



The 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 23rd May 2015 9:30 am
Adelaide High School

MINUTES



Chairman: Dr Ian Harmstorf OAM BVK

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

Jeff Colby (1), Verena Colby (1), Sabine Delago (2), Ulrike Glinzner (0), Natatsha Grundy (3),
Diana Harder (2), Ian Harmstorf (0), Kirsten Knightley (1), Ferdinand Kruse (2),
Stefan Landherr (0), Sabine Orchard-Simonides (2), Petra Lietz (1), Lee Pfitzner (2),
Sylke Roberts (2), Germano Sansone (2), Patrick Wille (1), Susan Witt (1)

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

Patricia Anderson (2), Silvija Baalcke (2), Ryan Baring (1), Tina Demann (2), Alex Emmerich (2),
Sigrid Frede (1), Katrin Garz (2), Kurt Gysin-Webster (1), Susanne Herold (2),
Henning Johannsen (1), Manuela Klinger-Hoffmann (2), Claudia Liebscher (1), Bill Martin (1),
Monika Martin (2), Stephanie Moers (2), Camille Mulder (2), Anita Oehler (3), Oliver Schubert (2),
Virginia Sheck (2), Carmen Trochsler (1), Daniela Waldeck (1), Jasmin Woehle (1)

Quorum requirement:

There were 14 parents in attendance representing a total of 23 children (listed under "Present").
Proxies had been received from parents (listed under "Apologies") representing an additional 36
children, resulting in a total of 59 children being represented.

As per the School 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:

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

Moved: Petra Lietz. Seconded: Susanne Witt Carried unanimously.

3. Principal's Report:

The Principal, Ms Ulrike Glinzner, presented her report. See Attachment A.

It was moved to accept the Principal's report.

Moved: Patrick Wille. Seconded: Natasha Grundy Carried unanimously.

4. Chairman's Report:

The Chairman, Dr Ian Harmstorf, presented his report. See Attachment B.

He also announced that he was retiring as the nominee of the SA German Association.

It was moved to accept the Chairman's report.

Moved: Stefan Landherr. Seconded: Sylke Roberts. Carried unanimously.

5. Treasurer's Report:

The Treasurer, Mr Jeff Colby, talked to his report, which had been circulated with the agenda and was made available in hard copy at the meeting. See Attachment C.

From the first of July the School has moved to a new accounting package that includes a payroll system that will assist with several reporting and administrative requirements.

We also have some sponsors at the back of the newsletter. The Treasurer encouraged a volunteer to liaise with the sponsors look after that page.

It was moved to accept the Treasurer's report.

Moved: Stefan Landherr. Seconded: Sabine Orchard-Simonides. Carried unanimously.

6. Any other Reports:

No other reports were received.

7. Election of Management Committee Members:

The following information about Committee Membership was circulated with the agenda.

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 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.*

Current Committee Members are:

Name	Term Expires	Comment
Current term expiring:		
Petra Lietz	2015	Available for re-nomination
Diana Harder	2015	Available for re-nomination
Natasha Grundy	2015	Available for re-nomination

Retiring:

Silvija Baalcke	2016	Now employed as a teacher
-----------------	------	---------------------------

Continuing:

Jacqueline Schaare	2016
Jeffrey Colby	2016
Susan Witt	2016

Representatives per Clause 8.2 a iii.

Ulrike Glinzner	Principal
Ian Harmstorf	SA German Association -- <i>retiring</i>
Sabine Orchard-Simonides	Austrian Association of SA
Patrick Wille	Swiss Club of SA
Stefan Landherr	Landherr-Thumm Foundation
Gabriele Hilpert	Parents and Friends Association

As per the above, there were four (4) elected vacancies to be filled,
The election was conducted by the Chairman. with assistance from Stefan Landherr.

7.1 Nominations and Elections:

The three retiring elected members were re-nominated and elected.
No further nominations were received.

Petra Lietz

Nominated by: Stefan Landherr Seconded: Patrick Wille.
All attendees voted in favour. Petra accepted her election.

Diana Harder

Nominated by: Stefan Landherr Seconded: Natasha Grundy .
All attendees voted in favour. Diana accepted her election.

Natasha Grundy

Nominated by: Stefan Landherr Seconded: Diana Harder.
All attendees voted in favour. Natasha accepted her election.

7.2 Committee Composition

After the election there are two vacancies on the Management Committee:
(a) one elected position, and (b) the position of nominee of the SA German Association.

8. Any other Business:

- 8.1 Susanne Witt reported on the progress of setting up a branch of the German School in the Barossa Valley. The meeting congratulated Susanne on the amount of progress that has been made in the short period of time since February this year.
- 9.2 Patrick Wille honoured the retiring Chairman of the School, Dr Ian Harmstorf. The meeting joined Patrick in thanking Ian warmly for his five years of service as Chairman and his efforts towards implementing more systematic processes in the school and putting it on a sounder financial basis.

9. Next AGM:

The next AGM is proposed for Saturday 21st May 2016.

10. Meeting close:

The meeting closed at 10:07 am.

Attachment A Principal's Report

The 2015 school year started on the 1st of February. Enrolment numbers have increased slightly since last year and we now have over 160 school students and 19 adult students enrolled; 53 school students at the Sturt Street Campus and 114 school students at the Adelaide High School Campus. This year student numbers are relatively stable with a large Year 11/12 class, including three continuing Year 12 students from last year working towards the DSDII.

The playgroup 'Zwergenland' is flourishing and meets in the gym of the German Association in Flinders Street. There are 25 families signed on and 6-7 families, with children up to 4 years of age, attend the playgroup regularly each week. Two families are Playgroup SA referrals with no German background but they have integrated well. Lee Pfitzner retired from her role as the playgroup coordinator in Term 3 of last year. I would like to thank Lee Pfitzner for her wonderful work and for her collaboration with the School for the German Language. I also thank Tanja Pfitzner for taking on the role of the new playgroup coordinator.

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. Until the end of last school year, Carmen Trochsler and Daniela Waldeck shared the workload as additional teacher aide at the Sturt Street Campus. Andrea Tschoner teaches the Reception class with the aid of Viktoria Seklehner. With the new school year, Harriet Ziegler took over from Nina Przeradzki as new Year 1 teacher. Kathrin Roehmig has volunteered occasionally in Year 1 as teacher aide. All three groups occupy their own classroom since the beginning of this year. I thank Nina Przeradzki for her work as Year 1 teacher, as well as Carmen Trochsler and other volunteering parents for helping out at the Sturt Street Campus. Relief teachers are Nina Przeradzki, Jens Sandstrom and Daniela Waldeck.

At Adelaide High School, new classes continue to be organised according to students' individual language skills; for German background speakers or students with native-like German language proficiency ("MU" classes) and for second language learners ("SL" classes).

At the end of last year, three teachers retired after several years teaching at our school and four new teachers as well as one new teacher aide started with us this year. Our new Year 2/3MU is taught by Elisabeth Schrefl; Year 2-4SL is taught by Silvija Baalcke with the aid of Mina Golkar and the new Year 3/4MU teacher is Tamás Forizs. Silvija Baalcke replaced Sabine Williams and Tamás Forizs replaced Andrea Travers. The Year 5/6MU teacher is Iris Strobl and the Year 5/6SL teacher is Catrin Ehle, former Blight. Year 6/7MU is taught by Jutta Fiebig, and Year 8 by Young Kil Kim who replaced Monika Campbell. The Year 9/10 class teacher is Waltraud Parker and Year 11/12 is taught by Mechthild Timmins. Due to the increase of students in the Year 11/12 class and the inevitable combination of several skill levels, Eva Willhelms is working with the Year 11 students every few weeks allowing Mechthild Timmins time to prepare older students for their SACE Stage II exams, the DSD I exam, and a trial exam of the DSD II. Relief teachers are Erika Parker, Jens

Sandstrom and Oliva Handt. I thank Sabine Williams, Monika Campbell and Andrea Travers for many years working as class teachers and Vanessa Milen for her help as a volunteer in Term 3 and 4 of 2014.

Our first adult class which started in Term 3 of 2013 is continuing successfully with 12 students. One new German beginner's class started in Term 1 this year with 10 students enrolled. Both classes are taught by Frauke Guenther. Often new beginner's classes for adults run for two terms before they are discontinued due to low student numbers. Adult students, including professionals and university students, often attend our beginner's classes only for a few months as preparation for a stay in Germany. At the moment, there are 19 adult students enrolled. In January, our first Summer Immersion course for adult students, held by Frauke Guenther took place on five evenings over two weeks.

Highlights of the latter half of 2014 were the lantern walk on the 28th of June from the German Club to Rymill Park and back, the Family Fun Day on the grounds behind Adelaide High School on the 20th of September, the Christmas break up on the 6th of December and the "Adelaider Liedertafel 1858" concert with Jens Sandström on the 7th of December. I would like to thank Jens for his continuing enthusiasm for practising Christmas songs with our students.

Our first school event this year was the Carneval celebration at both Adelaide High School and Sturt Street Campus. The Audi Film Festival of German Films is back in Adelaide and a school visit has been organised to see "The Adventures of Huck Finn" with students of the Years 2 to 10 on the 30th of May.

On the 9th of May seven teachers 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. This day was a pupil free day for all school students, only the adult classes were held. Further, all teachers from Adelaide High School Campus participated in a paid professional development training organised and administered by myself on the 28th of March. The training involved student motivation and yearly planning incorporating the Framework ('Rahmenlehrplan') provided by the Central Agency for Schools Abroad. Sabine Orchard-Simonides met with teachers from Sturt Street during the term break to work on the inclusion of the 'Rahmenlehrplan' into the curriculum for Preschool to Year 1.

The written DSD exam took place on the 27th of September and the oral DSD exam on the 6th of September. Eleven Year 11/12 students participated in the DSD exams and all students passed the aspired level 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.

I would like to thank all students, parents, the teachers and teacher aides, our admin officer, 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 Ian Harmstorf who is retiring from our school board and leaving our school community. Ian Harmstorf was the Chair of

our school Management Committee for many years, supporting the growth of our school community and contributing substantially to our school becoming a DSD school. Also, I would like to express my personal gratitude for his continual support and wise counsel. Ian will be dearly missed on the school board and we hope to welcome him at our future school events as guest of honour.

Attachment B Chairman's report

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

Our student numbers have increased again this year which reflects well on the whole school community, our Principal, the staff, the Management Committee, the Parents and Friends Association and not least the parents who through word of mouth have brought the good news about the high standard of the school to other interested parents.

This again reflects the sense of cooperation and common purpose that unite as all in a common goal to bring the best of German language and culture to the children.

But all successful organisations need a good leader and in Ulrike we have just that. Her ability to lead the staff while at the same time bringing them close together and achieving the very best of academic standards for the students is worthy of the very highest praise.

The Sturt Street campus under Sabine Orchard-Simonides continues to draw in students at this important beginner period of their school life.

After the last AGM we welcomed three new members to the Management Committee and their contribution has proved most valuable. Gabriela Hilpert as Chair of Parents and Friends has ensured the excellent work of this committee works smoothly with the School committee to the overall advantage of everyone. Susan Witt has been the driving force for setting up a branch German Language School in the Barossa Valley and the school has been delighted in help with administrative and financial advice in this enterprise. Silvija Baalcke was with as a committee member for a short time but then took up duties teaching at Adelaide High School.

Jeff Colby our treasurer, has again worked tirelessly to ensure that we remain solvent and gain as many government grants as possible

Stefan Landherr guides us through the myriad of government demands in order we fulfil our legal and administrative obligations. The time and effort he puts into administrative matters of all kinds is beyond value.

A big thank you also to Petra Lietz who as our minute scribe ensures that the Management Committee is always accurately up to date.

Diana Harder has continued to create a most enjoyable and readable newsletter which keeps parents and children informed of school events.

Leo Gaggl has invested much time in Moodle, the interactive computer program, but technology moves on and Leo is now looking at Google Apps for Education

Lesley Taylor continues to keep the wheels of the administration smoothly turning and Lesley we are all grateful to you for the hours of unpaid labour that you put into the school. And to all the other members of the committee I should like to thank them for their continued support and help throughout the year

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

Another successful year has been completed

Dr Ian Harmstorf OAM BVK
Chairman: School Committee

Attachment C Treasurer's report

SCHOOL FOR THE GERMAN LANGUAGE INC

ABN: 82 358 402 260

Financial Report for the AGM – 23rd May 2015

2014 Financial Year

1. Financial Report – 2014 Year (1st Jan 14 to 31st Dec 2014)

Refer attached, Statement of Financial Performance (Profit and Loss) 2013-2014 Year and Statement of Financial Position (Balance Sheet) ending 31st December 2014.

For the year the School recorded an operating profit of \$ 992.19.

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 loaned the school \$5,000.00 in September 2014 and this was repaid in December 2014.

After review of the 2015 results in December, The School made a donation to the Parent & Friends of \$6,000.00 in December 2014. In previous years the P&F had made donations in excess of this amount to the School.

2. Audit 2014 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 funding through the Ethnic School Board (ESB) a Qualified Accountant 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 1st July XX and ending 30th June XX. The accounts to 30th June 2014 were reviewed by Mr. Paul Atkins in accordance with the ESB requirements.
- B. 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 for 2014 year were prepared and forwarded in February 2015. Patrick Wille acts as the liaison with the German Consulate representatives. In April 2015 the Consulate returned the accounts, several questions were asked and have been responded to.

- C. In accordance with 19f of the constitution Mr. Kurt Gysin-Webster and Mr. Patrick Wille have undertaken a separate review of the accounts and randomly verified a number of transactions. Their report is attached.
- D. 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 by Germany and administered through the German Consulate remains an ongoing source of support, based a deficit funding model. The School was provided funding of \$9,124.48 in 2014, an increase from \$5,751.20 provided in 2013.

4. General Comment

The financial situation of the School is secure based on the ongoing support of the Parents and Friends. The past year did see an improved result over past years in the overall financial position of both the School and the Parents and Friends.

5. Any question from the floor?

Regards

Jeffrey L Colby
Treasurer

School for the German Language
 ABN: 82 358 402 260
Profit and Loss (Accrual) (2014 Year)

Report Period: 1/01/2014 - 31/12/2014

HEADINGS	2014	Comments:	2013
Income			
4-1200 School Fees CY - Students	47388.00		39742.00
4-1210 School Fees - Old - Students	445.00	Previous year collections.	600.00
4-1300 School Fees - Adults	8338.00	Adult Classes.	0.00
4-1400 Language Perfect Charges	810.00	Recovered costs.	0.00
4-1500 Grant - ESB Semester	21060.00	SA Government Grant.	21160.00
4-1550 Grant - Germany	9124.48		5751.20
4-1601 Donation - P&F	0.00		2500.00
4-1602 Donations - Other	730.00		20.00
4-1700 Grant - Special Needs	5000.00	Tied grant - ex 2013-2014 Year.	4500.00
8-1200 Interest income	49.33		31.24
8-1400 Other income	17.60	To reconcile change of accounting systems ex 2013/2014	15.09
Total Income	92962.41		74319.53
Expenses			
6-1000 Accounting fees	866.36		300.00
6-1400 Bank charges	53.75		23.00
6-1500 Donation to P&F	6000.00		0.00
6-2000 Function Expenses	200.00		
6-2600 Insurance	772.73		681.82
6-3000 Language Perfect - Cost	780.00		
6-3400 Membership - ESA	1498.64		1523.00
6-3600 Office supplies & Stationary	1680.01		1528.24
6-4000 Postage & courier	294.95		75.73
6-4600 Rent	546.71		215.45
6-4800 Repairs & maintenance	57.27		0.00
6-5000 Special Needs Grant Exp	3832.44	For 2014 Calendar Year. Grant is based on Financial Year ending 30 June XX.	4980.94
6-5200 Sundry expenses	581.48		1501.36
6-5500 Teaching Consumables	380.39		502.91
6-5600 Telephone/Internet	1174.96		910.13
6-5800 Travel - Excursion Expenses	318.18		0.00
6-6200 Wages & salaries	70005.00		62164.00
6-6300 Wages - Superannuation expense	1857.53	Accrued expense.	0.00
6-6600 Work cover insurance	1069.82		0.00
Total Expenses	91970.22		74406.58
Net Profit (Loss)	992.19		-87.05

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

Financial Records for the Calender Year 2014

Statement of Financial Position (Balance Sheet)(Accrual)

ASSETS	2014	NOTES/COMMENTS	2013
Cash at Bank, Trading Acct (Westpac)	\$8,058.67	Bank account reconciled.	\$14,904.98
TOTAL ASSETS	\$8,058.67		\$14,904.98
LIABILITES			
Pre- Paid Fees - Summer Course	\$570.00	Accrued - Income 2015 Year.	\$0.00
Pre-Paid Fees 2015 Year	\$1,195.00	Accrued - Income 2015 Year.	\$0.00
Payable - Long Service Leave	\$1,000.00	Jens Sandstrom. To be cleared this year.	\$1,000.00
Payable - GST (FY End 30th June)	\$0.00	2013-2014 BAS Return lodged. Paid 30th Dec 2014.	\$1,966.46
Payable - GST (6 Months to 31 Dec 2014)	\$1,116.52	Net GST Liability, Accrued.	\$1,111.09
Payable - Superannuation	\$1,857.53	Accrued - Expense.	\$0.00
Loan - Parents and Friends	\$0.00		\$9,500.00
TOTAL LIABILITIES	\$5,739.05		\$13,577.55
NET ASSETS	\$2,319.62		\$1,327.43
EQUITY			
Carried forward equity	\$1,327.43		\$1,414.48
Change in equity YTD	\$992.19	Profit/Loss (Current Year)	-\$87.05
NET EQUITY	\$2,319.62		\$1,327.43



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

Auditors' Report

We have audited the accounts and financial statements of The School for the German Language Inc. (ABN 82 358 402 260, hereafter the "association") for the calendar year ending 31 December 2014 as independent auditors pursuant Item 19(g) of the association's constitution on Friday 22 May 2015.

Our audit took into consideration that pursuant a letter dated 23rd April 2015 the German Embassy in Canberra already performed a detailed audit of the accounts and financial statements and did not find any issues of concern.

After examining the general ledger and about a dozen transactions in detail, we are satisfied that the profit and loss statement indicating a net profit of \$992.19 for the year 2014 and the statement of financial position (balance sheet) per 31 December 2014 indicating net equity of \$2,319.62 accurately reflect the financial situation of the association and that the accounts and the systems in place are maintained in accordance with the constitution.

We recommend the General Meeting to accept the financial report and to thank the treasurer and the school administrator for their work.

Adelaide, 22 May 2015

Revisorenbericht

Wir haben die Konten und Finanzbericht der Schule der Deutschen Sprache e.V. (ABN 82 358 402 260, nachfolgend der "Verein") für das am 31. Dezember 2014 endende Kalenderjahr als unabhängige Revisoren im Sinne von Artikel 19(g) der Vereinsstatuten am 22. Mai 2015 revidiert.

Unser Revision erfolgte unter Beachtung eines Briefs vom 23. April 2015 wonach die Deutsche Botschaft in Canberra bereits eine detaillierte Revision der Konten und Finanzberichte vorgenommen hat, die keine Beanstandungen ergab.


Nach Prüfung des Hauptbuches und etwa ein Dutzend Detailtransaktionen, sind wir überzeugt, dass die Erfolgsrechnung mit einen Gewinn von \$992.19 für das Jahr 2014 und die Bilanz per 31. Dezember 2014, die ein Reinvermögen von \$2'319.62 ausweist, die finanzielle Situation des Vereins zutreffend darstellt und dass die Bücher und Rechnungssysteme gemäss den Vereinsstatuten geführt werden.

Wir empfehlen der Generalversammlung den Finanzbericht anzunehmen und die Arbeit des Schatzmeisters (Treasurer) und der Verwalterin (Administrator) zu verdanken.

Adelaide, 22. Mai 2015



Patrick Wille



Kurt Gysin-Webster