



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

## **Minutes**

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

**Saturday 28 May 2016 10.25 AM (directly after the German School's AGM)**

**Adelaide High School**

**President: Gabriele Hilpert**

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

Jeff Colby (1), Verena Colby (1), Maurite Fober (1), Ulrike Glinzner (0), Natasha Grundy (3), Diana Harder (2), Gabriele Hilpert (0), Margot Huet (1), Henning Johannsen (3), Simon Keller (2), Kirsten Kightley(1), Stefan Landherr (0), Petra Lietz (1), Sabine Orchard-Simonides (1), Lee Pfitzner (1), Sylke Roberts (2), Carol Shaw (2), Lesley Taylor (0), Patrick Wille (1), Sabine Williams (2)

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

Dino Bekris (1), Susanne Bertram(3), Heike Bishop (1), Rea Blaschta(2), Joseph Chung(2), Antony Eagle (1), Alex Emmerich (2), Stephanie Fabian (1), Sigrid Frede (1), Frauke Guenther (1), Kurt Gysin-Webster (1), Elisabeth Harz (3), Susanne Herold (2), Irina & Paul Hollington (2), Carmen Koch (2), Nani Kornmeier (1), Monika Martin (2), Mathias Moers (1), Kirstie Morandell (2), Ken & Camille Mulder (2), Bettina Perkins (1), Kathrin Roehming(2), Germano Sansone (3), Damien Skinner (1), Carmen Trochsler (1), Emma Woehle (1), Catherine Woods (1),

**Quorum Requirement:**

There were 20 attendees in attendance representing a total of 25 children (listed under "Present"). Proxies had been received from 29 parents/caregivers (listed under "Apologies") representing an additional 43 children, resulting in a total of 68 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 162 children, a quorum was present and the meeting could proceed. There was no objection raised.

**1. President's Welcome:**

The president, Gabriele Hilpert, opened the meeting and welcomed all present.

**2. Minutes of the previous AGM:**

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

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

Moved: Petra Lietz. Seconded: Natasha Grundy. Carried unanimously.

**3. President's Report:**

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

It was moved to accept the President's report.

Moved: Petra Lietz. Seconded: Lee Pfitzner. Carried unanimously.

**4. Treasurers' Report:**

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

It was moved to accept the Treasurer's report.

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

**5. Any other reports:**

No other reports were received.

**6. Election of Committee Members:**

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

Name	Comment
Gabriele Hilpert	President
Lesley Taylor	Treasurer
Petra Lietz	Secretary
Sylke Roberts	Committee member
Lee Pfitzner	Committee member

As members are only elected for a 12 month period, there were five (5) elected vacancies to be filled on the Committee. Gabriele Hilpert did not seek re-election as her daughter had graduated from the School.

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

**Deliah Mahne**

Nominated by: Lee Pfitzner; Seconded: Natasha Grundy.

**Lesley Taylor**

Nominated by: Patrick Wille; Seconded: Stefan Landherr.

**Petra Lietz**

Nominated by: Natasha Grundy; Seconded: Lee Pfitzner.

**Sylke Roberts**

Nominated by: Petra Lietz; Seconded: Lee Pfitzner.

**Carol Shaw**

Nominated by: Sabine Orchard-Simonies; Seconded: Verena Colby.

No other nominations were received.

**Election results:**

All attendees voted in favour of the five nominations. All nominees accepted their election. Gabriele Hilpert congratulated them on their election.

**7. Any other business:**

- German School P&F Adult and Children's Quiz Night at Austrian Club, 11-17 Torrens Road, Ovingham SA 5082, Saturday 13th August 2016, at 6pm. Book your table now!
- Carol Shaw raised a fundraising idea to hire out the Beach House at Glenelg for 2 hours. Students pay 20 dollars and the Beach House gives a cut of takings to the organisation using the site.
- For cake donations for the lantern walk, it was suggested to send invitations also to the playgroup. A hard copy slip is preferable to raise parents' awareness.
- It was noted that the playgroup appreciates to formalise its links with the German School through the playgroup leader becoming a member of the German School P&F Association.

**8. Next Meeting:** The next AGM will be held in April or May 2017 – date to be advised.

**9. Meeting Close:** 11:00 am

## Attachment A

### German Language Parents' and Friends' Association President's Report for the Calendar Year 2015

The Parents and Friends Group supported and organised a range of activities in 2015

- The Laternenumzug at the end of Term 2 was enjoyed by many families of the younger children.

The event was hosted in the German Club. The kitchen offered bread rolls with sausages and sauerkraut, which were ordered prior to the lantern walk. The police were in attendance to help with the safe crossing of 2 major streets to and from Rymill Park. We also held a Disco in the Weinkeller with party games and music for older students. Like in previous years, we had donated cakes on offer for sale. Thanks to everybody who brought a delicious home baked cake. The amount of cakes donated was down compared to previous years, because some parents didn't realise P&F was looking for cake donations. It seems parents are either too busy to read the Wunderbar, or think it's not worth reading.

- Family Fun Day was held at the end of term 3. Teachers and a lot of parents helped to make this a successful event. The teachers organised activities for the students like kite making, a football game and more. P&F organised a sausage sizzle, cake stall, coffee van, book stall, and a flea market where students could sell preloved items. We also organised a raffle for the first time. The funds raised were \$643, down by \$100 compared to last year.
- The P&F supported an excursion by the 4/5 class. As part of a study unit around potatoes, students went on an excursion to a farm owned by a German family in the Adelaide Hills.
- The Weihnachtsfeier was once again held in the German Club. Coffee and cake was made available for purchase from the German Club. The organisation by the German Club was below standard. The P&F has started discussions with the German Club manager, Adrian, to ensure a better service in 2016.
- As Christmas presents, the P&F group donated coffee and cake to the teachers and a Berliner to all children. In addition all children of the German School received a photo of their class as a record, with names of teachers and students, organised by Gabi Hilpert. The photos were well received by the school community.
- The sale of coffee, Bretzeln and lollies every Saturday morning raises funds of approx. \$100 each week.
- P&F organised a chocolate Easter egg for Graham Shaw from the adult class, who brings chicken eggs every Saturday. The eggs are given away in return for a gold coin donation. This becomes part of the P&F income. Many thanks to Graham Shaw!

THANK YOU to all the volunteers, who helped in many different ways to make the German School a very unique experience for the students and the whole school community. Particular thanks to Lee Pfitzner who agreed to be interim P&F president and attend School Committee meetings from January 2016 until now. I like to encourage all parents and caregivers to get involved, it is truly satisfying and enriching.

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

THANK YOU to Petra Lietz, for being a real inspiration in what it means to serve every Saturday morning.

Gabriele Hilpert President P&F

## Attachment B

# SCHOOL FOR THE GERMAN LANGUAGE 'PARENTS AND FRIENDS' ASSOCIATION

ABN: 73 283 216 183

## Financial Report for the AGM – 28<sup>th</sup> May 2016

### 2015 Financial Year

---

#### 1. Financial Report – 2015 Year (1<sup>st</sup> Jan 15 to 31<sup>st</sup> Dec 2015)

Refer attached for a Statement of Financial Performance (Profit and Loss) and Statement of Financial Position (Balance Sheet) reflecting the results for the twelve months ending 31<sup>st</sup> December 2015. The P&F Association reports a profit of **\$ 3,365.00**.

During the year to assist with cash flow between grants receipts, funds of \$7,500 were loaned for a short time to assist the German Language School with cash flow.

#### 2. Audit & GST 2015

The 'P&F Association School' is **not required** to be audited under State Legislation, 'Association Incorporations Act 1985' as our receipts are less than \$500k. Within the constitution provision is also made for an Audit not to be undertaken. The P&F Association' is not registered for GST.

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

#### 3. Treasurer and accounts review

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

#### 4. General Comment

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

Ongoing fundraising efforts from parents not currently involved directly would be appreciated. Do you have a fund raising idea and the resource to build your own team?

#### 5. Any question from the floor?

Prepared by:

Jeffrey L Colby

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

# Balance Sheet

German Language School Parents and Friends

ABN: 73 283 216 183

2015 Year (Effective 31st December 2015)

ASSETS	2015	Comment	2014
Cash at Bank (Lifeplan Fund Management)	\$27,843.00	Reconciled to statement.	\$27,295.22
Cash at Bank (Westpac 5039 361911)	\$25,944.00	Reconciled to statement.	\$23,126.84
Loan - German School	\$0.00		\$0.00
<b>TOTAL ASSETS</b>	<b>\$53,787.00</b>		<b>\$50,422.06</b>
<b>LIABILITIES</b>			
<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>		<b>\$0.00</b>
<b>NET ASSETS</b>	<b>\$53,787.00</b>		<b>\$50,422.06</b>
<b>EQUITY</b>			
Equity Open Balance	\$50,422.00		\$38,052.07
Current Year Earnings	\$3,365.00	Ex Profit and Loss 2015 Year	\$12,369.99
<b>TOTAL EQUITY</b>	<b>\$53,787.00</b>		<b>\$50,422.06</b>
	<b>\$0.00</b>		

# PROFIT AND LOSS

German Language School Parents and Friends

ABN: 73 283 216 183

2015 Year (Effective 31st December 2015)

	2015	2014
<b>INCOME</b>		
Bookshop	\$0.00	\$0.00
Cafe and Lolly Shop	\$9,471.00	\$12,010.85
Donations	\$0.00	\$6,700.00
Services Provided	\$0.00	\$0.00
Functions	\$904.00	\$913.30
Interest Received	\$586.00	\$912.18
<b>Total Income</b>	<b>\$10,961.00</b>	<b>\$20,536.33</b>
<b>EXPENSES</b>		
Function Expenses	\$852.00	\$540.78
Lollies & associated	\$832.00	\$2,344.17
Pretzels	\$5,357.00	\$5,241.39
Donations - German School	\$0.00	\$0.00
Donations - Other	\$500.00	\$0.00
Sundry	\$55.00	\$40.00
<b>Total Expenses</b>	<b>\$7,596.00</b>	<b>\$8,166.34</b>
<b>Net Profit(Loss)</b>	<b>\$3,365.00</b>	<b>\$12,369.99</b>