

PLAYFORD COLLEGE LTD

24 Durrington Road, Elizabeth, SA 5112

Playford College Board Annual General Meeting Minutes

Date:	Saturday 22 nd October 2022
Time:	7:00 PM
Place:	Northern Clinic, 169 Kesters Road, Para Hills and via MS Teams

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

Item	Description
1	Welcome and introductions by Chairman Abdul Musa. Recitation of Surat Al Fatiha
2	Declaration of any Conflicts of Interest 2.1 No conflicts declared
3	Apologies: Auditor: Mr Simon Fry Directors: Nil Proxies: Nil
4	Acceptance of meeting minutes of previous adjourned AGM (November 2021) Proposed resolution: That the minutes of the 19 th November 2021 Annual General Meeting be accepted as a true record. Moved: Mr Mohsin Mirza Seconded: Dr Abdul Musa
5	Chairperson's Report (Dr Abdul Musa): 5.1 Dr Musa presented the annual report for 2021 of Playford College. This annual report was distributed prior to the meeting to all attendees. 5.2 Dr Musa thanks all staff and board members for their continued efforts 5.3 Of note, there is now a significant waiting list (>200 students) across several year levels, indicating the growth of the school within the community. 5.4 Dr Musa advised of the completed and current projects around the school (more than 10) 5.5 Dr Musa also advised that Dr Jaber did decide to resign as a board director in 2022. Dr Musa thanks Dr Jaber for all that he has contributed to the school. Dr Musa adds that the school board has appointed Mr Salih Al-Rashid as a board director, who has been greatly contributing in the IT aspects of the school.



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	5.6 Dr Musa again thanks the staff at the school, in particular the Illumination department and the valuable work being done to enhance the religious aspect of the school. 5.7 Dr Jaber would like to thank Dr Musa for his role in the project and continued contribution. Resolution: to accept the Chairman report for this AGM Moved by: Mr Ali Hosein Seconded by: Dr Saad Jaber
6	Treasurer's Report (Mr Syed Asad Naqvi) 6.1 Mr Naqvi explained that there has been continued financial growth for the school. 6.2 Operating expenses of 67% in 2020 to 69% in 2021. 6.3 Re-evaluation in 2021 was favourable for 2.3 million. Dr Naqvi advised the school was benefited from previous advice from Mr Ali Hosein who gave advice in last years AGM regarding several programs (ApprovalMax and some others). 6.4 Mr Naqvi stated that the school is aiming to improve its operating systems to ensure further accurate reporting. This has been improving over time 6.5 Limiting factor is space within the school, which affects the finances. The school is working with the board to understand the needs of the school in terms of space. Long term, there will need to be a significant investment and this is understood by the board. 6.6 Dr Jaber asked regarding expected surplus for 2022 and what is the plan for it. Dr Naqvi advised that cash surplus end of 2021 was 2.3 million and this surplus will likely increase for 2022. For stage 3 and 4 and other capital projects, a significant portion of the surplus will go to these. Effectively, the school is saving up but most of it will be consumed. 6.7 Dr Jaber asked regarding loans for projects. Dr Musa advised likely to be about 6.5 million in total by the end of 2023. 6.8 Mr Hosein asked about the financial report and specifically regarding donations (\$3k in the financial report). Mr Hosein asked reasons for this. 6.8.1 Dr Musa advised there could be many reasons. For starters, many families of the school are already helping in other community projects and are financially involved. The other factor could be that many families are on health care cards. Dr Musa has brought up this issue in the past with the hopes of creating a video or some sort of outreach to families asking to donate. Sheikh Ghulam Ali has encouraged community staff to donate but with no great rewards. 6.9 Mr Hosein asked to the board about a grand/master plan in terms of student growth. Dr Musa advised that there is a plan in place which can be shared, but the limiting factor has been the space which limits student capacity to about 600 students in the school. A key growth point could be building a gym within the school, but this has educational and financial factors. There is another plan to potentially build a gym with associate schools. 6.10 Mr Hosein asked about long term planning in terms of fertility/mortality/growth of the community. Dr Musa advised this has not been taken into consideration. Mr Naqvi advised that currently this would not affect the day to day planning but could come into strategic planning and requires a vast number of financial resources. Mr Hosein asks as there is 200 on the waiting list and that it is important to plan for future expansion of the school, to service the greatest needs of the community. Further discussions could be greater campuses around Adelaide and there may need to be analysis of other areas. Mr Hosein believes financially the school is in a good position and that the school should find out what is the borrowing capacity of the school to plan for 4-5 year's time to grow the school in terms of land acquisition.
7	Questions to Board Directors 7.1 Dr Jaber further asked about the long term plan and the importance to develop this. Dr Jaber acknowledges the current manpower being devoted to the school. Dr Jaber raised the point of adding this strategic plan to the AGM of 2023 for discussion. Dr Musa replied that expansion is definitely on the mind of board directors. This can be broadly split into immediate and long term planning. On the immediate front, there are houses that the school has kept a close eye on. Long term planning, the school has always considered the need to purchase some land in the Northern suburbs of Adelaide, and then either leave it or being building it. The other thing to consider is the



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	needs of the current location, which has required significant funds. Dr Musa believes after 2024, the school can accumulate funds to purchase land. 7.1.1 Dr Jaber raised the point of quality and quantity and finding a balance. Essentially it is a discussion of what is the most need for the community and weighing up pros and cons of all options. Dr Jaber would like the board to consider the needs of the community and what would be the greater outcome 7.2 Dr Hayder asked about any assessment tools used by the school to help in the growth of staff and leadership in terms of best practice. Essentially, he is asking how to prove the quality of the education and flow of hierarchy leading to execution of expected outcomes. 7.2.1 There were several questions raised by Dr Hayder and Dr Musa would prefer for these to be completed via writing, to gain information from the school leadership. Dr Hayder to follow up with the questions in the necessary detail. 7.2.2 Dr Musa advised that there are several key performance indicators that can be referred to. For starters, the implementation of the MiniLit and MacqLit programs which reflect mental growth and maturity has been very successful. Dr Musa also advised that the year 12 results cannot be published until this year (the first year of year 12). 7.2.3 Dr Hayder stated that his questions are referring to the internal structures in place to ensure a quality education is being delivered. 7.2.4 Dr Musa added that the school is not waiting for year 12 results but it is a relevant factor. In terms of ensuring that staff are followed up, there are annual assessments completed by school leadership. Dr Musa asked Dr Hayder to share resources regarding internal and external auditors to assess education within the school. 7.2.5 Dr Hayder advised that these reports should be made available to the directors. Dr Musa advised that the reports are available to the board if needed. Dr Musa added that there have been many instances where, even though there is a teacher shortage, a teacher has been let go as they did not align with the ethos of the school. Playford College has currently established a staff network which has brought in valuable leadership and experience from around Adelaide and has built up itself as being a school that does not only focus on religion but education as well. 7.2.6 Mr Hosein added that there is usually a school plan in terms of how a school 'should look', and this can encapsulate the day to day growth but also the long term strategic plan for how the school should grow. Mr Hosein would like some sort of plan to show where the school was, where it is going, how and when it will get there and some further evidence of KPI's that are more quantitative rather than qualitative. Dr Musa advised that this document is prepared and was based off of the Bellfield College document. 7.3 Mr Hosein also asked for the document for the master plan to be shared with the members. He would also like to discuss potential future investment opportunities. Mr Hosein also asked about any subcommittees and whether members can be involved with these. 7.3.1 Dr Musa advised that there is a finance committee, IT committee currently. The master plan is mostly discussed within board meetings and the ones listed above. The suggestion from Dr Hosein is considered. 7.4 Mr Hosein also asked for any members to be acknowledged in reports from here-on, as it is important. They do not need to be named.
8	Proposed Resolutions Nil
9	Acceptance of Financial Statements & Financial Annual Report from 2021 9.1 Mr Hosein is happy with the financial report. He advised that the given report is just showing 'snippets'. Mr Hosein would like a budget, ideally forecasting for years in advance. He has asked for sharing of any relevant documents. 9.1.1 Mr Naqvi advised that a budget is created for a year in advance and this is followed up on a monthly basis. There is no current budget for 3/5/etc years in advance. A key point is for the school to establish financial systems and this has been a focus in this last year.



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	9.1.2 Dr Musa advised that the AGM limits what can be shared to members. If there are specific concerns, then the members can contact the board directly outside of the AGM. Generally, AGM's contain the finance report for the previous year. 9.1.3 Mr Hosein advised that his concern is for the strategic plan and the budget linked to this strategic plan. This would be for 10-15 years in advance. Mr Hosein believes this to be relevant to an AGM given the long term nature of it. If there is not enough time, then this can be supplied externally to the AGM. 9.1.4 Dr Musa has asked Mr Hosein to send for a direct request and the relevant documents can be shared. Mr Hosein to share Bellfield Colleges current document with Playford College; this will be sent to Mr Tripodi. Accepted by all members
10	Acceptance of School Annual Report Accepted by all members
11	Questions to the Auditor Mr Fry is an apology
12	Any Other Business Nil
Minute taker:	Mr Ali Musa
Signed	<i>Abdul Musa</i>
Name	Dr Abdul-razaq Musa, Chairman
Date:	22 nd October 2022