

PLAYFORD COLLEGE LTD

24 Durrington Road, Elizabeth, SA 5112

Playford College Board Annual General Meeting Minutes

Date:	Friday 19 th November 2021
Time:	7:00 PM
Place:	Northern Clinic, Kesters Road, Para Hills and via Zoom

Attendee:	Permanent Members: Dr Abdul-razaq Musa (Director- Chairperson), Dr Saad Jaber (Director- Vice-chair), Mr Ali Hosain (via Zoom) Directors: Mr Mohsen Mirza, Mr Sam Tripodi, Mr Syed Asad Naqvi (via zoom) Auditor: Mr Simon Fry Quorum Achieved
Absent	Dr Hayder Al Hamdany,

Item	Description
1	Welcome and introductions by Chairman Abdul Musa. Recitation of Surat Al Fatiha
2	Apologies: Auditor: Will be late to the meeting Directors: Nil Proxies: Nil
3	Declaration of any Conflicts of Interest 3.1 No conflicts declared
4	Acceptance of meeting minutes of previous adjourned AGM (October 2020) and EGM (April 2021) Proposed resolution: That the minutes of the [18 th October 2020] Adjourned Annual General Meeting be accepted. Moved: Dr Saad Jaber Seconded: Mr Mohsin Mirza Acceptance of meeting minutes of previous adjourned EGM (April 2021) Proposed resolution: That the minutes of [27 th April 2021] Extraordinary General Meeting be accepted. Moved: Dr Saad Jaber Seconded: Mr Sam Tripodi
5	Chairperson's Report (Dr Abdul Musa): 5.1 Dr Musa presented the annual report for 2020 of Playford College. He thanks all those involved in the growth and development of the school regardless of the various challenges that were faced. The school has also integrated very well into the community



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	5.2 Three challenges of 2020 were COVID-19; execution of many construction projects; increasing student enrolments. The school is slowly but surely progressing. Dr Musa thanks parents and students at the school 5.3 The building of the COLA was a major achievement of 2020, as well as the progression of the stage 1 and 2 master plans. Dr Musa thanks the architects involved and Cook Building. Furthermore, Dr Musa thanks BGA and SAFA for their financial contributions. 5.4 Crucially, the stage 1 buildings have much needed laboratories for the students to practice science, rather than travel to facilities externally. 5.5 Safe community project, junior primary playground, community learning hub are some of the other projects executed in 2020. Air conditioners were upgraded and important transportable classrooms were brought in. 5.6 Dr Musa thanks the school leadership, maintenance staff, admin staff, IT staff, teachers, families of the school and all board members for their contributions to the school. 5.7 Dr Jaber asked regarding the academic achievement of the school. Dr Musa acknowledged that given the difficult backgrounds of many of the Playford College students, it makes it challenging to accurately gauge where the school is currently at. Playford College has heavily invested in programs to bring all children's up to acceptable academic levels and the results are being seen. Furthermore, behavioural improvements have been wonderful to see given the issues that have arisen in the past. 5.8 Mr Hosain congratulates the board and the school for all progress that has been made thus far. Mr Hosain added regarding the succession plan of Playford College and the importance to develop middle management to eventually have staff from within the school step into leadership roles. It is important to have strategic plans in place to analyse the staff in terms of KPI's (key performance indicators). 5.8.1 Dr Musa replied that given the exponential growth of the school, this has not been at the forefront of planning, however, positions of additional leadership have been given to key staff within each department of the school (IT, maintenance, illumination) in order build up leadership skills. Some teachers were given opportunities to grow, however, heads of school have been hired to help with this. 5.8.2 Mr Hosain replied that a strategic plan is needed which encompasses finances as well to have a goal for the future. Other things to consider are how many streams to have and when to implement this. As of now, the leader (Mr Riemann) is doing a great job with the community, however, if he was to leave, multiple people need to be capable of taking this role (i.e. have three staff ready from the school). It is common that once a principal leaves a school, the community feels lack of confidence. Whilst these middle management staff are being built up, it can be planned to have leaders of further departments, such as STEM. 5.8.3 Dr Musa added that regarding strategic planning, there was a meeting earlier this year with a consultant about how to guide the school. In this meeting, the strategic plan for the school was discussed and there were several outcomes, of which, some have been applied. For example, two streams were decided to be implemented, as opposed to three streams. Another example is about expanding the school, by purchasing nearby properties. Something which has not been achieved is ways to involve the community further in the school. 5.8.4 Dr Jaber asked Mr Hosain how to achieve an adequate middle management, keeping in mind the position of the current leadership. 5.8.5 Mr Hosain replied that a school has many facets, and it can be difficult to manage, however, the future must always be kept in mind to manage any scenario. In regard to Playford College, it is important to keep engaging the community with the religious aspect. It is important to grow the staff from our community with the school. It takes about 3-5 years to establish which staff are worth to invest in, based on their strengths and weaknesses. The principal will then ascertain the issues and then be able to build these staff members to the positions required. A great leader will work towards getting good managers working for him, so that work can be distributed, and the managers will
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	then take the school to the next level. It all comes back to strategic planning and the need to engage Mr Riemann with this process to put the board, the community and Mr Riemann. Mr Riemann will ultimately have to accept this, but it will take time. It is now time to establish which staff members from the community can take the next step into management. The next 5 years are about the vision for the school. To establish this, a good strategic plan is needed. 5.8.6 Mr Tripodi added that it appears there is no one way to implement this, but asked Mr Hosain if there are any documents, he can share with Playford College from Bellfield College 5.8.7 Mr Hosain replied that he can share these documents from previous strategic plans. He added that it is important to sit down with the people who implemented this plan to understand the various challenges. Bellfield College struggled implementing plans for some time as people did not understand the vision of the school. Therefore, it is important to make sure the staff understand their role. Bellfield College can provide staff/documents to help with this or set up a workshop for this. 5.8.8 Mr Tripodi appreciates that Mr Hosain can provide such help. Mr Tripodi also asked about what Mr Hosain's long-term goals are in regards to Playford College 5.8.9 Mr Hosain replied that Playford College has come a very long way and the current job being done is excellent. Mr Hosain also updated the group about what direction Bellfield College has taken, such as expanding sites, new buildings, the local government area becoming a new CBD. The group at Bellfield is also helping people in Queensland and Victoria to try and develop schools. Mr Hosain believes the leadership created in Bellfield College is of great importance to how far the school has come 5.8.10 Mr Tripodi also asked about a management structure/policy for something to refer to? Playford College would not copy this, but it would be good to analyse how the school is run for ideas 5.8.11 Mr Hosain is happy to share such documents with Mr Tripodi as well as share information about budget planning over the next 10-20 years which can influence the management style to be implemented. 5.8.12 Dr Musa added one issue about the student management software. Currently, the school is using Sentral. Throughout the year, the school has had some issues with Sentral given that the school is using a basic level. A consultant was then brought in to make recommendations for a system. An alternative choice and recommendation were made by CoolSis. Currently the school is not sure whether to go with CoolSis or to upgrade Sentral to a premium subscription. Dr Musa asked whether there are other better options or not 5.8.13 Mr Hosain replied that Bellfield College was using School Pro for about 4 years which was successful, however, the head of the school was unhappy with it. After analysis, it was found that only about 10% of the program was being used. After discussion with the school leadership and staff, the recommendation from them was made to use Sentral, which does the same as School Pro but was more expensive. Mr Hosain was unhappy with this, but the lesson is that when the staff are fixated on an issue, sometimes it must be given to them. Sentral can integrate with Xero. Key things to look for are timetabling capabilities, accounting software compatibility, and packages that are well-renowned. Sentral usually gives good personal development to staff. Most schools in NSW use Sentral – primary and secondary schools. Mr Hosain recommended to go with what the staff like but it is important to make sure it can be integrated with other school software. 5.8.14 Dr Musa asked about what version of Sentral is being used by Bellfield and at what cost? 5.8.15 Mr Hosain stated they use the latest version, which has a new app, differing modules (like security) and costs about \$35,000 per year. Resolution: to accept the Chairman report for this AGM Moved by: Mr Syed Asad Naqvi
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	Seconded by: Mr Ali Hosain
6	Treasurer's Report (Mr Syed Asad Naqvi) 6.1 Mr Naqvi explained that a lot of investment was done in school development 6.2 Mr Syed Asad Naqvi explains that there is nothing alarming regarding the current finances and the board members are all happy with the financial status. 6.3 A lot of funding requirements are still needed. It is important to eradicate any financial issues. 6.4 Regarding strategic planning, there have been meetings done previously. From a financial point of view, there is a meeting every month 6.5 The biggest risk is the space risk for the school which is being managed slowly 6.6 As a board, the belief is that the survival of the school is on academic excellence and the investments are being provided for this 6.7 Mr Hosain asked Mr Naqvi about an issue which has been raised previously, regarding an email that was sent by Mr.A Alchoyd to permanent members. 6.8 Mr Naqvi explained the issue from the start, regarding the issue of Matthew Jacques. In 2018, when there was a change in management, Matthew (who was hired under the previous management) was the finance manager. On reviewing the information, the board noted a rise in wages that was unaccounted for. It was reached to a degree of certainty that Matthew gave himself a pay rise. This issue was raised to the management who initially were sceptical about this, and several meetings were had where this issue was discussed until the management agreed that there have been some changes to wages. AISSA lawyer was involved, and the matter became a formal investigation. Eventually, Matthew admitted to changing his income to secure a home loan. AISSA recommended to have Matthew removed from the school and he was reported to the police and AISSA reported him to other schools. Given that there was a long time from start to finish of this issue, the email from Mr Ali Alchoyd likely raised from this 6.8.1 Mr Hosain understands the issue. He also asked about what steps the school have taken to mitigate such issues 6.8.2 Mr Naqvi stated now there is a 3-tier system in place (via finance manager, business manager and board approval). This has been implemented based on such issues as well as recommendations from School Auditor, Mr Simon Fry. 6.8.3 Mr Hosain recommended the board to have fidelity cover on the insurance policy. Mr Hosain also recommended a program called Approval Max, which is a verification/approval system for financials, and Mr Hosain can provide literature about this program which can be implemented. 6.8.4 Dr Musa added the issue regarding doctoring of a document has been managed, as only one hard copy of a signed contract is kept locked and only accessible by the principal and deputy. 6.8.5 Mr Hosain replied that it is distressing. Mr Hosain stated that Mr Alchoyd did attempt to contact him and Mr Hosain replied to him saying to talk to the chair of the board. 6.8.6 Dr Musa replied saying that Mr Ali Alchoyd has created issues over the past year, but they have since been taken care of. 6.8.7 Dr Jaber added that he thanks Mr Hosain for his input on this issue. Dr Jaber stated that the people in Adelaide have been through a difficult time and has ultimately led to friction within the community. Disagreement can be healthy, but this must be done in a professional manner. Ultimately, this is a not-for-profit business, and all people here should have a common goal. Dr Jaber asked Mr Hosain to support the board with a written document regarding common issues which get discussed (such as conflict of interest etc.) and to try and end this division between Playford College and Mr Hosain. Dr Jaber asked Mr Hosain to try and rectify this division in the membership. Many issues may have led to the division but all people on the board currently have one goal, being the school and the community. People in the community have been quick to jump on issues and it has taken a toll



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	6.8.8 Mr Hosain agrees that the unity needs to be achieved to move past previous problems.
7	Questions to Board Directors Nil
8	Financial Report 2020: Mr Simon Fry 8.1 Mr Hosain stated the report is in accordance with the school plan. It was resolved that the Financial Report and the Auditor's Report be and are hereby adopted as tabled. Supported: by all members and directors
9	Annual School Report 2020: Mr Chris Riemann It was resolved that the Annual School Report 2020 be accepted as tabled. Supported: by all members and directors
10	Election of Directors for the next Board Tenure for 2022 and 2023 10.1 Five nominations were received from Dr Abdul Musa, Dr Saad Jaber, Mr Mohsin Mirza, Mr Sam Tripodi, Mr Syed Asad Naqvi 10.2 The current five work well with each other. In the future, it would be ideal to add someone from teaching/law background. Many people have been approached outside of the school community to apply for this position, but there have been none willing so far 10.3 Mr Hosain added that the current five are experienced and should stay on. If anyone else shows interest to join, then they can Permanent Members: Mr Mohsin Mirza, Dr Abdul Musa, Dr Saad Jaber, Mr Ali Hosain all agree to give a 2 year board tenure for the 5 nominees Dr Abdul Musa, Dr Saad Jaber, Mr Mohsin Mirza, Mr Sam Tripodi, Mr Syed Asad Naqvi Chairperson and Deputy Chairperson 10.4 Dr Abdul Musa nominates himself for chairperson. Mr Mohsin Mirza, Dr Saad Jaber and Mr Ali Hosain support the nomination of Dr Abdul Musa for chairperson 10.5 Dr Saad Jaber nominates Mr Mohsin Mirza. Mr Mohsin Mirza nominates Dr Saad Jaber. After a brief discussion, Mr Mohsin Mirza accepts the nomination. Dr Abdul Musa, Dr Saad Jaber and Mr Ali Hosain all support Mr Mohsin Mirza for the position of deputy chairperson.
11	Special Business Nil raised
12	Meeting Close 9:00PM
Minute taker:	Dr Ali Musa
Signed	<i>Abdul Musa</i>
Name	Dr Abdul-razaq Musa, Chairman
Date:	19 th November 2021