

**MINUTES OF ANNUAL GENERAL MEETING OF JOINT COUNCIL OF TEACHER ASSOCIATIONS HELD AT Qld College of Teachers offices, 9<sup>th</sup> Floor Sherwood House AT 4.00PM ON 20<sup>TH</sup> SEPTEMBER 2006**

**Present:** Jan Cavanagh (QAMT); Susan Kennedy Smith (STAQ); Joy Schultz (SOSEAQ); Susan Hearfield (MYSA); Toni Michael (ECTA); Debbie Kember (QSITE); Janet Cochrane (QSITE); Beryl Exley (ALEA); Mark Munning (OEAQ); Janet Bannah (BETA); Joy Seary (RSTAQ); Karen Bonanno (SLAQ); Ros Korkatzis (QHTA); Doug Cave (QETA); Ann Manion (STAQ); Gayleen Jackson (QSITE); Robyn Anderson (QAMT); Jackie Mergard (GTAQ)

**Apologies:** Caroline Brooks (ACHPER); Gerry Healey; Robin Henderson (ALEA); Peter Roberts (BETA); Lynn Allsop (QSITE); Diane Hubberd (BEAQ); Cynthia Dodd (MLTAQ)

**1. Welcome and apologies**

**Guest Speaker** - Jenny Galligan, Director of Professional Development Branch, Department of Education, Training and the Arts

**2. Confirmation of minutes of last meeting held on Wednesday 28<sup>th</sup> September 2005.**

The minutes of 2005 AGM were accepted as a true and correct record

**Moved** Debbie Kember **Seconded** Janet Cochrane **Carried**

**3. Business arising - Nil**

**4. Correspondence Inward - Nil**

**5. Correspondence Outwards - Nil**

**6. President's Report (Appendix 1)**

Debbie Kember moved that her President's Report for 2006 be accepted.

**Seconded** Toni Michael **Carried**

Ros Korkatzis moved a Vote of Thanks to Debbie Kember for her very successful leadership as President for the past few years.

**Seconded** Joy Schultz **Carried**

**7. Treasurer's report (Appendix 2)**

In Lyn Allsop's absence Debbie Kember moved that the Treasurer's report for 2006 be accepted.

**Seconded** Ros Korkatzis **Carried**

Debbie also moved a **Vote of Thanks** to Lyn for her exceptional work in 2006 in overseeing the mentoring and other projects.

**Seconded** Ros Korkatzis **Carried**

**Appointment of auditor**

Bain Group Pty Ltd of Upper Mt. Gravatt were re appointed as auditors for 2007.

**Moved** Debbie Kember **Seconded** Doug Cave **Carried**

**8. Rules of Association amendments**

Amendments to the Rules of Association had been discussed at previous meetings and were presented on the website for perusal prior to the meeting.

**That amendments to Section 1 be accepted** **Moved** Karen Bonanno **Seconded** Debbie Kember **Carried**

**That amendments to Sections 5 to 10 be accepted** **Moved** Debbie Kember **Seconded** Ann Manion **Carried**

**That amendments to sections 11-19 be accepted** **Moved** Debbie Kember **Seconded** Joy Schultz **Carried**

**That amendments to sections 20-23 be accepted** **Moved** Debbie Kember **Seconded** Ann Manion **Carried**

**That amendments to sections 24-31 be accepted** **Moved** Debbie Kember **Seconded** Ros Korkatzis **Carried**

**9. Election of Management Committee:**

President	Janet Cochrane	nominated Debbie Kember	seconded Ann Manion
Vice-President	Caroline Brooks	nominated Debbie Kember	seconded Ann Manion

Treasurer	Lyn Allsop	nominated Debbie Kember, seconded Janet Cochrane
Secretary	Jackie Mergard	nominated Debbie Kember, seconded Caroline Brooks
Member 1	Ann Manion	nominated Debbie Kember, seconded Jackie Mergard
Member 2	Doug Cave	nominated Ann Manion, seconded Gayleen Jackson
Member 3	Toni Michael	nominated Debbie Kember, seconded Ann Manion
Member 4	Karen Bonnano	nominated by Ros Korkatzis, seconded by Doug Cave

#### GENERAL BUSINESS:

9. General Business - Nil

**Meeting closed at 5.45pm**

**Next Meeting - AGM - Wednesday 19 September 2007 - 4.00 - 6.00pm**

#### Appendix 1 President's Report 2006

The Joint Council has continued to grow in 2005-2006 with thirty member associations taking part in our network creating many opportunities for sharing funding, ideas, resources and projects.

As our network has grown so has the work of the management committee. Many thanks to Toni Michael (ECTA), Vice President, Jackie Mergard (STAQ, GTAQ), Secretary, Lyn Allsop (QSITE) Treasurer and general members Janet Cochrane (QSITE) and Ann Manion (STAQ) for their enthusiasm and tireless efforts.

One of the strengths of our network is the rapid response that we can harness to requests for responses and assistance. Time and time again stakeholders have commented about how easily we can mobilise our community through the JCQTA network.

There have been notable changes in the broader education community in the last 12 months.

The National Institute for Quality Teaching & School leadership has been renamed Teaching Australia. The Board of Teacher Registration has been renamed the Queensland College of Teachers with new requirements for re registration as a teacher.

At the same time JCQTA has continued to move forward.

In compiling this report of the year's activities the value of our JCQTA is clearly visible in the contribution of so many people whom I thank for their passion, dedication and enthusiasm to the teaching profession.

#### JCQTA management initiatives

The review of the Rules of Association is complete thanks to contributions of many representatives. We are well on the way to having a document which reflects the current operations of JCQTA.

The JCQTA web site now has a domain name [www.jcqta.qld.edu.au](http://www.jcqta.qld.edu.au)

The JCQTA brochure is a sought after point of information thanks to Jackie Mergard (STAQ, GTAQ)

The Queensland College of Teachers offered the Board Room at the Toowong offices at no charge to JCQTA for our monthly meetings. Thanks to John Ryan Director, Queensland College of Teachers.

#### Key projects for the year

The JCQTA Mentoring project has provided a professional learning program for 16 member associations about how to plan and improve the mentoring process through powerful mentoring relationships. The project was funded by the Education Queensland, Australian Government Quality Teacher Project, Teaching Australia and JCQTA.

The mentoring project has involved two successful one-day workshops for approximately 40 mentors. The progress in this project is astounding with mentors working in groups to develop a theoretical model for describing and understanding mentoring and develop a research model. The preliminary reports delivered as presentations to workshop 2 were terrific and show promise to become very insightful presentations to a summit.

Examples of projects include

- QAMT's Taking a Leap in to Number. This project will involve 3 primary school teachers at Longreach SS in Central Western District whose confidence in teaching mathematics impacts on their capacity to design and implement engaging maths experiences for their students.
- ALEA's Investigating and enhancing classroom literacy pedagogy. A beginning teacher and an established teacher is mentored while they participate in a broader professional development plan about catering for diverse literacy needs in the classroom.
- ECTA's Digital Photography in Early Childhood. 19 teachers from across Queensland are involved in a mentoring project to investigate using digital photography in curriculum, using photography as a pedagogical approach and developing powerful images as resources.

As a closure and celebration of the project, a Mentoring Summit is proposed. The summit is an opportunity for associations to review mentoring's value as a professional learning strategy for mentors and mentees plus as an opportunity for associations to consider how and if to scale up from this mentoring trial to a mentoring service for members. Thankyou to Michelle Williams for leading and managing the project for JCQTA

SOSEAQ conducted Values Education project activities for JCQTA member associations with funding from DEST and the Australian Joint Council of Teacher Professional Associations. A key event was a workshop where teachers mapped the incidence of the linkages between the National Values Framework and the Rationale and Outcomes chapters in each KLA syllabus as well as early work on the production of some "good practice examples" from each KLA. Thankyou to SOSEAQ for leading JCQTA through this project.

National Awards for Quality Schooling

JCQTA supported 6 people to enter the National Awards for Quality Teaching. Norena Mendiola of QSITE was awarded a Highly Commended National Achievement by a Teacher. QSITE also supported Jason Zagami and he was successful in being awarded Outstanding National Achievement by a Teacher

Key meetings with stakeholders and invitations to events

- Education Queensland Workforce Learning Coordinators (Debbie Kember, QSITE, Shan ECTA, Joy Schultz SOSEAQ, Janet Cochrane and Gaylene Jackson, QSITE)
- EQ PD program for aspiring and Beginning Teachers from non-English speaking backgrounds (Debbie Kember, QSITE and Kay Dooley QATESOL)
- EQ PD Reference Group (Debbie Kember, QSITE)
- AGQTP steering committee (Janet Cochrane, QSITE)
- BYTE awards (Debbie Kember QSITE)
- Australian Joint Council of Professional Teaching Associations - (Toni Michael ECTA, Janet Cochrane QSITE)
- Combined Universities Practicum working party - (Susan Kennedy-Smith STAQ)

Examples of associations working together

- Joint QAMT, STAQ conference
- Reciprocal memberships and benefits with BETA

Guest speakers

- Felicity Mandle- 2005 National Awards for Quality Schooling award winner
- Peter O'Byrne of the Dare to Lead project
- John Ryan- New Director of the Queensland College of Teachers
- Leigh Hobart:- Primary teachers research

Other representations and consultations

- NIQTSL Consultation on Review and Synthesis of Research on Quality Teaching and School Leader
- Beryl Exley (Australian Literacy Educators' Association) as our nominee for the National Awards for Quality Schooling
- Lesley McFarlane Association of Women Educators as our nominee for the NIQTSL Open Book Futures scenarios reference group
- Annette Wilson of the Association of Women Educators will be representing us at the NIQTSL leadership standards forum in November
- Gaylene Jackson of QSITE Queensland Girls and ICTs Reference Group workshop, "Girls - doing IT Smart in Queensland"

The 2006 Annual Forum

The 4th annual forum once again provided an opportunity for networking and building links between members of JCQTA associations. Tony Michael (ECTA) and Anne Manion (STAQ) organised the event in consultation with association representatives. The focus of this years' event was on project management with - Tony Simmonds, of Interlink Technology Pty Ltd delivering a keynote address and follow up workshop. Other workshops included Queensland Curriculum, Assessment and Reporting & Essential Learnings presented by Terry Gallagher of QSA . "What I Need To Know About Insurance for My Association", covering Public Liability, Professional Indemnity and Volunteers Insurance presented by Alan Hardaker & Christine Reath from AON Insurance and the traditional professional issues and sharing session chaired by Tony Michael (ECTA) and Janet Cochrane (QSITE).

Thanks

Thanks to everyone who has made a contribution this year whether it be as an a representative of JCQTA, as association representative at JCQTA meetings, a project manager, a responder to calls for information, a participant at the forum, as the passer on of JCQTA emails or as a follower of what is happening.

All the best to the new management team. I have enjoyed my time as President and look forward to following the growth of JCQTA as a key network where associations can support each other in the valuable service they provide to the teaching profession.

## Appendix 2 Financial Statements

### Joint Council of Qld Teachers' Assns Inc

#### Profit & Loss

For the year ended 30 June 2006

	<u>2006</u>	<u>2005</u>
<b>Income</b>		
Subscriptions	2,320.00	2,210.00
NIQTSL Project	25,265.50	0.00
Action Leaders Program	0.00	127,518.42
Professional Development	2,327.27	0.00
Mentoring	100,000.00	0.00
Values Project	6,500.00	0.00
Bank Interest	397.60	464.67
<b>Total Income</b>	<u><u>\$136,810.37</u></u>	<u><u>\$130,193.09</u></u>
<b>Expenses</b>		
AJCTA	243.49	236.85
Values Project	6,227.27	0.00
Mentoring Project	69,617.73	0.00
Action Leaders Program	3,741.54	106,327.61
Prof Development	2,430.00	0.00
Bank fees	2.90	217.10
<i>Meetings</i>		
-AGM	345.45	163.99
- Forum	1,448.92	916.38
Committee	648.03	0.00
<i>Office Expenses</i>		
-Office of Fair Trading	36.00	35.10
- Post Office Box	97.27	92.73
- Administration	388.19	400.92
- Insurance	639.77	639.78
-Website	112.27	0.00
- Audit	450.00	160.00
<b>Total Expenses</b>	<u><u>\$86,428.83</u></u>	<u><u>\$109,190.46</u></u>
<b>Net Profit/(Loss)</b>	<u><u>\$50,381.54</u></u>	<u><u>\$21,002.63</u></u>

Joint Council of Qld Teachers' Assns Inc

Balance Sheet  
As at 30 June 2006

	<u>2006</u>	<u>2005</u>
<b>Assets</b>		
General Cheque Account	80,544.98	22,209.62
Term Deposit	0.00	9,099.98
Trade Debtors	77.00	77.00
<b>Total Assets</b>	<u><u>\$80,621.98</u></u>	<u><u>\$31,386.60</u></u>
<b>Liabilities</b>		
<i>GST Liabilities</i>		
GST Collected	4,655.77	2,031.49
GST Paid	-5,855.63	-2,085.19
<b>Total Liabilities</b>	<u><u>-\$1,199.86</u></u>	<u><u>-\$53.70</u></u>
<b>Net Assets</b>	<u><u>\$81,821.84</u></u>	<u><u>\$31,440.30</u></u>
<b>Equity</b>		
Retained Earnings	\$31,440.30	\$10,437.67
Current Earnings	\$50,381.54	\$21,002.63
<b>Total Equity</b>	<u><u>\$81,821.84</u></u>	<u><u>\$31,440.30</u></u>

**COMPLIANCE SERVICES**

Audit  
Taxation  
Accounting  
Business Activity Statements  
Instalment Activity Statements  
Registration & Administration of  
Companies & Business Names

**MANAGEMENT SERVICES**

Business Planning  
Budget/Cash Flows  
Computer Accounting Solutions  
People Strategies and Systems  
Superannuation Administration  
Wealth Creation  
GST Implementation

ABN 45 078 557 472

**HOW TO BUILD A BETTER BUSINESS  
INDEPENDENT AUDIT REPORT**

To the members of JOINT COUNCIL OF QLD TEACHERS ASSOCIATIONS INC.

**Audit Scope**

We have audited the financial report of JOINT COUNCIL OF QLD TEACHERS ASSOCIATIONS INC for the financial year ended 30 June 2006. JOINT COUNCIL OF QLD TEACHERS ASSOCIATIONS INC committee members are responsible for the preparation of the accounts and the information they contain. We have conducted an independent audit of these accounts in order to express an opinion on them to the members.

The financial statements have been prepared for the purpose of fulfilling the requirements of the Associations Incorporations Act. We disclaim any assumption of responsibility for any reliance on this report or on the financial statements to which it relates to any person other than the members or for any purpose other than that for which it was prepared.

Our audit has been conducted in accordance with Australian Auditing Standards to provide reasonable assurance whether the financial report is free of material misstatement. Our procedures included examination, on a test basis, of evidence supporting the amounts and other disclosures in the financial report.

The audit opinion expressed in this report has been formed on the above basis.

**Qualification**

Income is derived from fundraising activities and donations. As in the case of similar organisations, it was impracticable to extend our examination of income derived from these areas beyond that information which is recorded in the books of accounts.

**Qualified Audit Opinion**

In our opinion, subject to the matters mentioned above, the financial statements present fairly the financial position of JOINT COUNCIL OF QLD TEACHERS ASSOCIATIONS INC. as at 30 June 2006 and the results of its operations for the year then ended in accordance with applicable Accounting Standards and the provisions of the Associations Incorporation Act 1981.

Graeme Shepherd

Registered Company Auditor No. 15264

13 September 2006 Suite 3/33 Sanders Street, P.O. Box 6517 Upper Mt Gravatt QLD 4122

Telephone: (07) 3849 4499 - Fax: (07) 3343 8873

Email: tax@barrgroup.com.au - Website: www.barrgroup.com.au



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HOW TO BUILD A BETTER BUSINESS

13 September 2006

Mrs Lyn Allsop  
Treasurer  
Joint Council of Queensland Teachers Association Inc.

Dear Lyn

Following your request for clarification on the status of the association regarding the need to lodge a taxation return I offer the following comments:

- The association is a non-profit organisation;
- The association is required to lodge a tax return if the taxable income exceeds \$416.00;
- The taxable income is calculated using the gross income from specific transactions (eg interest, fund raising events to the public) less the deductions appropriate for that income (eg bank charges, fund raising costs, audit fees).

Consideration needs to be given to the generation of income to ensure that all taxable income is identified and that relevant costs are recorded appropriately.

To assist you in your understanding of the identification of taxable income and the relevant expenses I have enclosed a "Tax Facts Sheet" from the Australian Taxation Office for your consideration.

If after reviewing the fact sheet you have any queries regarding the status of your association to lodge a taxation return do not hesitate to call me at our office.

Yours faithfully

**Graeme Shepherd**  
Director  
Barr Group Pty. Ltd.