



The School for the German Language Inc.

Schule der Deutschen Sprache e.V.

ABN: 82 358 402 260

www.germanschool.org.au



AGM MINUTES

Annual General Meeting Saturday 24th May 2014

9.30AM Adelaide High School



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

Silvija Baalcke (1), Rea Blaschta (2), Jeffrey Colby (1), Verena Colby (1), Sabine Delago (2), Beate DeMaria (0), Leo Gaggl (0), Katrin Garz (3), Ulrike Glinzner (Principal, 0), Ian Harmstorf (Chairman, 0), Matthias Henz (4), Gabriela Hilpert (1), Simon Keller (1), Klaus Koefer (0), Stefan Landherr (Secretary, 0), Petra Lietz (Minutes Secretary, 1), Eva Lovas (1), Kat MacAteer (1), Elizabeth Martin (1), Sabine Orchard-Simonides (2), Lee Pfitzner (1), Carol Shaw (2), Jacqueline Schaare (2), Lesley Taylor (0), Patrick Wille (1), Susan Witt (1),

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

Patricia Anderson (2), Susanne Bertram (2), Julia Creane (2), Günther Demann (2), Ante Donjerkovic (0), Natasha Grundy (3), Kurt Gysin-Webster (1), Diana Harder (2), Navelle Kukowetz (2), Bill Martin (1), Camille Mulder (2), Anita Oehler (3), Leonard Pienaar (1), Sylke Roberts (2), Christine Sansone (2), Susan Schwindt (2), Elke Supple (1), Maik Wagener (2),

Quorum requirement:

There were 19 parents in attendance representing a total of 29 children. Proxies had been received from parents (listed under "Apologies") representing an additional 32 children, resulting in a total of 61 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 160 children, a quorum was present and the meeting could proceed. There was no objection raised.

1. Welcome

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

2. Minutes of the last AGM

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

Moved: Beate DeMaria Seconded: Jacqueline Schaare Carried unanimously.

There was no business arising from the last AGM.

3. Principal's Report: Ulrike Glinzner

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

Moved: Stefan Landherr Seconded: Beate De Maria Carried unanimously.

4. Chairman's Report: Dr Ian Harmstorf OAM BVK

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

Moved: Stefan Landherr Seconded: Patrick Wille Carried unanimously.

5. Treasurer's Report: Jeffrey Colby

The treasurer's report was tabled at the meeting and presented by Jeffrey Colby.
He thanked Lesley Taylor for her hard work in keeping the school accounts, and also thanked Klaus Koefer, Ulli Glinzner and Beate DeMaria for their support.
It was moved to accept the Treasurer's report (see Appendix C).

Moved: Petra Lietz Seconded: Gabriela Hilpert Carried unanimously.

6. Other Reports:

No other reports were received.

7. Election of New Management Committee Members

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

Current Committee Members are:

Name	Term Expires	Comment
Current term expiring:		
Jacqueline Schaare	2014	Available for re-nomination
Jeffrey Colby	2014	Available for re-nomination
Klaus Koefer	2014	Retiring
Continuing:		
Petra Lietz	2015	
Diana Harder	2015	
Natasha Grundy	2015	
Representatives per 8.2 a iii.:		
Ulrike Glinzner	Principal	
Ian Harmstorf	SA German Association	
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. (retiring)	

7.1 Nominations:

The following nominations were received:

Jeffrey Colby	Nominated: Stefan Landherr	Seconded: Petra Lietz
Jaqueline Schaare	Nominated: Stefan Landherr	Seconded: Patrick Wille
Sylvia Baalke	Nominated: Petra Lietz	Seconded: Stefan Landherr
Susan Witt	Nominated: Ulrike Glinzner	Seconded: Ian Harmstorf

All nominated persons accepted their nominations.

7.2 Election Results:

There being four nominations and four vacancies, all four nominees were declared elected.

8. Other Business

The Chairman presented a **farewell gift** to retiring committee member Klaus Koefer in appreciation of his many years of service to the school community.

9. Next Meeting:

The next AGM is scheduled to be held at 9:30 am on 23rd May 2015

10. Meeting Close:

The meeting closed at 10:15 am.

THESE MINUTES ARE TO BE CONFIRMED AT THE NEXT AGM.

Signed

Dr Ian Harmstorf OAM BVK

June 2014

Appendix A Principal's Report 2013-2014

The 2014 school year started on the 1st of February with just over 150 school students. Enrolment numbers have increased since last year and we now have 162 school students and 19 adult students enrolled; 52 school students at the Sturt Street Campus and 110 school students at the Adelaide High School Campus. This year, the majority of the new student intake took place not only in the early years but also in the middle and late primary school years.

The playgroup 'Zwergenland' is flourishing and meets in the gym of the German Association in Flinders Street. There are 26 families signed on and 10-15 families with children up to 4 years of age attend regularly the playgroup every week. 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. Lee Pfitzner is still the playgroup coordinator and I would like to thank her for her excellent work in keeping the playgroup 'Zwergenland' a welcoming place for families who want to raise their children with more than one language.

The Sturt Street Campus comprises Pre-school, Reception and the Year 1 class. Sabine Orchard-Simonides is the Head of the Sturt Street Campus and, with the aid of Carola Ascher-Tharp, Sabine leads the Pre-school/Reception class. The young age of students at the Sturt Street Campus often requires additional helpers especially at the beginning of the school year. Carmen Trochsler has helped out as an additional teacher aide in the Pre-school/Reception class. Andrea Tschoner teaches the Reception class and Nina Przeradzki teaches the Year 1 class. Reception and Year 1 share a classroom and many of their activities. Last year, Anke Smiles took over as a teacher aide in the Reception and Year 1 class. This year, Anke Smiles has retired from her work as a teacher aide and Lisa Mudge, the previous coordinator of the Playgroup, is voluntarily helping out in the Reception and Year 1 class. I thank Anke Vollendorff for her great work as a teacher aide at the Sturt Street Campus. I would also like to thank Lisa Mudge and any other parents who kindly help out as volunteers at the Sturt Street Campus.

This year, at Adelaide High School, the Year 2 to Year 6 classes have been rearranged according to students' individual language skills, providing specific teaching techniques, as well as particular course books and methodology for German background speakers (or students with native like German language proficiency) ("MU" classes) and for second language learners ("SL" classes). Both MU and SL classes are popular with students, teachers and parents and have recorded remarkable student attendance and an increase in student numbers in those classes.

Year 2/3SL is taught by Sabine Williams; Year 2/3MU is taught by Andrea Travers, who replaced Phil Lenzenhuber in Term 4 of 2013. I thank Phil for his delightful teaching of the Year 5 class in 2013. The Year 4/5MU teacher is Iris Strobl and the Year 4/5SL teacher is Catrin Blight with the aid of Vanessa Milen who is helping out as a volunteer. Year 5/6MU 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 Erika Parker, Marion Weck, Claudia Heyen, Jens Sandstrom and Oliva Handt.

In Term 3 last year, a German beginner's class was introduced for adult learners. Kathrin Denham taught this class successfully until the end of Term 4. This class has been continued this year as the advanced beginner's class. The new teacher this year is Frauke Guenther. I would like to thank Kathrin Denham for her excellent work and wish her all the best for her future career as a school teacher. In Term 2 this year, a new German beginner's class for adults has been established. The teacher of our new adult beginner's class is Karin Noblet.

Last year, the Ethnic Schools Board made stringent changes to the Child Safe Environment Procedures which requires all community schools to submit a Child Safe Environment Compliance Statement. This includes, in addition to the obligatory police check that all staff and volunteers need to sign, an individual Ethnic Schools Child Safe Environment Compliance Statement as well as to undergo Child Safe Environment Training provided by the Ethnic Schools Board. I would like to thank Stefan Landherr who has proficiently taken on the job of administrating the Child Safe Environments Compliance Statement Procedures.

The Ethnic Schools Association of South Australia award each year the Teacher of the Year Award for Ethnic School Teachers, of the Primary Level and the Secondary Level. This year it was decided by the school committee that applications for both the Primary and the Secondary Teacher of the Year should be submitted. Applications were written and submitted by myself for Sabine Williams for the primary years and for Waltraud Parker for the secondary years. Waltraud Parker's application proved successful and our Year 9/10 teacher was the first teacher in our school to be awarded the Secondary Teacher of the Year Award. The award ceremony took place at the Annual General Meeting of the Ethnic Schools Association and was chaired by the honourable Mr Hieu Van Le, the Lieutenant Governor of South Australia and Chairman of the South Australian Multicultural and Ethnic Affairs Commission. Waltraud Parker did a wonderful job in delivering her acceptance speech. I congratulate Waltraud Parker in becoming the rightful Secondary Teacher of the Year 2013 and I thank her for all her work and especially for her innovative methods teaching German at the School for the German Language.

Other highlights of the latter half of 2013 were the lantern walk on the 29th of June from the German Club to Rymill Park and back, the Family Fun Day on the grounds behind Adelaide High School on the 21st of September, the „Adelaider Liedertafel 1858“ with Jens Sandström on the 1st of December and the Christmas break up on the 7th of December. I would like to thank Jens for his continuing enthusiasm for practicing the Christmas songs with our students. I would also like to thank the students who volunteered to practice Christmas songs throughout Term 4 and who performed at the „Adelaider Liedertafel 1858“.

Our first school event this year was the Carneval celebration at both Adelaide High School and Sturt Street Campus. Unfortunately the Audi Film Festival of German Films did not take place in Adelaide this year.

The 17th of May was a pupil free day for all school students, only the adult classes were held. This day was unpaid leave for all staff, with the money saved being re-directed to support some teachers to attend the National German Teachers Conference in July. The National German Teachers Conference is organised by Goethe Institute Melbourne and the South Australian German Teachers Association.

Our first official written DSD exam took place on the 17th of August last year and the oral DSD exam on the 31st of August. Only Year 12 students were sitting these official DSD exams whereas Year 11 took an oral exam on the 17th of August in preparation for their DSD exams in 2014. Seven out of eight Year 12 students participated in the DSD exams. The written exams were externally examined in Cologne whereas the oral exams were graded by the Year 12 teacher Mechthild Timmins and Mrs Katja Ezel, our DSD consultant and external assessor from the „Zentralstelle für das Auslandsschulwesen“. We can be very pleased with the results, with five students attaining the aspired level B1 and two students the level A2/B1. I would like to thank and congratulate the Year 12 teacher, Mechthild Timmins, for her successful efforts in preparing our students for both DSD I and SACE examinations. Also, I thank Mrs Katja Ezel who came from Sydney to administer the DSD I exams.

Lastly, in September 2013, I pilot tested my survey at our school. The survey is part of my research leading to the production of a doctoral thesis titled “A framework to guide investigations into parents’ home involvement in children’s German community language learning: Testing a theoretical model.” I would like to thank the school management committee for their support, allowing me to undertake research at our school. I also thank all parents for their help, feedback and for filling out one very long questionnaire.

I would like to thank all the teachers and teacher aides, the school management committee, the parents and friends group, the parent network and all school volunteers for a very successful school year. My special thanks go to Beate DeMaria and Klaus Koefer who are, after many years of service, leaving our school board and our school community. Both have given a lot of their time and energy, helping to make our school a great educational and cultural place for the whole school community.

Appendix B Chairman's Address AGM 2014

Ladies and Gentlemen,

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. In my report last year I said that the school had been acknowledged as a Deutsche Sprach Diplom School. This year we have advanced another step in that we are now an accredited DSD school and as Ulrike has told you we have had a most successful examination. We are now at stage I of DSD accreditation and hope to advance to stage 2, which has great advantages for students who wish to study in Germany. I know Ulrike has already mentioned this but I cannot let this occasion pass without mentioning the work of Mechthild Timmins who has done such magnificent work to prepare the students for their examinations.

Our student numbers have again increased this year which has meant that the academic outcomes for the students are better as students are able to be put into classes that better represent their skills at any given period of their development.

Our Principal, Ulrike Glinzner has led most ably a team of dedicated teachers backed by a strong school committee. One of the great things about the School for the German Language is the sense of cooperation and common purpose that unite as all in a common goal.

The Sturt Street campus under Sabine Orchard-Simonides continues to attract beginner students and their efforts are to be congratulated.

This year we are losing two long-term members from the school committee who will be sorely missed. Beate de Maria and Klaus Koefer. Beate has been Chairperson of Parents and Friends for many years, and without the financial contribution of the Parents and Friends the school would be financially stressed: and Klaus, whose knowledge of German bureaucracy has been invaluable as well as his diplomatic skills in extracting information from the said bureaucrats. We wish them well.

Jeff Colby, our treasurer, has again worked tirelessly to ensure that we remain solvent and is guiding us through difficult times as we shift from one funding body in Germany to another.

Stefan Landherr, we are pleased to report, has turned his position of temporary secretary into a permanent one and continues to guide the school through the myriad of regulations demanded both by the SA government and the Ethnic Schools Board. He also manages our website which is used more and more as a means of communication within the school community.

Petra Lietz has been our Minutes scribe and also a key member of the Parents and Friends. Diana Harder has continued to create a most enjoyable and readable newsletter and Lesely Taylor keeps the wheels of the administration smoothly turning.

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

We have had a successful year but we still need support if we are to continue to be a successful school. Due to children growing up, parents also move on, so we continually need new blood on the Committees to assure a smooth continuation of the good work that parents and teachers have done in the past. In this way we can look to the future with confidence.

Dr Ian Harmstorf OAM BVK

Chairman

Appendix C Treasurer's Report

Financial Report for the AGM – 24th May 2014

2013 Financial Year

1. Financial Report – 2013 Year (1st Jan 13 to 31st Dec 2013)

Refer attached for a final, Statement of Financial Performance (Profit and Loss) and Statement of Financial Position (Balance Sheet) ending 31st December 2013.

For the year the School recorded an operating **loss** of \$ 87.05.

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 made a donation to the School of \$2,500.00 during the year and as at the 31st December had loaned the school and further \$9,500.00 which was repaid in January 2014.

2. Audit 2013

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 Qualified Accountant is required to sign 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 1st July XXX and ending 30th June XXXX. The accounts to 30th June 2013 were reviewed by Mr. Paul Atkins to the ESB requirements.
- b. As a requirement of the funding provided through the **Finanzielle Fötderung, administered through** the German Consulate, the accounts of the school are required to be sent to the Consulate in Canberra for examination. The accounts for 2013 year were prepared and forwarded in March 2013. 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 Fötderung

This Grant provided by Germany and administered through the German Consulate remains an ongoing source of support, based 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 \$5,751.20 in 2013, some \$4,000.00 less than the 2012 year, based on the previous conditions as shown on the Profit and Loss report.

It is hoped that the DSD requirements that the School has achieved will not result in a more manageable funding model being implemented for the 2014 year.

4. 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, achieved further fundraising 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?

5. Any question from the floor?

Financial Records for the Calender Year 2013

Statement of Financial Position (Balance Sheet)

ASSETS		NOTES/COMMENTS
Cash at Bank, Trading Acct (Westpac)	\$14,904.98	
NAB at call account	\$0.00	
TOTAL ASSETS	\$14,904.98	
LIABILITES		
Payable - Long Service Leave	\$1,000.00	<i>Jens Sandstrom.</i>
Payable - GST (2013)	\$2,567.51	
Receivable - GST (2013)	-\$601.05	
Payable - GST (July to Dec 2012)	\$1,111.09	
Loan - Parents and Friends	\$9,500.00	
TOTAL LIABILITIES	\$13,577.55	
NET ASSETS	\$1,327.43	
EQUITY		
Carried forward equity	\$1,414.48	
Change in equity YTD	-\$87.05	Profit/ Loss 2013
NET EQUITY	\$1,327.43	

Profit and Loss (Cash) (2013 Year)

Report Period: 1/01/2013 - 31/12/2013

YTD Comment:

Income		
Donations	2520.00	
ESB Semester Grant	21160.00	
ESB Special Needs	4500.00	Relates to 12/13 Year.
German Consulate	5751.20	
Interest Received	31.24	
School Fees	39742.00	\$41,827.00 less refunds of \$2,085.00
Sundry receipts	15.09	
School Fees Ex 2013 Year	600.00	Prepaid refer BS 2012
Total Income	74319.53	
Expenses		
Accounting Fees	300.00	
Bank Charges	23.00	
Insurance	681.82	
Ethnic Schools Association (Membership)	1523.00	
Mobile Phone Internet Expense	910.13	
Postage	75.73	
Printing & Stationery	1528.24	
Rent	215.45	
School Fees - Refund	0.00	\$2,085.00 refer income account.
Special Needs Grants	4980.94	Some expenditure booked in the 2013 Year will be claimed in 2013/2014.
Sundry Payments	1501.36	
Teacher Expenses	502.91	Teaching consumables.
Wages & Salaries	62164.00	
Total Expenses	74406.58	
Net Profit (Loss)	-87.05	