



Annual General Meeting 2024, Minutes

Date: 16/MAR/2024 09:30 – 10.30 CHPS

Anja Kazmeier	x	Meike König	x	Thomas Queller	x
Johannes Kern	x	Sarah McCartney	x	Michael Dingli	x
Silke Schwartz	x	Liza Gendo	x	Iris Chen	x
Felix Ohle	x	Sabine Rauth	x		
Suyuan (Sue) Chen	x	Christian Brandl	x		

Item	Description												
1.	<p>Welcome and thank you: Felix Ohle</p> <p>GSS acknowledges the traditional custodians of the lands we teach and learn on, the Wurundjeri people of the Kulin nation.</p> <p>Acknowledgement of the outgoing committee members whose families have left the school or aren't re-nominating for the School Committee in 2024, for their work and support of GSS: Caroline Forest, Sangeeta Alex, Jian Guan, Jan Petersen, Rainer Trefz, Jeremy Silver, Helana Wretham, Sabine Joha-Maede, Tanja Milbourne and Johannes Kern</p> <p>GSS is running at a significant deficit, as noted in the treasurer's report. Significant immediate measures will have to be taken and will be communicated with families in the coming weeks.</p>												
2.	<p>Principal's Report: Anja Kazmeier</p> <ol style="list-style-type: none"> Report was tabled Cf. below 												
3.	<p>Treasurer's Report: Sue Chen</p> <ol style="list-style-type: none"> Presented and passed Cf. below 												
4.	<p>Dismissal of School Committee, Nominations and Voting into Office of new School Committee</p> <table border="1"> <tr> <td>President</td> <td>Felix Ohle</td> <td>Newsletter/Website/Facebook</td> <td>Sarah McCartney, Meike König</td> </tr> <tr> <td>Vice-President</td> <td>vacant</td> <td>Grants</td> <td>Sarah McCartney</td> </tr> <tr> <td>Secretary</td> <td>vacant</td> <td>Fundraising</td> <td>vacant</td> </tr> </table>	President	Felix Ohle	Newsletter/Website/Facebook	Sarah McCartney, Meike König	Vice-President	vacant	Grants	Sarah McCartney	Secretary	vacant	Fundraising	vacant
President	Felix Ohle	Newsletter/Website/Facebook	Sarah McCartney, Meike König										
Vice-President	vacant	Grants	Sarah McCartney										
Secretary	vacant	Fundraising	vacant										

	Payroll	vacant	General Members	Liza Gendo, Christian Brandl, Thomas Queller
	Treasurer	Suyuan (Sue) Chen	Computer subscriptions/IT	vacant
	Enrolment	Silke Schwartz		
	Members were reminded that a Working with Children Check is required and acceptance and signing of the code of conduct.			
	Meeting Closed at 10.30			

Principals' AGM Report 2024

The purpose of this report each year is to provide an update to the GSS Parent Committee and external stakeholders on the status of the school.

Before progressing any further, I would like to acknowledge the land on which the school operates:
Acknowledgment of Country

I would like to acknowledge the Wurundjeri people as the Traditional Custodians of the land on which we come together to learn, and we pay our respects to Elders of the Kulin Nation past, present and emerging.

Enrolments 2023

At the end of Term 1, 2023, we had 118 students enrolled, with a gender balance of 63 (53%) girls and 55 (46%) boys, which is very similar to the previous year, where 57% students were girls and 43% were boys. We had 10 classes, including Kindergarten and Foundation, with an average class size of 12. Class sizes were certainly larger at the primary level, averaging 15 students per class, while class sizes at the secondary level averaged around 8 students.

The number of students enrolled at the end of Term 4 2023 were 125, indicating an 8.75% increase in student numbers throughout the year.

Compared to 2022, we had 117 students enrolled at the end of Term 1 and 124 by the end of Term 4, meaning that the student numbers for 2022 and 2023 only differed by one.

Enrolment as of 14 March 2024 are 114 students, which is only 4 students less than the previous year at the same time but significant less than enrolment numbers pre COVID.

Staffing

At the beginning of 2023, the GSS employed 1 principal, 10 teachers and 3 teacher assistants. I'd like to point out that two of the three assistants were ex-students of our school, further demonstrating the strong bond the school has with its community.

All teaching staff achieved at least the minimum approved professional learning hours (20 hours) as required by the Victorian Institute of Teaching by the end of last year.

All our staff and volunteers hold valid and current WWCC registrations.

The ratio of male to female teaching staff (excluding principal and assistants) in 2023 was a 80% majority of female teachers and 20% male. This figure is slightly different compared to 2022, where 64% of teachers were female and 36% male.

There were no indigenous members of staff in 2023.

While we had three new teachers starting at the beginning of 2023, we sadly had to farewell two of our teachers by the end of 2023. The reasons were returning to Germany and a personal matter. We managed to fill all positions successfully for 2024 and are looking forward to a fresh dynamic the new staff will bring to our existing team!

Teaching and Learning

All four terms in 2023 were held face-to-face.

Student learning remained on track throughout the year.

Poetry Competition

Our students did very well in the 2023 AGTV Poetry Competition:

In the Primary State Finale, three of our students placed between 4th and 6th place and in the Secondary State Finale, three of our students placed between 1st and 4th place.

External exams

We only had 2 students sit the DSD 1 exam and I am pleased to say that both students passed the exam successfully.

For this year's DSD 1 exam, approx. 11 students will sit the DSD 1 exam, which is in August.

Student Excellence Awards

The Student Excellence Awards recognise our outstanding students and the positive contributions they have made within our community. The student excellence awards are awarded to two students per class. The students and categories are chosen by their class teacher (e.g. most helpful student or academic excellence). These awards are presented by the principal and the president of the parent committee at our annual Christmas party in December. They not only recognise excellence in student achievement, endeavour and commitment but also are a way of acknowledging the hard work and performance that students did over the year. We believe that appreciating and rewarding is a great approach to celebrate hard work and success especially in a student's school life.

Open Day

Once a year, in September, we have an Open Day. An Open Day provides families with a firsthand look at the school's learning culture. Parents are able to go into the classroom, observe teacher-student interactions and get a "behind the scenes" look into school life. Moreover, parents have the chance to learn firsthand about the school's culture, community, curriculum and ask parents, students or staff any questions they might have.

Last year's Open Day was held on 9 September. We sold pretzels, had Open Classrooms for the parents and potential new parents to see what their kids get up to on a Saturday morning. The students also prepared various performances together with their teacher around the topic 'food', which was immensely enjoyed by the parents. Overall, the day was a great success.

Family Day

Family Day, which was held on the 25 November, is another great opportunity for parents, teachers and students to mingle. The parent committee organised sausages and the teachers prepared games for the kids to play. The weather was great and everyone had a fantastic time.

GSS Christmas Choir

Last year was the first time we had a school choir. We were asked by the German Lutheran Trinity Church whether we'd be interested to perform at their Christmas Market in South Melbourne on 3 December. Of course, we were and this is how the GSS Christmas choir was born. Over 20 students got together in Term 4 every Saturday (during school hours) to prepare three German Christmas carols. It was a great success and if there is any demand for it this year, we will bring back our GSS Choir!!

Christmas party

To finish up the year, we had our Christmas party on 16 December at the Austrian Club in Heidelberg. It was a lovely way to celebrate the achievements of the year with games for the students and coffee

and cake for the parents. The students sang German Christmas carols and we had a very successful auction as well. And of course, Santa came and visited the students as well.

Conclusion

To surmise, the GSS is a wonderful community within which to belong.

I would like to thank everyone who has supported and contributed to our school over the last 12 months:

- The amazing team of teachers and assistants
- The parent committee for the hard work they do and the dedication to the school
- Our fantastic students and
- You, the amazing parents

In looking to 2024, I highlight the following priorities that will take our focus:

External exams

Schedule and execute the DSD 1 exam

Child Safe Standards

Review and implement the current Child Safe Standards

Education

Embed specific learning and teaching opportunities that will assist teachers and students to develop an understanding of the German speaking culture, values and traditions.

Stewardship

Develop and implement a targeted marketing strategy to promote the GSS among the local and wider community

Review and grow processes for communication with parents to further enhance parents' connection to the school and its community

I am excited about our vision and opportunities for 2024!

Anja Kazmeier

Principal German Saturday School

Treasurer's Report for 2023

I am here to present the summary of the Annual financial report of The German Saturday School Inc. for the year ended on 31 December 2023.

The German Saturday School Inc. has an operating loss of (-\$44,844) with increased wages, rental, training, IT, Events, basically all operating costs adding up to around 20k, however no increase in school enrolments. This contributed to a bigger loss compared to the year before.

This means the school will encounter liquidity issue in the next years, and we will look at some actions to be taken to address the situation.

More efforts need to be invested in recruitment for new students, fundraising and looking for additional grants.

Look forward to having more support from all the parents to be involved in the initiatives outlined above, or any help that can be offered.

Happy to take any questions on this report as well as the Annual financial report.

Best regards,

Suyuan Chen

(GSS Treasurer)

The German Saturday School Inc.

PO Box 291, Clifton Hill VIC 3068

ABN 20 629 007 564

Annual financial report

for the year ended 31 December 2023

Certificate pursuant to Section 94(2)(b) of the *Associations Incorporation Reform Act 2012*

We, Suyuan Chen and Johannes Kern, being members of the Committee of The German Saturday School Inc. certify that the Annual financial report attached to this certificate gives a true and fair view of the financial position and performance of The German Saturday School Inc. during and at the end of the financial year ended 31 December 2023.

Clifton Hill, 16 Mar 2024

Signed: _____

Signed: _____

Name: Suyuan Chen _____

Name: _____

Committee's report

Your Committee Members submit their report for the financial year ended 31 December 2022.

Committee Members and meetings

The names of each person who has been a Committee Member during the financial year ended 31 December 2023 and to date are:

- Anja Kazmaier (School Principal)
- Johannes Kern – Secretary
- Felix Ohle – President
- Caroline Forrest – Vice President
- Silke Schwartz – Enrolment Officer
- Suyuan Chen – Treasurer
- Sabine Joha-Maede – Payroll Officer
- Sangeeta Alex – Grant Officer

- Silke Schwartz – IT Coordinator
- Jan Petersen – Newsletter Editor
- Helana Wretham – Fund Raising
- Jeremy Silver – IT/Computer Subscriptions

There were 12 Committee meetings held during the financial year and to date. At each Committee meeting, a quorum of Committee Members was present.

Principal activities

The principal activity of The German Saturday School Inc. is to provide a suitable education program to develop German language skills of its students and to foster a love of language and culture by providing programs that include German traditions and customs. During the financial year there were no significant changes to the principal activities of The German Saturday School Inc.

Significant changes in the state of affairs

In the opinion of the Committee Members, there have been no significant changes in the state of affairs of The German Saturday School Inc. that occurred during the financial year and to date.

Review of Operations

The German Saturday School Inc. has an operating loss of (-\$44,844) with increased operating costs overall including wages and rental.

Events Subsequent to Balance Date

Signed in accordance with a resolution of the Committee.

Clifton Hill, 16 Mar 2024

Signed: _____

Signed:

Name: Suyuan Chen

Name:

Profit & Loss statement

For the year ended 31 December 2023

	2022	2023
Income		

School fees	83,865.00	83,635.25
Government grants	25,344.00	23,921.30
Fundraising activity	3,184.01	6,402.94
Interest income	507.32	1,574.51
Multi-Cultural Xmas Grant	1,100.00	0
Optional donations from parents	4,077.00	5050
	118,077.33	120,584.00
Expenses		
Wages & Salaries	113,264.82	131,422.69
Rent	13,880.00	16,500.00
Bad debt	3,968.00	1171.5
Membership fees and training	899.50	1,719.91
Fundraising activity / Events	3,365.18	6,898.17
Software and IT	3,238.06	4,743.41
Admin (CGU / WWCC)	3,353.96	2,253.33
Other expenses	3,018.18	719.72
	145,722.69	165,428.73
Net profit / (loss)	-27,645.36	-44,844.73

Balance Sheet

As of 31 December 2023

	31/12/2022	31/12/2023
Assets		
Cash and bank deposits	168,619.52	120,482.23
Trade and other receivables	0.00	3,165.00
Total assets	168,619.52	123,647.23
Liabilities		
Trade and other payables	10,188.72	10,061.16
Total liabilities	10,188.72	10,061.16
Net assets	158,430.80	113,586.07
Equity		
Retained earnings	186,076.16	158,430.80
Net (loss)/profit for the year	-27,645.36	-44,844.73
Total equity	158,430.80	113,586.07

Notes to the Annual financial report

1. Summary of significant accounting policies

The significant accounting policies that have been adopted in the preparation of the Annual financial report have been applied consistently to all periods and have been applied consistently by The German Saturday School Inc.

The Annual financial report is presented in Australian dollars.

2. Basis of preparation

The Annual Financial report has been prepared in order to provide accounts, which satisfy the requirements of the *Associations Incorporation Reform Act 2012* (applicable to Tier one associations) as well as the *Victorian Government Common Funding Agreement for Community Languages Schools Program*.

The Committee has determined that The German Saturday School Inc. is not a reporting entity as defined in Statement of Accounting Concepts 1 *Definition of the Reporting Entity* and therefore Australian Accounting Standards have been adopted only to the extent shown in the following Notes to the Annual financial report.

No new or amended standards or interpretations that apply to the current financial year have caused a need for significantly altering the accounting policies of The German Saturday School Inc.

The Annual financial report has been prepared under the historical cost convention and accrual basis.

3. New accounting standards

The German Saturday School Inc. applied AASB 9 *Financial Instruments* and AASB 15 *Revenue from Contracts with Customers* from 1 January 2018. The adoption of AASB 9 and AASB 15 had no material impact on its Annual financial report.

AASB 16 *Leases* introduces a requirement to recognize assets and liabilities for all leases with a term of more than 12 months unless the underlying asset is of low value. This standard is effective from 1 January 2019. The German Saturday School Inc. performed an initial impact assessment and concluded that there is no significant impact on its Annual financial report. However, further analysis is required upon renewal of the lease arrangement of the premises in Clifton Hill.

4. Revenue recognition

Revenue is recognised to the extent that it is probable that the economic benefits will flow to The German Saturday School Inc. and the revenue can be reliably measured. The following specific recognition criteria must also be met before revenue is recognised:

Interest income

Revenue is recognised as interest accrues using the effective interest method.

Other income including Government Grants

Other income is recognised when The German Saturday School Inc.'s right to receive payment is established.

5. Taxes

Income tax

The German Saturday School Inc. is a non-for-profit organisation and is not subject to income tax.

Goods and services tax

Revenues, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST is not recoverable from the Australian Tax Office (ATO). In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense.

6. Cash and bank deposits

Cash and bank deposits in the Balance Sheet comprise cash at bank and in hand, and deposits (term and at call) which are subject to an insignificant risk of change in value.

Cash and bank deposits are initially recognised at fair value plus directly attributable transaction costs and subsequently measured at amortised cost.

7. Trade and other payables

Trade and other payables are carried at amortised costs and represent liabilities for goods and services provided to The German Saturday School Inc. prior to the end of the financial year that are unpaid and arise when The German Saturday School Inc. becomes obliged to make future payments in respect of the purchase of these goods and services. Trade liabilities are settled on normal commercial terms.

8. Employee benefits

Wages and salaries expected to be paid or settled within 12 months of employees rendering service are measured at their nominal amounts using remuneration rates that The German Saturday School Inc. expects to pay when the liabilities are settled.

9. Operating leases

Operating lease rentals are charged to the profit & loss statement on a straight-line basis over the term of the lease.