

## MINUTES

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

**Saturday 21 March 2020, (directly after the German School's AGM)**

**Adelaide High School**

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

Sabine Orchard-Simonides (0)	Germano Sansome (2)	Peter Bailiht (2)
Tanja Pfitzner (2)	Kirstie Morandell (3)	Kai Hillen (1)
Oliver Schubert (2)	Catherine Woods (2)	Alice Stratford (1)
Diana Harder (1)	Patrick Wille (1)	Sabine Williams (1)
Lesley Taylor (0)	Jonas Humaidi (0)	Stefan Landherr (0)

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

Lee Pfitzner (2)	Deliah Mahne (1)	Manuela Voss-Kreutzer (3)
Georg & Rebecca Grossman (2)	Cornelia Koch (2)	

### Apologies (no written proxy given):

Hille Bailiht	
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### Quorum requirement:

The quorum requirements for the P&F Associations annual general meeting are the same as those for the school's:

*Parents 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.*

Since the school has a current enrolment of 141 children, the quorum requirement is 28.

There were 15 attendees representing a total of 18 children (listed under "Present"). Proxies were received from 5 parents/caregivers (listed under "Apologies") representing an additional 10 children, resulting in a total of 28 children being represented. It was agreed that a quorum was present and that the meeting could proceed.

### President's welcome: Kai Hillen

Kai Hillen opened the meeting at 10:15 am and welcomed everyone and thanked them for attending under difficult circumstances (viz. Covid-19 social distancing requirements).

### Minutes of the previous AGM:

The minutes of the previous 2019 AGM had been available on the school's website since 3 weeks after the previous 2019 AGM and were also available as hard copies at the meeting.

No amendments were raised and there was no business arising from the previous AGM.

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

Moved: Patrick Wille

Seconded: Kirstie Morandell

Carried.

**President's Report:**

Kai Hillen read out his report, which is provided as Attachment A.

It was moved to accept the President's Report.

Moved: Jonas Humaidi

Seconded: Diana Harding

Carried.

**Treasurer's Financial Report (Lesley Taylor):**

The Treasurer's Report, provided as Attachment B, was prepared by Jeff Colby and read out by Peter Bailiht. No questions were raised.

It was moved to accept the Treasurer's Report.

Moved: Diana Harding

Seconded: Oliver Schubert

Carried.

**Election of Management Committee Members:**

**Current committee members (members are elected for a 12-month period):**

<b>Name</b>	<b>Office held</b>
Kai Hillen	President
Lesley Taylor	Treasurer
Peter Bailiht	Secretary
Deliah Mahne	Committee member
Hille Bailiht	Committee member
Germano Sansone	Committee member
Sylvia Dobson	Committee member
Susanne Bertram	Committee member
Kirstie Morandell	Committee member
Kirsten Kightley	Committee member

**The following nominations for the P&F Committee were received:**

<b>Name</b>	<b>Office held</b>
Lesley Taylor	Treasurer
Hille Bailiht	Committee member
Germano Sansone	Committee member
Kai Hillen	Committee member
Kirstie Morandell	Committee member
Oliver Schubert	Committee member
Peter Bailiht	Committee member

It is moved for the 6 nominees to be endorsed by the meeting and declared duly elected.

Moved: Stefan Landherr

Seconded: Diana Harder

Carried.

Kai Hillen congratulated the newly-elected members.

Office bearers will be duly elected at the first P&F meeting after the AGM.

**Any other business:**

- The planned coffee & cake morning preceding the AGMs was cancelled due to Covid-19
- The upcoming harvest festival has been cancelled due to Covid-19 social distancing requirements  
Patrick Wille asked whether the accounts have been audited internally. Jonas Humaidi to investigate this and ensure this is completed as soon as possible.
- Lesley Taylor to request that a credit/trade account be opened with Campbells Wholesale and Barossa Fine Foods to lessen the requirement by P&F committee members to make, at times, considerable short-term outlays on behalf of the P&F and School.

**Next meeting:**

The next AGM will be held in March 2021 – date to be advised.

The next P&F committee meeting is scheduled for May 2020 in preparation for the lantern parade. It is presently not known whether the lantern parade will proceed on account of Covid-19 social distancing requirements.

**Meeting close: 10.45 am**

Attachment A

## **President's report for 2019**

21 March  
2020

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

The Parents and Friends Association is made up of parents and friends, like yourself and us, of the School for the German Language. We organise all of 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 support the school through fundraising events. Teachers and the school can apply for additional funds, for example funding class excursions or special textbooks that are not included in the study materials already supplied to students by the school. This year we have financially supported the 60<sup>th</sup> anniversary celebration of the school.

**Easter and harvest stall:** In 2019 we were able to hold an Easter and harvest stall again. Thank you to all parents, teachers and staff who donated generously to this event. This year, we have already scheduled the stall for the 4<sup>th</sup> of April and look forward to receiving your contributions to enable our children to enjoy the day.

**Lantern festival and parade:** This year we celebrated the annual winter festival again at the Adelaide Bowling Club on Dequetteville Terrace, Ken Town, all thanks to the hard work of Stefan Landherr, Sabine Orchids-Simonides for the program, Lesley Taylor for booking the venue and the Parents and Friends members as well as parent volunteers for serving fantastic food. We added a very popular currywurst to the menu. Thank you to Jens Sandström who joined us again with his accordion and contributed to creating a genuine St Martin's atmosphere.

The Bowling Club venue is ideal as it offers a clubroom for the presentation of the St. Martin's play, outdoor spaces for the preparation and serving of sausages, soup and other foods, adjoining parkland on which to hold the lantern procession without the need for special licences, as well as bar facilities for the adults who wish to enjoy alcoholic beverages at the event.

Overall, everyone felt that the event turned out to be very successful.

A special thanks to the "Bund der Bayern" who did perform at the event. We hope to invite them again this year.

### **Family fun day:**

**This was not held in 2019 in lieu of the 60<sup>th</sup> anniversary celebrations held instead.**

## **“60 Jahr Feier”**

On 14 September 2019, the school celebrated its 60<sup>th</sup> birthday in the Goodwood Community Centre. The celebrations were a great success and Parents and Friends supplied food and beverages. We served “Kartoffelsalat” and “Weisswurst”, “Brezeln” and “Frankfurter” sausages.

The centre was festively decorated with balloons, table decorations and even posters created by our students. Students were entertained by face painting, henna art and of course indoor soccer.

A highlight of the day was the raffle with many lovely prizes.

Thank you to Arno Eagle who professionally organised the catering kitchen and to Lee Pfitzner who took charge of the lolly stand at the last minute and also later performed with her beautiful voice in our band, organised by Peter Bailiht.

Thank you to all the enthusiastic parents and members of the school committee as well as the Parents and Friends Committee who helped to prepare for this event and put all hands on deck on the day to allow us to enjoy this wonderful festival.

## **Christmas break-up function/ Weihnachtsfeier**

This was our last event for the year and was held on 8 December 2019.

Although there was initial uncertainty about where our Christmas function would be held because of the sale of the German Club on Flinders Street, we managed to book the patio area of the Austrian Club. As it was a fine day, the event turned out to be very successful.

We celebrated the school's break-up for Christmas with carols sung by all, different presentations from the various classes as well as choir performances under the baton, once again, of Jens Sandström. This feast for the senses was all washed down again by excellent coffee and a selection of wonderful cakes supplied, this time, by the Austrian club. Although the Parents and Friends did not gain financially from the cake sales, it meant less organisation and some welcome income for the very accommodating Austrian Club.

A highlight of the function was the drawing competition which was taken up enthusiastically by adults and students alike. Thank you to Germano Sansone who purchased many metres of white paper table coving for this fun activity.

The hard-working teachers too were thanked for their untiring efforts over the year by Principal Sabine Orchid-Simonides and Chair Patrick Wille, and received a complimentary coffee and cake. The morning ended with the appearance of a genuine St Nikolaus followed by presentations of the school reports, accompanied by a traditional German gingerbread heart baked by the Rheinland Bakery which was organised by Lesley Taylor.

Thank you to the Parents and Friends Committee for setting up the trestle tables and especially Hille Bailiht for decorating these festively and to Sabine Orchard-Simonides and her brigade of teachers who once again brought a stunning program to the stage.

We may need to investigate other venues in future, in case the weather does not allow an outside venue.

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

Unfortunately, there are only a handful of parents and volunteers who tirelessly commit their time and efforts to make all these great events possible. The Parents and Friends Group is in dire need of new parents to join and assist in these cultural activities. Without this group, none of these would be possible.

I would like to encourage all parents and caregivers to become involved, as it is truly satisfying and enriching to serve on a committee that serves our school community. We shall hand out flyers in early 2020 to recruit more helpers.

We wish you a great and exciting 2020 year at the School for the German Language.

Kai Hillen, School for the German Language, President, Parents and Friends Association.

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

ABN: 73 283 216 183

## Financial Report for the 2020 AGM 2019 Financial Year

### 1. Financial Report – 2019 Year (1<sup>st</sup> Jan 2019 to 31<sup>st</sup> Dec 2019)

Refer to the 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 2019. The P&F Association reports a profit of \$ **3,985.78**.

From time to time as need to assist with cash flow the P&F may loan funds and/or make a donation of funds to the German Language School. During the 2019 year a donation of \$901.30 was made, representing the takings from the 60<sup>th</sup> anniversary celebrations. In October \$10,000.00 was loaned to the School to assist with cash flow and this was repaid in November.

### 2. Audit & GST 2019

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 Database.

### 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. 10<sup>th</sup> Year

The P&F Associations was formally incorporated and commenced as a separate legal entity in 2011. 2020 is the 10<sup>th</sup> year of operation.

### 5. 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 perhaps consider building your own team?

### 6. Any questions 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.

<b>Profit and loss</b>		
<b>P&amp;F of the School For The German Language</b>		
Accrual mode		
01 Jan 2019 - 31 Dec 2019		
ABN: 73283216183		
Generated 14 Mar 2020		
<b>Income</b>		
4-1000	Cafe/Shop Sales	8,561.00
4-1600	Donations	22.60
4-2400	Family Fun Day	300.00
4-9000	Other Income	1,135.25
<b>Total Income</b>		<b>10,018.85</b>
<b>Less Cost of Sales</b>		
5-1001	Lolly Shop	651.10
5-1002	Pretzels	4,999.81
5-1003	Cafe Other	146.71
<b>Total Cost of Sales</b>		<b>5,797.62</b>
<b>Gross Profit</b>		<b>4,221.23</b>
<b>Less Expense</b>		
6-2000	Donations	901.30
6-2600	Function Support	988.90
<b>Total Expense</b>		<b>1,890.20</b>
<b>Operating Profit</b>		<b>2,331.03</b>
<b>Plus Other Income</b>		
8-1200	Interest income	1,654.75
<b>Total Other Income</b>		<b>1,654.75</b>
<b>Less Other Expense</b>		
<b>Total Other Expense</b>		<b>0.00</b>
<b>Net Profit</b>		<b>3,985.78</b>

<b>Balance Sheet</b>			
<b>P&amp;F of the School For The German Language</b>			
Accrual mode			
31 Dec 2019			
ABN: 73283216183			
Generated 14 Mar 2020			
<b>Asset</b>			
<b>Banking</b>			
1-1000	Cheque account	28,792.79	
1-1500	Westpac Term Deposit	46,627.07	
<b>Total Banking</b>		<b>75,419.86</b>	
<b>Current Assets</b>			
<b>Total Current Assets</b>		<b>0.00</b>	
<b>Fixed Assets</b>			
<b>Total Fixed Assets</b>		<b>0.00</b>	
<b>Total Asset</b>		<b>75,419.86</b>	
<b>Net Assets</b>			
<b>Equity</b>		<b>75,419.86</b>	
<b>Current Earnings</b>			
3-1800	Current year earnings	3,985.78	
<b>Total Current Earnings</b>		<b>3,985.78</b>	
<b>Retained Earnings</b>			
3-1600	Retained earnings	71,434.08	
<b>Total Retained Earnings</b>		<b>71,434.08</b>	
<b>Total Equity</b>		<b>75,419.86</b>	