Harmstorf            | SA German Assoc.           |
| Sabine Orchard-Simonides | Austrian Association of SA |
| Patrick Wille            | Swiss Club of SA           |
| Stefan Landherr          | Landherr-Thumm Foundation  |
| Beate De Maria           | Parents and Friends Assoc. |



## Appendix A – Principal’s report

The 2013 school year started on the 2nd of February with 150 students. Enrolment numbers have been stagnant since last year. The majority of new students start in the early years. There have been some new enrolments throughout the year in all year levels. However, an equal number of students have left the school after the summer holidays and after Term 1 due to changes in family’s life circumstances and the interference of other commitments on Saturday morning.

The playgroup ‘Zwergenland’ is flourishing. Every week, around 12 families with children up to 4 years of age attend the playgroup and it is expected that more families will join the playgroup this year. The playgroup ‘Zwergenland’ is affiliated with Playgroup SA for insurance purposes. All families attending the playgroup have to be members of Playgroup SA and the School for the German Language is paying the affiliation fee. Lisa Mudge retired from her role as the playgroup coordinator with the end of last year. The playgroup and I would like to thank Lisa Mudge for her engagement, particularly in organising the membership with Playgroup SA and for her collaboration with the School for the German Language. I also thank Lee Pfitzner for taking on the role of the new playgroup coordinator.

Dr Sabine Orchard-Simonides is the Head of the 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. Sylke Roberts has helped out as additional teacher aide in the Pre-school/Reception class in Term 1. Andrea Tschoner teaches the reception class. At the beginning of 2013, Nina Przeradzki took over as Year 1 class teacher from Monika Rath. Reception and Year 1 share a classroom. At the end of Term 1 2013, Alexandra Emmerich retired from her role as teacher aide. I thank Alex for her wonderful work at the Sturt Street Campus. Anke Vollendorff is the new teacher aide for the Reception and Year 1 class.

At Adelaide High School, classes are as follows:

Year 2 is taught by Sabine Williams; at the beginning of this school year, Iris Strobl has come back as Year 3 class teacher replacing Erika Schrefl-Wurzer. I thank Erika for her excellent work for the School for the German Language, since 2005. Year 4 is taught by Catrin Blight, Year 5 is taught by Philipp Lenzenhuber. Year 6 is taught by Jutta Fiebig, Year 7/8 by Monika Campbell, Year 9/10 by Waltraud Parker and Year 11/12 by Mechthild Timmins. Relief teachers are Georgina Jureidini, Marion Weck, Claudia Heyen and Andrea Travers.

Highlights of 2012 were the lantern walk on the 24th of June from the German Club to Rymill Park and back, the family fun day on the grounds of Adelaide High School on the 15th of September, the „Adelaider Liedertafel 1858“ with Jens Sandström on the 2nd December and the Christmas break up on the 8th of December. I would like to thank Jens for his continuing enthusiasm for practicing the christmas songs with our students.

Unfortunately we were unable to offer a cinema visit for our students to the Audi Film Festival of German Films 2013. Instead, and as a Mother’s Day surprise, students and their mothers were invited to view one of three movies at Adelaide High School on the 11th of May.

Since the Moodle Training in February 2012 Iris Strobl and Sabine Orchard-Simonides have successfully used this online platform for interactive learning with their students.

On 17th and 18th of May, half of the 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. The other teachers of the School's Adelaide High School Campus and the relief teacher Andrea Travers participated in a professional development training organised and administered by myself on the 18th of May. The training involved unit planning and assessment according to the European Reference Framework for German schools abroad.

Changes to the rules for financial support by the German government resulted in the requirement for the school to become a „Deutsche Sprachdiplomschule“ (DSD-School). For this to occur, an application was submitted to the „Bundesverwaltungsamt“ in Cologne in 2012. This required an alignment of the school's curriculum with the European Reference Framework as well as the South Australian Certificate of Education (SACE) and restructure of the content taught at our school in order to work in a more focused way towards the levels A2/B1. Trial exams were conducted in September 2011 and 2012 with the assistance of Mechthild Timmins and Olga Jankevich, an official assessor from the Goethe-Institut. The exams were sent to Cologne and both times the results were very positive as all participating students reached either level A2 or B1.

In November 2012 a delegation from the „Zentralstelle für das Auslandsschulwesen“ in Cologne, which comprised of Frau Dr Fischer, Herr Wegmann and Herr Knorr from the German Embassy in Canberra, visited Adelaide. On Friday the 2nd of November a meeting with representatives of the school took place at the German Club. An impressive number of eight members of the school management committee, including Dr Ian Harmstorf, Stefan Landherr, Klaus Köfer, Beate DeMaria, Patrick Wille, Jeff Colby, Dr Sabine Orchard-Simonides, Mechthild Timmins and Ulrike Glinzner, welcomed the visitors. The agenda included an excursion of the history of Germans in South Australia, foundation of the School for the German Language, structure of the school, possibilities and challenges, parents' views on sending their children to the school, SACE and DSD examination and future proceedings. Short videos of all classes by Stefan Landherr as well as a visit to the Sturt Street Community School were particular highlights of the event. It was also announced that the School for the German Language has gained provisional accreditation as German Diploma School (DSD).

Only recently, on the 14th of May this year I received a letter from the German embassy in Canberra awarding the School for the German Language full accreditation as German Diploma School (DSD). In September this year the first official DSD exams will take place. This exam will be conducted by an external assessor Frau Katja Ezel, a consultant from the „Zentralstelle für das Auslandsschulwesen“ who is based in Sydney at the German International School.

This standardised exam for German schools abroad tests the levels A2 and B1 of the European Reference Framework. The accreditation as German Diploma School (DSD) secures future

financial support by the German government. It further increases quality assurance of the curriculum taught. Furthermore, it partially prepares students for the B1/ B2 level exam which can be taken online or in Germany and allows for direct entry into German universities without having to pass any further language tests.

The aim for the school to become a „Deutsche Sprachdiplomschule“ (DSD school) has been successful and I congratulate the school management committee and the school community on this achievement. To achieve accreditation as German Diploma School (DSD) was entirely a team effort and I would like to thank Dr Ian Harmstorf, Stefan Landherr and Klaus Köfer for their enduring support and the endless hours of work they put into it. It was an absolute pleasure to work with such a capable and committed team. I would also like to thank the teachers who have fully supported our aim to become a German Diploma School (DSD) and embraced the changes of the school curriculum.

For their work throughout the last year, I thank the school management committee, the parents and friends group and the parent network, all teachers, teacher aides and volunteers. In alphabetical order, my special thanks goes to Jeff Colby, Beate DeMaria, Ante Donjerkovic, Diana Harder, Dr Ian Harmstorf, Klaus Köfer, Stefan Landherr, Dr Petra Lietz, Jacqueline Schaare, Lesley Taylor and Patrick Wille.

## Appendix B - Chairman's report

It gives me great pleasure to welcome you all here today on the occasion of the Annual General Meeting of the School for the German Language. As our Principal Ulrike Glinzner has explained, one of the most important initiatives this year was the acknowledgement of the school as a Deutsche Sprach Diplom School. Ulrike is to be congratulated for all the work she put into this project where she was ably helped by Stefan Landherr with additional help from another committee member Klaus Koefer. Without this collaborative effort which involved hours of work by all concerned it is doubtful if our objective would have been achieved. I should also like to thank all the committee members and parents who turned up to meet the DSD delegation when they were in Adelaide. This strong turnout convinced the delegation that our application had the backing of the committee and parents and that we had the intellectual capacity and also the drive and enthusiasm to achieve our goal, all of which were essential if we were to achieve accreditation.

The school has near record numbers and under the able leadership of Ulrike Glinzner teachers, committee members, parents and staff have worked together to form a team that has ensured the day to day smooth running of the school so that we have been able to concentrate on larger projects that are of benefit to the students both today and in the future. On behalf of us all Ulrike, we should like to thank you for all you have achieved this year.

The Sturt Street campus under Dr Sabine Orchard-Simonides continues to flourish with a waiting list due to pressure of space. Congratulations to all in Sturt Street for a wonderful effort.

After the retirement last year of Dr Petra Lietz (who has fortunately stayed on as minute secretary) Stefan Landherr temporarily took over the position of secretary as well as remaining Vice Chair. We are all most grateful Stefan that you seem to have grown into the job. Unfortunately the job has also grown. Due to Occupational Health and Safety Laws and Child Protection Laws and the accreditation demands made upon the staff by the Ethnic Schools Board, the bureaucratic demands made on the school have recently increased enormously. Stefan with his administrative expertise has fortunately been able to guide us through this maze of regulations as well as looking after our website.

Jeff Colby our treasurer, has worked tirelessly to ensure that we remain solvent and due to some grants that he has been instrumental in gaining we have been able to offer additional benefits to the students.

The Parents and Friends Association under the guiding hand of Beate de Maria has continued to help both students and our financial situation and we commend their good work while Diana Harder has continued to create a most enjoyable and readable Wunderbar and Lesely Taylor keeps the wheels of the administration faithfully turning.

We have some faithful sponsors and I would urge everyone to view them and use them as seen on the back page of Wunderbar.

Our relationship with Adelaide High School continues to be most cordial and they have been most accommodating to our requests.

To our Principal, our teachers, support staff and the parents who have done so much for the school during the past year and given us such a successful basis to work from we can look forward to next year with eager and anticipation and confidence.

Dr Ian Harmstorf OAM BVK  
Chairman

# Appendix C - Treasurer's report

SCHOOL FOR THE GERMAN LANGUAGE INC

ABN: 82 358 402 260

## Financial Report for the AGM – 25<sup>th</sup> May 2013

### 2012 Financial Year

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\* **Financial Report – 2012 Year (1<sup>st</sup> Jan 12 to 31<sup>st</sup> Dec 2012)**

Refer attached for a final, Statement of Financial Performance (Profit and Loss) and Statement of Financial Position (Balance Sheet) ending 31<sup>st</sup> December 2012.

For the year the School recorded an operating **loss of \$1,143.68.**

The school continues to operate and rely on the support of the Parents and Friends of the School for the German Language Inc, ABN: 73 283 216 183, for short term support during the year as required. The P&F also made a donation to the School of \$2,500.00 during the year.

\* **Audit 2012**

The School is **not required** to be audited under State Legislation, 'Associations Incorporation 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:

- \* As a requirement of funding through the Ethnic Schools 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 operates on the financial year beginning 1<sup>st</sup> July XXXX and ending 30<sup>th</sup> June XXXX+1. The accounts to 30<sup>th</sup> June 2012 were audited to the ESB requirements by Hoff and Ashby Accountants. It is expected that a similar Audit will be undertaken for the 12 month period ending 30<sup>th</sup> June 2013.
- \* As a requirement of the funding provided through the Finanzielle Förderung, administered through the German Consulate, 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.
- \* 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.



\* **Finanzielle Förderung**

This Grant provided from Germany and administered through the German Consulate remains an ongoing source of support, based on a deficient funding model ! The School Management remains in continued discussions with the German Authorities regarding the funding arrangements, which are intended to change. The School was provided funding of \$9,871.47 in 2012 based on the previous conditions as shown on the Profit and Loss report.

\* **General Comment**

The financial situation of the School is secure, based on the ongoing support of the Parents and Friends. However the past year, and previous years, have seen only slight improvement in the overall financial position of both the School and the Parents and Friends. For the financial position to be improved, further fund-raising is going to be required, from parents not currently involved directly. Do you have a fund raising idea and the resource to build your own team?

\* **Any questions from the floor?**

Regards

Jeffrey L Colby  
Treasurer

**School for the German Language Inc**  
**ABN: 82 358 402 260**

Financial Records for the Calendar Year 2012

**Statement of Financial Position (Balance Sheet)**

**ASSETS**

|                                      |            |
|--------------------------------------|------------|
| Cash at Bank, Trading Acct (Westpac) | \$4,125.57 |
| NAB at call account                  | \$0.00     |

**TOTAL ASSETS** **\$4,125.57**

**LIABILITES**

|                                           |            |
|-------------------------------------------|------------|
| Payable - Long Service Leave              | \$1,000.00 |
| Payable - GST Net                         | \$1,111.09 |
| Payable - Special Needs Grants            | \$0.00     |
| Prepaid - School Fees (German Historical) | \$600.00   |
| Loan - Parents and Friends                | \$0.00     |

**TOTAL LIABILITIES** **\$2,711.09**

**NET ASSETS** **\$1,414.48**

**EQUITY**

|                        |             |
|------------------------|-------------|
| Carried forward equity | \$2,558.16  |
| Change in equity YTD   | -\$1,143.68 |

**NET EQUITY** **\$1,414.48**

## Profit and Loss

|                                 |                            | Notes/Comments                                       |
|---------------------------------|----------------------------|------------------------------------------------------|
| <b>Income</b>                   |                            |                                                      |
| Bank Interest                   | \$ 30.92                   |                                                      |
| School Fees Current Year        | \$35,860.00                |                                                      |
| School Fees Previous Year       | \$300.00                   |                                                      |
| DECS Grant                      | \$23,680.00                |                                                      |
| DECS - Special Needs            | \$1,840.00                 |                                                      |
| Melbourne Consulate             | \$9,871.47                 |                                                      |
| Donation and Sponsorship        | \$3,450.00                 | \$2,500.00 P&F.                                      |
| Sundry                          | \$00.00                    |                                                      |
| <b><u>Total Income</u></b>      | <b><u>\$75,032.39</u></b>  |                                                      |
| <b>Expenses</b>                 |                            |                                                      |
| Accountancy                     | \$272.73                   |                                                      |
| Insurance                       | \$1,709.67                 |                                                      |
| Mobile Phone Internet Expense   | \$1,106.21                 |                                                      |
| Postage                         | \$249.59                   |                                                      |
| Printing & Stationery           | \$595.19                   |                                                      |
| Rent                            | \$500.00                   |                                                      |
| Teacher Consumables             | \$2,255.78                 |                                                      |
| Sundry Expenses                 | \$3,105.90                 | <i>Includes ESB Special Needs Grant Expenditure.</i> |
| Wages & Salaries                | \$66,381.00                |                                                      |
| <b><u>Total Expenses</u></b>    | <b><u>\$76,176.07</u></b>  |                                                      |
| <b><u>Net Profit (Loss)</u></b> | <b><u>(\$1,143.68)</u></b> |                                                      |