



# 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 28 February 2014

**Present:** Noelene Callaghan, Leanne Claringbold, Fran Fleeton, Peter Green, Alan Harper, Irene Holt, Dr Bill Kneprath, Erin Mackenzie, Dr Fred Osman

**Apologies:** Dr Stuart Braga, Steve Collins, Mark Connellan, Lauris Harper, Damien Jamieson, Philippa Janu, Lauren Kenny, Anthony Llewellyn-Jones, Kenson Low, Christine Mae, Tom Mae, James Martin, Colin May, Nola Norris, Paul Stenhouse, Rick Stevens, Jen Turnbull, Jessica Wickenden

The meeting was held at Trinity Grammar School Summer Hill and opened at 5:05 pm.

### 1 Minutes of Annual General Meeting held Friday 1 March 2013

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

### 2 Mid-year variation to accountancy and audit arrangements

It was resolved that this Annual General Meeting endorses the President's decision to engage The Income Tax People (ITP) to complete the Guild's annual financial statements for 2013, in light of difficulties with Strathfield Tax.

### 3 President's Report

The President spoke to and tabled a full report on the Guild's activities for the year 2013. 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 2013. 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 profit

It was noted that the operating profit for the Guild in 2013 was \$7,745.47.

#### 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 2013. It was resolved that such Councillors' Report and Statement be approved and signed by two Councillors on behalf of the Council.



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## 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.

## 4 Appointment of Accountant and Auditor for 2014

It was resolved to appoint Mr Leon Alekna of The Income Tax People Burwood as the Guild's accountant for 2014.

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 Resignation of Councillors

It was regrettably resolved to receive the resignations of Mr Damien Jamieson, Mr Kenson Low, Mr James Martin and Mr Colin May as Councillors.

## 6 Condition of service for Councillors

It was resolved that, commencing at this Annual General Meeting, any Councillor elected or re-elected at this or any subsequent Annual General Meeting shall be ineligible for re-election to Council at the expiration of his/her term if he/she has not attended at least half of the Council meetings held during the preceding year.

## 7 Election of Office-bearers for 2014

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 (Trinity Grammar School)
Treasurer	Mrs Irene Holt
Councillors	Mrs Noelene Callaghan (Rooty Hill High School)
	Mrs Leanne Claringbold (Kambala)
	Mr Mark Connellan (Boston University)
	Mr Peter Green (Trinity Grammar School)
	Dr Bill Kneprath
	Ms Erin Mackenzie

The Secretary was requested to complete the ASIC documents required to reflect the change in the officers of the company.

## 8 Council Committees for 2014

The Secretary advised that some members had volunteered to assist the Guild through its committees, viz.

Awards Committee: Damien Jamieson, Lauren Kenny and Richard Walker

Events Committee: Damien Jamieson



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Guild Educators' Network: Damien Jamieson, Erin Mackenzie, Rick Stevens

Proceedings Website and Marketing Committee: Damien Jamieson

The Secretary was asked to email each of these volunteers to thank and welcome them to the committees. Dr Osman undertook to revise the lists of committee membership and circulate it.

There being no further business, the meeting closed at 5:55 pm.

Accepted as a true and correct record  
at the 2015 Annual General Meeting

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

\_\_\_\_\_  
Date



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## ANNUAL REPORT FOR 2013

### PERSONAL STATEMENT

It is my pleasure to present my report as President of the Teachers' Guild of New South Wales. 2013 was a highly 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 Council members be encouraged to take on more significant roles of leadership of the Guild in 2014.

### ANNUAL REPORT

In 2013, the Teachers' Guild proudly celebrated its 121<sup>st</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 2013, 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.  | Mr Damien Jamieson     |                        | <i>co-opted in September</i> |
| 9.  | Dr William Kneprath    |                        |                              |
| 10. | Mr Kenson Low          | Trinity Grammar School |                              |
| 11. | Mr Colin May           | Al Sadiq College       |                              |
| 12. | Mr James Martin        | Trinity Grammar School | <i>co-opted in September</i> |
| 13. | Dr Frederick Osman     | Trinity Grammar School | (Vice-President)             |

At the AGM, the Guild accepted the resignations from Council from Mrs Deryn Smyth and Mrs Judith McMurrich, both of whom had contributed significantly to the Guild over many years. Mrs Smyth and Mrs McMurrich will be sorely missed as their years of their service have been valued,



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particularly in their assistance with the shortlisting and interviews for the Early Career Educators' Awards. In particular, Mrs McMurrich's sole responsibility for the preparation and subsequent publication of the biannual Proceedings will be missed. In September, the Guild co-opted Mr Damien Jamieson and Mr James Martin into the Council to undertake responsibility for the development of the Guild Educators' Network.

## **FINANCIAL ACCOUNTS**

Our Treasurer, Mrs Irene Holt has ably undertaken the management of the Guild's accounts and they have continued to show assets that we can draw upon to enable the Guild to deliver our various programs. In November, it became apparent through a series of emails that our Accountant was experiencing difficulties after changing the name of the business and it was resolved to seek suitable alternative Accountancy services.

## **MEMBERSHIP**

Our membership has remained quite static and the Council resolved to explore ways to expand our membership base by offering both Corporate and Student membership levels in addition to regular membership. The Corporate membership level has been taken up by a number of large independent schools who have strongly supported our seminars. The Guild continues to provide a range of opportunities for educationalists across a broad range of institutions and is strongly supported at these events. We hope that the new Student membership level will be strongly supported in the new year as we target this group with appropriate activities. Additionally, 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 2014.

For our functions, incentives were offered for early bird registrations and group registration in an effort to entice more corporate groups attending. 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.



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In 2013, 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 20 March and focussed on Mental Health Issues in Schools. By enlisting the expertise of a School Counsellor, School Psychologist and teacher in a pastoral role who are all dealing with mental health issues at various levels within the school context, the material presented was practical and participants related well to the subject matter. This seminar was well supported with over 30 participants attending. In evaluating the seminar, over 90% of the participants had their expectations met. Evaluations also informed the Guild of future seminar topics to be considered. As a result, the second Seminar was planned with a focus on using ICT in the classroom. This was held on a date close to International Teachers' Day - Thursday 31 October, at the same venue. The seminar was stimulating and motivating, using Mr Tony Ryan, who is a writer and consultant on issues such as innovative thinking and future proofing, as a keynote speaker followed by two shorter interactive workshops, conducted by Michael Sahlstrom (St Andrews' Cathedral School) and Jennifer Holt (Scots College). The attendance of over 30 participants, provided good numbers for each workshop session. For each seminar, dinner afterwards was provided as an option which was undertaken by a good number on each occasion. I would like to offer my thanks to the Events Coordinator, Mr Kenson Low, who worked tirelessly with Dr Fred Osman, 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 25 February at Trinity Grammar 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 healthy number of 25 participants, due largely to the Guild being able to direct the flyer to PD staff in schools and holding the event much earlier in the year, the event was successful. We are grateful that we have been able to call upon presenters within the Council and within our membership who can offer their expertise to those new to independent schools.

On Monday 22 July, the Guild presented the **Annual Poster Presentation Lecture Evening (APPLE)** at Trinity Grammar School. The format gave presenters a chance to present 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 Mr 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 once again as well as a new and additional sponsor, namely, Smart Teachers, who offered a Research Award of \$500. 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.



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The **Annual Guild Awards Dinner** was held on Saturday 7 September and was hosted by Trinity Grammar School once again, with about fifty five people attending. In 2013, the Awards evening honoured Mr Milton Cujes. Milton Cujes has been Head Master of Trinity Grammar School since 1996, having previously served as Head of Brisbane Boys' College and Foundation Head of the Wheeler's Hill Campus of Caulfield Grammar School. Milton is thus one of Australia's most experienced Heads of Independent Schools. Since his return to Sydney to take up his present position, he has been a strong supporter of the Teachers' Guild and the work it does with teachers in the non-government sector. Milton is an Old Boy of Trinity Grammar School, and began his teaching career at Trinity as a young teacher of History and Economics. Under the guidance of James Wilson Hogg, the then Headmaster of Trinity and an active member and one-time President of the Guild, his career developed rapidly. He served as Head of Economics and also as a Boarding House Master, positions which prepared him well to take on the challenges of headship which have been the focus of his career ever since. Milton Cujes is known as a highly innovative head. His many initiatives at Trinity have included an imaginative restructure of the school's academic year; the development of a second primary school; a ground-breaking program of vocational education, unique among Independent schools such as Trinity; pioneering the introduction of tablet computers for students' use; and the foundation of both an Academy of Music and an Academy of Sport. Despite the heavy demands of his role, Milton has found time to take active roles in the Association of Heads of Independent Schools of Australia (AHISA), the Head Masters' Conference (HMC), and other professional associations, and served one term on the Senate of the University of Sydney. In 2012, Milton Cujes was created a Fellow of the Australian College of Educators in recognition of his lifetime of service to Education. In 2013, the Centenary year of Trinity Grammar School, the Guild Council was pleased to honour this committed professional and fine educator in the naming of its annual Awards.

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 Primary School Division winner was *Sarah Wood* from Abbotsleigh and the Senior School Division winner was *Leighton Corr* from Arndell Anglican College. 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 this year. This is greatly appreciated.

Once again, the Teachers' Guild was supported 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 Mrs Elaine Johnstone. It was with great pleasure that both Mr Harper and I attended the Scholarship & Prize Ceremony at Sydney University when Elaine Johnstone was presented with this Award on Tuesday 30 July.



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The Research Award was presented to *Nicolette Hilton* of Uralla Central School, whose research was entitled "The Ideal and the Reality; Teaching Indigenous Perspectives and Catering to Gifted and Talented Students through the Science Curriculum". The Guild commended highly and awarded the Smart Teacher Award to *Dr Kate Bertram* of the University of Wollongong and Illawarra Christian School for her research : "The Cultural Architecture of Schools – A study investigating the relationship between school design, the learning environment and learning communities in new schools." and *Angela D'Angelo* from the Catholic Education Office was commended on her research entitled "In search of a successful equation for girls in mathematics...towards equity" and received the Encouragement Award.

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 after-hours **visit to the Museum of Contemporary Art** which took place on Thursday 28 November. This event was highly successful with nearly 30 participants, many of whom also chose to share dinner together afterward. The Guild will plan to continue these after-hours visits to educational facilities in 2014.

As the year drew to a close, the final function was our annual **Christmas Celebration**, held on December 8. All Councillors were invited to the President's home to celebrate another successful year with good food and excellent company.

## PROCEEDINGS OF THE TEACHERS' GUILD OF NSW

The *Proceedings* was collated throughout the previous two years and was the sole responsibility of Mrs Judith McMurrich. She worked diligently to modify and prepare material for this publication which was released in April and posted to each Guild member. I would like to thank Mrs McMurrich for her tireless efforts in the production of this publication, and also to acknowledge the efforts of Mrs Deryn Smyth who spent time proof reading the documents prior to publishing and Dr Frederick Osman who collated the photographs for the publication. I would like to thank Mrs Leanne Claringbold for the offer to take on this responsibility for the coming publication.

## GUILD ARCHIVE

It is appropriate to acknowledge and thank Mr Rick Stevens and Mrs Leanne Claringbold who have undertaken the role of collating much information, to bring the Guild Archive up to date. Mr Stevens has produced a summary document of key office bearers and roles within the long history of the Guild and this is now available to view on our website. Mr Stevens has also indicated a willingness to keep this document updated.



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## WEBSITE REVIEW

Mrs Noelene Callaghan has worked tirelessly to steadily review and update our website throughout the year, seeking advice from other Councillors. It has been a daunting task to revamp the website and it has now become available to 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.

## NEW VENTURES

Dr Frederick Osman developed a Sub Committee structure to enable small working parties to work towards a number of the Guild's activities. The aim of this initiative was to mentor newer Councillors in the tasks to be undertaken and ultimately involve more Councillors in the work of the Guild. I would like to thank the three Convenors – Mrs Callaghan (Publications/Website/Marketing), Mr Harper (Awards) and Mr Low (Events) for their willingness to undertake these important and vital roles.

As part of Mrs Callaghan's role as Convenor for Publications, the Council needs to thank her for the outstanding work she has done in preparing a Marketing & Style Guide to unify all Guild publications, including a QR code, LinkedIn, Facebook and Twitter presence for the Guild. It is hoped that these new avenues for the Guild to extend its network, will attract younger members and make communications easier, more efficient and uphold the value of the Guild for a long time into the future. Additionally, Mrs Callaghan secured an opportunity for the Research Awards to be highlighted in an article in *Australian Teacher* magazine in the September issue and an article in the *Australian Education Times* about the second seminar which had an ICT in the classroom focus.

The Guild has also determined to launch a new Guild Educators' network aimed at providing opportunities for professional development and social activities for full or part time undergraduates, post graduate and new educators in New South Wales. Mr James Martin and Mr Damien Jamieson have taken up the challenge to coordinate this venture in 2014 and I thank them for their willingness to do this.

The Council has also undertaken to purchase ties and scarves for promotional purposes at our events and to present as gifts, as a way to further promote the Teachers' Guild of NSW.

As another year of challenges and change begins to become a reality, and as the Australian Curriculum becomes a greater reality for us working in schools, the Teachers' Guild must keep in touch with current issues if we are to remain in the forefront of professional associations. That is our charter and what we endeavour to deliver to our membership, with our focus being on teachers and their needs.



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*“The mediocre teacher tells. The good teacher explains. The superior teacher demonstrates. The great teacher inspires.”*

*William Arthur Ward*

FRANCES FLEETON  
President



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