



**Parents and Friends Association  
of the School for the German Language Inc.**

ABN: 73 283 216 183

**Minutes**

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

***Saturday 25 March 2017 10.27 AM (directly after the German School's AGM)***

***Adelaide High School***

**President: Dr Deliah Mahne**

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

Peter Bailiht (1), Hilde Bailiht (1), Susanne Bertram (3), Jeff Colby (1), Verena Colby (1), Natasha Grundy (3), Diana Harder (2), Henning Johannsen (3), Kirsten Kightley (1), Stefan Landherr (0), Petra Lietz (1), Deliah Mahne (2), Barbara Moellner (0), Sabine Orchard-Simonides (1), Lee Pfitzner (2), Tanja Pfitzner (1), Sylke Roberts (2), Patrick Wille (1)

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

Sabine Delago (2), Tina Demann (2), Alex Emmerich (2), Katrin Garz (1), Frauke Guenther (1), Kurt Gysin-Webster (1), Zerina Hadziabdic (1) Matthias Henz (4), Hubertus Jersmann (2) Simon Keller (2), Manuela Klingler-Hoffmann (2), Anita Oehler (3), Daniela Waldek (1), Sabine Willams (2), Catherine Woods (2),

**Quorum Requirement:**

There were 18 attendees in attendance representing a total of 26 children (listed under "Present"). Proxies had been received from 15 parents/caregivers (listed under "Apologies") representing an additional 28 children, resulting in a total of 54 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 162 children, a quorum was present and the meeting could proceed. There was no objection raised.

**1. President’s Welcome:**

The president, Deliah Mahne, 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: Jeff Colby. Seconded: Natasha Grundy. Carried unanimously.

**3. President’s Report:**

The President, Deliah Mahne, 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: Patrick Wille. Seconded: Sabine Orchard-Simonides. 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, Lesley Taylor, read the report.

It was moved to accept the Treasurer's report.

Moved: Petra Lietz. Seconded: Patrick Wille. 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
Deliah Mahne	President
Lesley Taylor	Treasurer
Petra Lietz	Secretary
Sylke Roberts	Committee member
Carol Shaw	Committee member

As members are only elected for a 12 month period, there were five (5) elected vacancies to be filled on the Committee.

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

The following Committee Members were nominated:

Deliah Mahne

Lesley Taylor

Natasha Grundy

Sylke Roberts

Lee Pfitzner

Nominated by: Jeff Colby Seconded: Patrick Wille.

No other nominations were received.

**Election results:**

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

**7. Any other business:**

- Deliah Mahne will advise by e-mail the date and time of the meeting to prepare for this year's Lantern Walk.
- Kirsten Kightley reported on the playgroup which is attached to the School through being a member on the P&F and also belongs to Playgroup SA. Started to charge \$2 per family per day attended. Doing singing and reading, arts and crafts, 2-3 parents help regularly with these activities. On average 10-15 children attended last year. The number has been down this year to about 8 children, which may be a result of the playgroup having to meet outside of the German Club during the Fringe Festival. Kirsten also advised that T2 2017 will be her last term as leader of the playgroup as her oldest child will start at Sturt Street. A successor is being sought and expressions of interest are welcomed.
- One more fundraising event, a harvest festival/Easter, is being introduced at the school at the end of term 1. The date for this event is 8 April 2017.

**8. Next Meeting:** The next AGM will be held in March 2018 – date to be advised.

**9. Meeting Close:** 10:53 am

## Attachment A President's report

# PRESIDENT'S REPORT FOR THE AGM 2017      20 March 2017 THE PARENTS AND FRIENDS GROUP

Dear Families and Friends of the School for the German Language, Adelaide, South Australia.

The Parents and Friends Group is made up of parents and friends, like yourself and us, of the School for the German Language. We organise all the German cultural festivals as well as the end of year break up function in conjunction with the school.

Financially we are independent of the school, but do support the school through fund raising. Teachers and the school can apply for additional funds, for example, funding class excursions, special traditional German ink pens, called "Füllers" or special text books that are not part of the study material which is already supplied to students by the school.

I would like to thank our committee members Lesley Taylor as treasurer, Petra Lietz as Secretary as well as Sylke Craig and Carol Shaw for their participation and hard work in the previous year.

Last year school started far into the month of February and therefore we did not celebrate 'Fasching' or 'Karneval'. This year, however we certainly managed to catch up on this again.

The Lantern parade and festival is celebrated in the coldest months of the year in many countries of the world where people celebrate German cultural festivals. In 2016 we held this special event at the Austrian Club with great food and entertainment from the 'Bund der Bayern', and we were able to hold a parade in the adjoining suburb. However as this required a rather stringent and cumbersome council application and the organisation of traffic through an independent company, we will have to find a more accessible location for the parade this year.

The annual spring time Family Fun Day took place on the Adelaide High School Oval on 24 September 2016. Action packed with activities for all ages with an additional sausage sizzle, coffee van and a cake stall it was a day of enjoyment for children and adults alike. Despite the quite wet and miserable weather, the day was a huge success thanks to the stall tenders, teachers, children and visitors all showing good participation and a great positive attitude. Thank you.

We were, as always excited about our annual book stall, managed in 2016 by Carol Shaw. We would love to receive your book donations again this year which can be brought along to the Family Fun Day.

Last August, P&F also ran a very enjoyable quiz night at the Austrian Club.

Although the new year is well under way, I would like to thank you all on behalf of the Parents and Friends group, for a wonderful Christmas break- up function that brought 2016 to an end. A special thanks to Adrian from the German Club, who organised the facility as well as serving us great coffee and delicious cake. A big thank you to all teachers, children and parents and the adult student group for presenting a great and entertaining program. The ' snow' theme, although far away at this time of the year, brought us closer to the European Christmas setting. This was emphasised by the snow songs presented by the children of the Sturt street campus and the Christmas choir from the Adelaide High campus conducted by Jens Sandström.

As you can see from this report, the Parents and Friends of the German Language School support the school in various ways to complement language learning offered in classes by organising cultural and social events and thus fostering German culture and community living in the whole school.

We wish you a great and exciting 2017 year at the School of German Language.  
Yours sincerely

Dr. Deliah Mahne, President Parents and Friends Group.

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

ABN: 73 283 216 183

## Financial Report for the AGM 2016 Financial Year

---

### 1. Financial Report – 2016 Year (1<sup>st</sup> Jan 16 to 31<sup>st</sup> Dec 2016)

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 2016. The P&F Association reports a profit of **\$ 4,566.98**.

During the year to assist with cash flow between grants receipts, funds of \$5,000 were loaned in Dec 2016 to assist the German Language School with cash flow. This loan was repaid in Feb 2017 in full.

### 2. Audit & GST 2017

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**

**2016 Year (Effective 31st Dec 2016)**

<b>ASSETS</b>	<b>2016</b>	Comment	<b>2015</b>
Cash at Bank (Lifeplan Fund Managment)	\$25,268.81	<i>Reconciled to statement.</i>	\$27,843.00
Cash at Bank (Westpac 5039 361911)	\$28,084.88	<i>Reconciled to statement.</i>	\$25,944.00
Loan - German School	\$5,000.00	<b>Repaid Feb 2017.</b>	\$0.00
<b>TOTAL ASSETS</b>	<b>\$58,353.69</b>		<b>\$53,787.00</b>
 <b>LIABILITIES</b>			
<b>TOTAL LIABILITIES</b>	<b>\$0.00</b>		<b>\$0.00</b>
 <b>NET ASSETS</b>	 <b>\$58,353.69</b>		 <b>\$53,787.00</b>
 <b>EQUITY</b>			
Equity Open Balance	\$53,786.71		\$50,422.00
Current Year Earnings	\$4,566.98		\$3,565.00
<b>TOTAL EQUITY</b>	<b>\$58,353.69</b>		<b>\$53,987.00</b>

# PROFIT AND LOSS

German Language School Parents and Friends

ABN: 73 283 216 183

2016 Year (Effective 12 mths to 31st Dec 2016)

	2016	2015
<b>INCOME</b>		
Bookshop	\$0.00	\$0.00
Cafe and Lolly Shop	\$8,739.70	\$9,471.00
Donations	\$0.00	\$0.00
Other	\$379.05	\$0.00
Functions	\$943.85	\$904.00
Interest Received	\$270.19	\$586.00
		<i>30th June Interest only. Advice for Dec 16 Not to Hand.</i>
<b>Total Income</b>	<b>\$10,332.79</b>	<b>\$10,961.00</b>
<b>EXPENSES</b>		
Function Expenses	\$466.66	\$852.00
Lollies & associated	\$500.55	\$832.00
Pretzels	\$4,768.65	\$5,357.00
Donations - German School	\$0.00	\$0.00
Donations - Other	\$0.00	\$500.00
Sundry	\$29.95	\$55.00
<b>Total Expenses</b>	<b>\$5,765.81</b>	<b>\$7,596.00</b>
<b>Net Profit(Loss)</b>	<b>\$4,566.98</b>	<b>\$3,365.00</b>