



# The Teachers' Guild of New South Wales

Established 1892

*Doceo ut discam: I teach, that I may learn*

## Minutes of the Annual General Meeting Friday 27 February 2015

**Present:** Fran Fleeton, Irene Holt, Erin Mackenzie, Dr Fred Osman, Sophie Poisel

**Apologies:** Dr Stuart Braga, Noelene Callaghan, Leanne Claringbold, Mark Connellan, Peter Green, Alan Harper, Katrina Harte, Tom Mae, Paul Stenhouse, Rick Stevens,

The meeting was held at Trinity Grammar School (Lewisham campus) and opened at 5:15 pm.

### 1 Minutes of Annual General Meeting held Friday 28 March 2014

The minutes were accepted as a true and correct record of the Annual General Meeting.

### 2 President's Report

The President spoke to and tabled a full report on the Guild's activities for the year 2014. The Annual Report was received. A copy is appended to these minutes.

### 3 Financial Accounts and Councillors' Declarations

#### a Accounts

The Treasurer tabled the Financial Accounts of the Guild in respect of the year ended 31 December 2014. It was noted that the accounts had been prepared as a special purpose financial report in accordance with the accounting policies outlined in Note 1 to the accounts. It was resolved that the Guild is a non-reporting entity and to the best of the knowledge and belief of the Councillors would remain so in the current financial year. It was resolved that the accounts be and hereby are adopted as tabled.

#### b Operating loss

It was noted that the operating loss for the Guild in 2014 was \$734.25.

Mrs Holt reminded the meeting that the Guild had, on paper, an ongoing loan liability for the funds in the Gourney-Soubeiran Fund, although in reality this would never be called in.

#### c Solvency

It was resolved after reviewing the profit and considering the ability of the Guild to realise assets that the Guild would be able to pay its debts as and when they fall due.

#### d Councillors' Report

The President tabled the Report of the Councillors and Statement by Councillors in respect of the year ended 31 December 2014. It was resolved that such Councillors' Report and Statement be approved and signed by two Councillors on behalf of the Council.

#### e Annual Return

It was resolved that the contents of the Annual Return be adopted and that one Councillor sign the declaration certifying that: - the information contained in the Return and any Statement of Changes to information is correct; - the key financial data shown have been accurately extracted from accounting records in accordance with subsection 289(1); - there are reasonable grounds to believe that the Guild will be able to pay its debts as and when they fall due.



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## 4 Appointment of Accountant and Auditor for 2015

It was resolved to re-appoint Mr Leon Alekna of The Income Tax People Burwood as the Guild's accountant for 2015.

The meeting noted that an independent audit was no longer required by Law. However it was resolved that the Treasurer instruct Mr Alekna to arrange an independent audit for the 2014 accounts.

## 5 Election of Office-bearers for 2015

An election was held and the following people were elected to the Council:

President	Mrs Frances Fleeton (Education consultant)
Vice President	Dr Frederick Osman (Trinity Grammar School)
Secretary	Mr Alan Harper
Treasurer	<i>position not filled</i>
Councillors	Mrs Noelene Callaghan (Rooty Hill High School)
	Mrs Leanne Claringbold (Kambala)
	Mr Mark Connellan (Boston University)
	Mr Peter Green (Trinity Grammar School)
	Ms Erin Mackenzie
	Mr Tom Mae (Trinity Grammar School)
	Ms Sophie Poisel (Queenwood School)

In view of no one being willing to take on the role of Treasurer, it was resolved to ask the Secretary, Mr Harper, to take on the dual role of Secretary-Treasurer for the time being.

The Secretary was requested to complete the ASIC document required to reflect the change in the officers of the company, viz. the election of Mr Mae and Ms Poisel, and the resignation of Mrs Holt.

## 6 Vote of Thanks to Mrs Holt

The meeting resolved to thank Mrs Holt sincerely for her years of service as Treasurer of the Guild.

## 7 Council Committee Convenors for 2015

The meeting appointed the following convenors for its committees in 2015

Awards Committee: Noelene Callaghan

Events Committee: Erin Mackenzie and Dr Fred Osman

Proceedings Website and Marketing Committee: Noelene Callaghan

There being no further business, the meeting closed at 6:08pm.

Accepted as a true and correct record  
at the 2016 Annual General Meeting

\_\_\_\_\_  
President or Chair of meeting



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Date \_\_\_\_\_



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## ANNUAL REPORT FOR 2014

### PERSONAL STATEMENT

It is my pleasure to present my report as President of the Teachers' Guild of New South Wales. 2014 was a successful year, due largely to the continued support from our strong and capable Council, including an outstanding Secretary, Mr Alan Harper and Vice President, Dr Frederick Osman, without whom I could not have performed my role.

I am willing to be elected again to be an office bearer in the new year and I hope that I can continue to count on the support of the members of the Council during the coming year to support the newly elected Office Bearers. It is imperative that as a Council we are encouraged to strategically plan for succession in the roles of leadership of the Guild in 2015.

### ANNUAL REPORT

In 2014, the Teachers' Guild proudly celebrated its 122<sup>nd</sup> year and continued to make a significant contribution to the professional development of teachers within the Independent sector.

### COUNCIL

The Guild is led by its Council. In 2014, the Council comprised

- |     |                        |                        |                  |
|-----|------------------------|------------------------|------------------|
| 1.  | Mrs Leanne Claringbold | Kambala                |                  |
| 2.  | Mrs Noelene Callaghan  | Rooty Hill High School |                  |
| 3.  | Mr Mark Connellan      | Boston University      |                  |
| 4.  | Mrs Frances Fleeton    | Educational Consultant | (President)      |
| 5.  | Mr Peter Green         | Trinity Grammar School |                  |
| 6.  | Mr Alan Harper         | Trinity Grammar School | (Secretary)      |
| 7.  | Mrs Irene Holt         |                        | (Treasurer)      |
| 8.  | Dr William Kneprath    |                        |                  |
| 9.  | Ms Erin Mackenzie      |                        |                  |
| 10. | Dr Frederick Osman     | Trinity Grammar School | (Vice-President) |

At the AGM, the Guild accepted the resignations from Council of Messrs Damien Jamieson, Kenson Low, James Martin and Colin May who had served on Council for various periods of time but unfortunately had found other commitments took their time away from duty to the Guild Council. In December, we accepted the resignation of Dr William Kneprath due to ill health.

### FINANCIAL ACCOUNTS

Our Treasurer, Mrs Irene Holt has undertaken the management of the Guild's accounts with dedication and a distinctive eye for detail. The accounts have continued to show assets that we can draw upon to enable the Guild to deliver our various programs. With the liquidation of our previous Accountant's operations, we sought a new Accountant. Our new Accountant has managed the accounts well this past year and provided guidance for the Guild in selecting suitable Insurance for Public Liability and Directors' Insurance.



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## MEMBERSHIP

Our membership has continued to remain quite static and despite the Council resolving to explore ways to expand our membership base by offering both Corporate and Student membership levels in addition to regular membership, it would appear that these changes have had very little impact on the overall membership. Following on from previous years, our Secretary wrote to each of last year's Award winners inviting them to join Council, with no positive response. We value the continued support of our members and their ability to inform others about the Guild's offerings each year, yet this has not translated into any significant increases in our membership.

The membership fee for all levels of membership remains the same for 2015.

For our functions, early bird registrations and group registration have continued to be offered as incentives, as well as Discount Vouchers for future events, being given as door prizes, in an effort to improve participation rates. The Guild continued to communicate more by email to our members to reduce costs and facilitate more effective communication, especially with our younger members. This proved effective and beneficial in bringing the Guild's offerings to more individuals in the educational community.

## PROGRAMME FOR THE YEAR

The challenge each year for the Council is to plan a varied programme that provides professionals in Independent schools with a choice of events that reflect current educational issues. Each year the Guild evaluates what changes should be made to our current programmes to further meet the needs of our audience.

In 2014, we planned to offer two professional development seminars during the year. The first of our **Evening Seminars** was held at Trinity Grammar School on Wednesday 26 March and focussed on *The Era of the Australian Curriculum*. We were fortunate to be able to present Margaret Bigelow – Senior Project Officer (ACARA) and Dr Ann Cleary, Assistant Principal (Curriculum), Merici College, ACT who provided expert analysis of the current educational climate in NSW and real examples of how one school has implemented the Australian Curriculum in the ACT. We were disappointed with the lower than expected attendance of only 23 participants but found that their feedback was very positive. Dinner afterwards was provided as an option and was undertaken by a good number on the day. The second Seminar was planned with a focus on the health and wellbeing of staff. This was held on a date close to International Teachers' Day - Thursday 30 October, at the same venue. The seminar was motivating and intimate with less than expected participants, yet the small number provided a great atmosphere for interaction during the seminar. A dinner was organised at a local restaurant afterwards and was attended by a small group, who were able to continue conversations around the topic, in a less formal way. I would like to offer my thanks to the Events Convenor, Dr Frederick Osman, who worked tirelessly, to ensure the seminars were a success.

The **Survival Guide to Teachers New to Independent Schools** continues to fulfil a niche for teachers new to independent schools. It was held on Monday 24 February at Trinity Grammar



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School. While many schools and other professional organisations offer related programs, the Guild's sessions have a specific focus on teachers who have recently accepted positions in independent schools and have little experience of the demands this may entail. With a smaller than usual attendance, nevertheless the event was still successful. We are grateful that we have been able to call upon presenters within our membership who can offer their expertise to those new to independent schools.

On Thursday 6 March, the Guild held its inaugural **Guild Educators Network** event at Boston University Building. The aim of this event was to introduce student teachers in their finals year of study and all other teachers, to the opportunities of being a member of the Guild. The second outreach event, **Guild in the Pub**, was held on Thursday 29 May at the Orient Hotel in The Rocks. Kathryn Taylor, from Turning Point Consulting, led a thought provoking discussion on Positive Career Planning through Making Connections by introducing a number of network opportunities for educators. A small number of attendees came to the event with very positive feedback received afterwards. Unfortunately, the third outreach event, **Guild Retro Bowling Night**, was cancelled due to lack of numbers.

**FATE (Fresh Approach to Education)** was the next event which was held on Thursday 26 June. This was held at Trinity Grammar School and this forum focussed on how innovation can be encouraged, creative solutions enabled and new arenas embraced in Mathematics, Business Studies and Economics education. Brooke Prideaux and Peter Osland from BOSTES, George Anderberg, a Mathematics Consultant and Ian Moore, Trinity Grammar School Head of Department and author, all presented stimulating and thought provoking discussion amongst the delegates, using their years of experience and diverse backgrounds as a basis. We were also pleased to welcome SMART Teachers as a major sponsor of the forum and thank them for their ongoing support of the Guild. Dr Osman had been able to register this event as professional hours with the NSW Institute of Teachers, which added value to the event for all participants.

On Monday 21 July, the Guild presented the Annual Poster Presentation Lecture Evening (APPLE) at Trinity Grammar School. The format provided presenters a chance to highlight their work to colleagues in the audience, allowed reflection about this research and provided the means for all who attended to liaise and confer about the work being presented. The Guild wishes to acknowledge the judging panel chaired by Dr Ian Solomonides (Macquarie University) and ably assisted by Dr Allan Rice, Mrs Noelene Callaghan (Rooty Hill High School, Winner, 2012) and Dr Stuart Braga (Retired) who willingly gave of their time and expertise to assess the presentations on the evening. The evening was highly successful with five different research presentations being submitted for consideration. The Guild was privileged to have sponsorship from the Coop Bookshop and SMART Teachers once again, who offered a Research Award of \$500 each. We owe a debt to Dr Osman for his organisation and time in developing this event and providing an excellent opportunity for new research to be demonstrated to peers for review and recognition. Dr Osman received very positive and helpful feedback subsequent to the event.

The **Annual Guild Awards Dinner** was held on Saturday 6 September and was hosted by Trinity Grammar School once again. In 2014, the Awards evening honoured Mrs Helen Hughes.



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Helen Hughes FTGN has devoted her life to Education as a teacher of Languages, Executive staff member and Principal in a number of NSW and Victorian schools. She is an exemplar of the committed professionals who are the strength and soul of the teaching profession. Taking a Bachelor's degree in French and German language at the University of Sydney in 1970, Mrs Hughes completed a Diploma of Education in 1971 at the University of Melbourne and taught for eight years in suburban Melbourne. A move to Sydney in 1980 saw her take on leadership roles at Meriden School, as Co-ordinator of Modern Languages, as House Mistress and eventually as Assistant to the Principal. From 1991 until 2000, Mrs Hughes was Deputy Principal at Pymble Ladies' College, one of Sydney's largest schools. In 2001, she returned to Melbourne to take up the reins as Principal of Strathcona Baptist Girls' Grammar School, a position she has held with distinction now for over thirteen years. Mrs Hughes has overseen and managed the development of the school as one of Melbourne's leading Independent girls' schools. She has retired from this position at the end of 2014. In 1993, following its Centenary year, the Teachers' Guild of New South Wales faced major challenges around membership and focus. A motion at the Annual General Meeting to wind the Guild up was defeated, and Mrs Hughes was elected President, a position she held for two years. Her vision, hard work and enthusiasm saw the Guild turned around, find a new direction, and lay the foundations for its current position as a small but highly active professional organisation. The Annual Awards were Mrs Hughes' initiative. In honour of this service, the Council named her a Life Member in 2000. Mrs Hughes has also actively contributed to a number of other professional associations, for the benefit of the profession of which she is an honoured member. The Guild is pleased to honour Mrs Helen Hughes FTGN.

Prior to the Awards evening, a number of applications for each of the awards presented, had been thoroughly screened and interviews had been undertaken to determine the awardees. I wish to express my sincere thanks on behalf of the Teachers' Guild to all the people who generously gave of their time to ensure these processes were undertaken. The Junior Division winner was *Sophie Poisel* from MLC School and the Senior Division winner was *Katrina Harte* from Our Lady of Mercy College, Burraneer. The Guild takes pride in its ability to acknowledge the skills these early teachers have developed and wish them every success in the future.

The Guild must also acknowledge Mr Milton Cujes, Headmaster of Trinity Grammar School, for his ongoing generosity and willingness to provide Trinity Grammar School for many of the Guild's programmes during the year. This is greatly appreciated.

The Teachers' Guild was supported once again, by the University of Sydney's Master of Teaching programme in selecting a suitable candidate to award a scholarship in recognition of the high level of teacher training the University of Sydney provides. Interviews were conducted at Sydney University and the successful candidate was *Gillian Brooks*. It was with great pleasure that both Mr Harper and I attended the Scholarship & Prize Ceremony at Sydney University when Gillian was presented with this Award on Tuesday 30 July.

The Research Award was presented to *John Kennedy* of St Andrew's Cathedral School, whose research was entitled, "[The Implications of the Continued Decline of Science and Mathematics in Australian High Schools](#)". The winner of the Smart Teacher Award and prize of \$500, and a Co-op



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book voucher for \$150 was Lee Liao, whose presentation and poster were entitled, "Persons of Eloquence: Developing Students' Argumentation Skills in Science". Highly commended and the winner of Co-op book vouchers to the value of \$350 was Thérèse Turner-Jones for, "The Power of Teacher Leadership – reflections on a study tour".

The Guild resolved to continue to explore visits to educational venues that could be of interest to educationalists. I am indebted to Dr Fred Osman for his tireless efforts in negotiating an afterhours **visit to the Sydney Observatory** which took place on Thursday 27 November. This event was highly successful with over 20 participants, many of whom also chose to share dinner together afterward. Unfortunately, the cloudy weather hampered the use of telescopes on the evening, but participants were able to actively engage in many other activities that the Observatory offers for groups who visit. The Guild will plan to continue these after-hours visits to educational facilities in 2015.

As the year drew to a close, the final function was our annual **Christmas Celebration**, held on Sunday 7 December at the generously donated, Boston University Building. All Councillors were invited to celebrate another successful year with good food and excellent company.

## ***PROCEEDINGS OF THE TEACHERS' GUILD OF NSW***

I would like to thank Mrs Leanne Claringbold for her tireless efforts, in consultation with Dr Osman, in bringing The *Proceedings* together for publication. It is anticipated that The *Proceedings* will be ready for distribution before the first event in 2015.

## **GUILD ARCHIVE**

I wish acknowledge and thank Mr Rick Stevens and Mrs Leanne Claringbold who have continued to collate and update information to bring the Guild Archive up to date.

## **WEBSITE REVIEW**

Mrs Noelene Callaghan has continued to work tirelessly to steadily review and update our website throughout the year, seeking advice from other Councillors. The new look and easier access to sections is now available for our members and other interested educationalists. I wish to personally thank Mrs Callaghan for this work and the expertise that she has shown in redeveloping our website and for her continued support of this vital level of communication for the Guild.

The Guild's presence on social media sites – LinkedIn, Twitter and Facebook has had a steady increase throughout the year and these methods of communication remain vital for our members to keep in touch with our events, as well as providing a network by which educational comment can be made on current issues.

## **NEW VENTURES**

**Guild Educators Network** had its first meeting at Boston University Building on Thursday 6 March, followed by the Guild in the Pub event on Thursday 29 May. The aim of this network was to introduce student teachers in their finals year of study and all other teachers, to the opportunities



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of being a member of the Guild. This network would also provide a way to seek support, advice and professional development and to share experiences and ideas with other teachers. Future goals of the project will be to encourage experienced educators to support and mentor new educators and provide assistance with portfolio preparation. I thank Dr Osman for initiating this opportunity for the Guild to give back to our profession.

Mrs Callaghan secured for the Guild, a regular opportunity to contribute articles in *Australian Teacher* magazine. The Council determined that Council members would write articles on significant events of the Guild during the year - Ms Mackenzie (APPLE), Dr Osman (FATE) and Mr Harper (Survival Guide to Teachers New to Independent Schools).

Additionally, to add to our Guild merchandise of ties and scarves, the Guild has acquired PostIt notes with the Guild emblem to provide to participants at Guild events. After much discussion, this was deemed the most effective and useful item that could be provided.

At the recommendation of Dr Osman, a quarterly bulletin was initiated, written jointly by the President and Mrs Claringbold, which was distributed to Guild members three times during the year.

With the retirement of our Secretary, from Trinity Grammar School, the Guild has had to make some adjustments to our postal address and where we store Guild material for events. A new mail address has been secured and the effectiveness of this will be reviewed throughout the coming year. We are grateful to Dr Osman who has secured storage for the Guild at Trinity Grammar's Lewisham Campus.

Every new year presents educators with challenges and change, and it is how we manage these, that really determine our success. The Teachers' Guild must keep in touch with current issues if we are to remain in the forefront of professional associations and bring to our colleagues the latest developments in professional development opportunities. That is our charter and what we endeavour to deliver to our membership.

**The best and most important part of every man's education is that which he gives himself.**

**Edward Gibbon**

FRANCES FLEETON  
President



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