



Australian Primary Principals Association

ACN: 604 485 332

ABN: 39956608677

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Annual General Meeting

Tuesday, 22 March 2022 at 11:00am (AEDT)

Online

Via ZOOM meeting link

<https://us02web.zoom.us/j/86867969686>

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National Advisory Council 2021

President	Malcolm Elliott	APPA
Deputy President	Britany Roestenburg (- Nov)	NTPA
National Sector Presidents	Ian Anderson	AGPPA
	Paul Clegg	IPSHA
	Brad Gaynor	ACPPA
State & Territory Association Representatives	Wendy Cave	ACTPA
	Anne Staines	ACTCPPA
	Robyn Evans	NSWPPA
	Sally Ruston	IPSHA - NSW
	Fran Bonanno	ACSP - NSW
	Britany Roestenburg (- Nov)	NTPA
	Gez Mulvahil	NTCPA
	Leslie Single	QASSP
	Rebecca Lennon	IPSHA - QLD
	Lea Martin	QCPPA
	Angela Falkenberg	SAPPA
	Carl Salt	IPSHA - SA
	Phil Schultz	SACPPA
	Ted Barrance (Tms 1-2, 4) / Sally Milbourne (Tm 3)	TPA
	Amanda Evans	IPSHA - TAS
	Marcus Donnelly	CPAT
	Andrew Dagleish	VPA
	Brad Nelsen	IPSHA - VIC
	Michael Gray	VACPSP
	Ashley King	WAPPA
	Roderick Wood	IPSHA - WA
	Peter Cutrona	CPPAWA
	Dyonne Anderson	NATSIPA* (Observer)
	Matthew Johnson	ASEPA* (Observer)
Executive Officer	Graeme Feeney	(Company Secretary)
Key	Bold Font denotes representative also serves as an APPA Board member.	

Full contact details for all members of the National Advisory Council are available on the APPA Website www.appa.asn.au

Immediate Past President

2015-2018

Dennis Yarrington (Canberra)

Life Members

1994	Ronald Sandeman	Australian Capital Territory
	Neil Mason	South Australia
	Erroll Robinson	South Australia
	Nigel Bentley	Tasmania
	Leslie Bishop	Tasmania
	Gary Rodgers	Victoria
1995	Julie Biles	Australian Capital Territory
	Barry McConville	New South Wales
	Frank Hennessy	Queensland
	Peter Radford	Tasmania
	Gary McClean	Victoria
	John Bugg	Victoria
	Mike Berson	Western Australia
	Graham Cowell	Western Australia
	John Willett	Western Australia
1996	Marilyn Gilberston	South Australia
	Richard Wyatt	Tasmania
	Peter Paul	Victoria
	Paul Aldred	Western Australia
	Janet Purcell	Western Australia
1997	Tom Croker	New South Wales
	Geoffrey Gapper	South Australia
	Brian Pocock	South Australia
	Leonie Drew	Western Australia
	Tony Misich	Western Australia
	Patrick (Jim) Smith	Western Australia
1998	Jenny Leeson	Australian Capital Territory
	David Bishop	New South Wales
	Kathy Campbell	New South Wales
	Maureen Stephenson	New South Wales
	Shane Baker	Western Australia
1999	Chris Cameron	Australian Capital Territory
	Joan North	Victoria
	Ken Hedley	Western Australia
2000	John Turner	Victoria
2001	Colleen Breheney	Tasmania

2002	Elizabeth Moroney Rosalie Ramsay Paul Cazzulino Vicki Simmonds Janice Szmal	Australian Capital Territory New South Wales Queensland Victoria Victoria
2004	Sean Gordon	Queensland
2006	Chris Robarts	Victoria
2008	Dr Roderick Crouch Colin Pettit	Queensland Western Australia
2009	Patrick McGrath Anthony McGruther	Australian Capital Territory Queensland
2011	Leonie Trimper Janet Wilmot	South Australia Western Australia
2012	Tim Emery	Western Australia
2014	Geoff Scott Robert Hoff Stephen Portlock	New South Wales South Australia South Australia
2016	Sally Ruston Norm Hart Dave Edwards Gabrielle Leigh Stephen Breen	New South Wales Queensland South Australia Victoria Western Australia
2021	Michael Nuttall Dennis Yarrington Graeme Feeney Mark Mowbray Phil Seymour	Australian Capital Territory Australian Capital Territory New South Wales New South Wales New South Wales

Primary Heroes

2007	Emeritus Professor Max Angus Harriet Olney	Western Australia Western Australia
2021	Professor Phil Riley	Victoria

2022 AGM Agenda

1. Attendance
2. Apologies
3. Minutes of 2021 Annual General Meeting
4. Financial Accounts for the year ended 31 December, 2021
5. Directors' Report and Declaration
6. Auditor's Report
7. Appointment of Auditor

2022 AGM Resolutions

THAT the minutes of the 2021 Annual General Meeting of the Company be accepted.

THAT the Financial Accounts of the Company for the Financial Year ended 31 December 2021 be accepted.

THAT the Directors' Report and Declaration be approved and signed by a Director on behalf of the Board of the Directors of the Company.

THAT the Report of the Auditor of the Company be accepted.

THAT Anthony Wilson, AccountAbility ACT Pty Ltd be appointed as Auditor for the forthcoming financial reporting year.

Minutes of 2021 ANNUAL GENERAL MEETING

AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED

Tuesday, 2 March 2021 at 11:00am

Online, Via ZOOM meeting link <https://us02web.zoom.us/j/5550191974>

Meeting Opened: 11:00am

1. Attendance:

The following NAC members attended the 2021 AGM representing their Member Associations:

President	Malcolm Elliott	APPA
Deputy President	Britany Roestenburg	NTPA
National Sector Presidents	Ian Anderson	AGPPA
	Paul Clegg	IPSHA
	Brad Gaynor	ACPPA
State & Territory Association Representatives	Wendy Cave	ACTPA
	Anne Staines	ACTCPPA
	Sally Ruston	IPSHA - NSW
	Gez Mulvahil	NTCPA
	Leslie Single	QASSP
	Rebecca Lennon	IPSHA - QLD
	Angela Falkenberg	SAPPA
	Carl Salt	IPSHA - SA
	Amanda Evans	IPSHA - TAS
	Marcus Donnelly	CPAT
	Brad Nelsen	IPSHA - VIC
	Michael Gray	VACPSP
	Roderick Wood	IPSHA - WA
	Peter Cutrona	CPPAWA
	Pat Murphy	AGPPA Rep
	Dyonne Anderson	NATSIPA* (Observer)
	Matthew Johnson	ASEPA* (Observer)
Executive Officer	Graeme Feeney	(Company Secretary)
Operations Manager	Linda Fleming	

* Indicates Collaborative Partner

Bold Font Indicates Board Member

2. Apologies

State & Territory Association Representatives	Fran Bonanno	ACSP - NSW
	No Representative	QCPPA
	Phil Schultz	SACPPA
	Ted Barrance	TPA
	Marcus Donnelly	CPAT
	Andrew Dalglish	VPA
	Ashley King	WAPPA

3. Minutes of 2020 Annual General Meeting

THAT the minutes of the 2020 Annual General Meeting of the Company be accepted.

Moved: *Ian Anderson*

Seconded: *Sally Ruston*

4. Financial Accounts for the year ended 31 December, 2020

THAT the Financial Accounts of the Company for the year ended 31 December, 2020 be accepted.

Moved: *Sally Ruston*

Seconded: *Leslie Single*

5. Directors' Report and Declaration

THAT the Directors' Report and Declaration be approved and signed by a Director on behalf of the Board of Directors of the Company.

Moved: *Robyn Evans*

Seconded: *Ian Anderson*

6. Auditor's Report

THAT the Report of the Auditor of the Company be accepted.

Moved: *Anne Staines*

Seconded: *Brad Gaynor*

7. Appointment of Auditor

THAT Anthony Wilson, AccountAbility ACT Pty Ltd be appointed as Auditor for the forthcoming financial reporting year.

Moved: *Angela Falkenberg*

Seconded: *Paul Clegg*

8. Reports

APPA President, Malcolm Elliott, presented his APPA President's Report. (Report tabled.)

AGPPA President, Ian Anderson, IPSHA President, Paul Clegg, and ACPPA President, Brad Gaynor, all spoke briefly to their respective Sector President Reports. (Reports tabled.)

Meeting Closed: 11:24am

Signed: 

Name: Malcolm Elliott

Position: Chair / APPA President

Date: 22 / 3 / 2021

Presidents' Reports



APPA President's Report

2022 Annual General Meeting of the Australian Primary Principals Association

Colleagues,

I am pleased to report that APPA's financial and operational positions are very sound.

I thank our hard working and committed Board and National Advisory Council. Our association is unique. It is widely recognised for its collaborative culture, unity and influence.

Our recent report to the Department of Education, Skills and Employment has been accepted. Financial arrangements with DESE are now based on an annual model. This replaces the previous three-year funding cycle. The DESE assures APPA that our association is highly regarded and equally highly valued. There has been no change to our funding. APPA's very positive relationship with DESE is a central element of our association's influence.

A federal election is due in May. APPA has developed a suite of documents including position statements on building and valuing the profession, principal health and wellbeing, funding, the curriculum, and assessment. These positions are supported by findings from experience of the COVID period. APPA's key points will soon be sent to federal parliamentarians.

In the last four years Australia has had four federal Ministers for Education. Amidst the change there is continuity in the planning from the Minister's office. The report on the Quality Initial Teacher Education Review has been released. Sydney University Vice Chancellor Mark Scott will chair a committee tasked with implementation of the review's recommendations relating to the tertiary sector.

APPA's participation in AITSL is through the President's membership of the Board and as Chair of the School Leadership and Teaching Expert Standing Committee. APPA has recently written to a/Minister Robert proposing that AITSL be asked to work on middle leadership development strategies. APPA continues to work closely with ACARA, ESA and AERO.

We look forward to resuming our APPA/NZPF Principals Forum.

APPA has steadfastly represented primary school leaders and primary education over the last two years of pandemic. Our leaders have been outstanding in their highly skilled, adaptive and committed service.

While there is much work to be done yet, we all look forward to getting together in Sydney from 1-4 November for our APPA national conference.

Malcolm Elliott

President

22 March 2022



AGPPA

Australian Government
Primary Principals
Association

Promoting and Advocating for Government Primary Schools

President's Report for APPA AGM Tuesday, 22 March 2022

It is with mixed emotions that I present my final report to you as the President of AGPPA, a role I have felt extremely privileged to hold for the past 5 years. Whilst COVID has continued to impact on our ability to get together, we have managed well using zoom and teams to ensure that connection continues and that we can advance the cause for Government Primary Principals and schools.

2021 was significant in that we employed an Executive Officer, Sylvana Fenech, to support our work, and this has been an extremely important initiative in supporting my role as President, whilst also doing my "day job" as President of WAPPA.

I would like to thank all members of the AGPPA National Council for your support over the past year, especially members of the AGPPA Executive. Pat Murphy, Angela Falkenberg, Wendy Cave and Britany Roestenburg have all supported me whilst leading their strategic portfolio from our plan. I want to also acknowledge the support from Debbie Fichera (Finances) and Carolyn Hanham, who provided me with admin support for the past few years.

With a Federal Election imminent, AGPPA has developed its election priorities and these have been shared with state association members, key political parties as well as DESE. Further conversations will be held with key political figures in the coming months.

Throughout the year, AGPPA has continued to meet with key stakeholders and this has included:

- Minister Tudge
- Shadow Minister for Education, Tanya Plibersek
- Senator Mehreen Faruqi
- DESE representatives
- Mark Grant (AITSL)
- David de Carvalho (ACARA)
- Maria Jolley (First Assistant Secretary DESE – Respectful Relationships)
- Prof Philip Riley
- Future Leaders Project (TFA)

AGPPA made representations and submissions to the following reviews:

- Australian Curriculum Review
- Disability Standards Review
- Mutual Recognition Act 1992
- SRS Locality Allowance Review

In closing, may I wish all members of AGPPA National Council and the elected Executive all the very best as they continue our valuable work in supporting government primary education.

Ian Anderson

President

15 March 2022

IPSHA Federal President's Report

APPA AGM, 22 March 2022

The Independent Primary School Heads of Australia (IPSHA) has lived up to its mission of providing professional support for its members through ongoing learning opportunities and collegiality during what has been well documented as a globally challenging year.

IPSHA is strongly committed to the collegial spirit of cooperation and professional voice within APPA, on matters pertaining to education and what is best for all children in our schools.

IPSHA Membership

IPSHA had 377 full members as at December 2021.

IPSHA Strategic Planning

The IPSHA Board collaborative developed a strategic plan, inclusive of pillars, enduring IPSHA goals, targets for biennium and the tracking of deliverables.

The pillars of connecting, partnering, advocating, growing, and sustaining have used to guide our thinking.

One of the targets has been the review of the IPSHA governing documents which has seen a complete review of the constitution and rules of IPSHA to be endorsed at the May IPSHA BGM.

IPSHA Professional Learning

Traditionally, IPSHA provides professional learning to members through their state branches. IPSHA state branches provided a mixture of face to face and virtual professional learning to their members, depending upon current COVID-19 restrictions.

With an intentional Board focus of maximising the national impact, the IPSHA National Webinar Series continued through 2021 and for the first time the Professional Development Coordinator from the IPSHA

NSW Branch provided a series of workshops to members nationally, focussing on the work of Dan Heath's Upstream.

The South Australia Branch Biennial Conference have been busy preparing for the IPSHA National Conference in May. Risk management has been a priority during these uncertain times.

National Webinar Speakers and Topics

- Education: A Manifesto for Change. Reflect, Re-imagine, Re-energise - presented by Richard Garver
- Leading School Culture and Teacher Wellbeing - presented by Adam Voigt and Amy Green
- Upstream Workshop (3 x 1hr sessions) presented by Sue Floro
- Light Up Vanuatu Campaign - presented by Sean Gordon and Billie Murphy
- Steve Francis - *Leadership Sprint Video Series*

IPSHA Charity

IPSHA members and their respective school communities have supported SchoolAid as the charity for all charities. A collaboration occurred with IPSHA, SchoolAid and SolarBuddy to address a little-known problem called energy poverty. The 47000 children living in energy poverty in Vanuatu was targeted and over \$100000 was raised for the LUV, Light Up Vanuatu campaign in 2021.

National Advisory Council

I take this opportunity to thank our current APPA NAC representatives: Sally Ruston (NSW), Rebecca Lennon (QLD), Carl Salt (SA), Brad Nelsen (VIC) and Rod Wood (WA), for their ongoing commitment to both APPA and IPSHA. Special thanks to the 2021 IPSHA NAC representative for Tasmania, Amanda Evans, who resigned from her position on the NAC at the end of last year and we wish Amanda everything of the best in her new career.

It's a true testament of great leadership by Malcolm Elliott and Graeme Feeney to keep APPA's Board and NAC connected at such a challenging time and APPA's important agendas and national voice heard.

Warm Regards



Paul Clegg

IPSHA Federal President 2020 - 2022

PRESIDENT | Mr Paul Clegg
Sunshine Coast Grammar School
372 Mons Road, Forest Glen QLD 4556
T (07) 5445 4444 | E president@ipsha.org.au

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Class Solver
National Sponsor

The School Photographer
2022 Conference Sponsor



President's Report

The Australian Catholic Primary Principals' Association (ACPPA) is the peak association for over 1240 Catholic primary principals in Australia. Our mission is to provide "advocacy and action for Catholic School Leadership".

2021 was again a difficult year for everyone and continued to pose challenges for our Association around our ability to communicate and support Principals across Australia.

We are fortunate to have a strong Board who are keen to contribute to a stronger position in Catholic education for our Association.

Due to COVID, most of our work was conducted virtually to allow our engagement to continue. Our attendance at conferences and working parties continued at a less frequent rate, but we were still able to be an active part of many roundtables and discussion groups.

Our relationship with the National Catholic Education Commission (NCEC) continues to grow in a vital connection with both Secondary Catholic Principals and Catholic School Parents and these meetings still went ahead virtually during the year.

Our research partnership with Australian Catholic University (ACU), the University of Notre Dame (UNDA) and the National Catholic Education Commission (NCEC) went ahead in 2021 despite some COVID restrictions. The valued Principal voice that was obtained through both survey and focus groups provided for four key themes:

1. PRINCIPALS AND LEADERS HIGHLY VALUE ITE AND PRACTICUM

- 1.1. Reciprocity and recognition
- 1.2. Practicum at the core of ITE programs
- 1.3. Maximising investment – reimaging ITE for the teachers needed by schools
- 1.4. Communities of practice
- 1.5. Structured learning experiences

2. CLARITY AND CONSISTENCY

- 2.1. Remove red-tape and streamline paperwork
- 2.2. Hidden costs of ITE placement
- 2.3. Formal data collection and reporting

3. GREATER STANDARDS FOR ALL

- 3.1. Importance of the supervising teachers – schools
- 3.2. Importance of the university appointed supervisor — ITE provider
- 3.3. Improved on-boarding for ITE students
- 3.4. Rigorous assessment and career counselling for ITE students
- 3.5. Action on literacy and numeracy
- 3.6. A greater voice

4. THE 3Rs — RESPECT, RESEARCH, RELATIONSHIPS

- 4.1. Learning peers and partners
- 4.2. Online ITE provision and expanded practicum models
- 4.3. Deeper collaboration — schools as research hubs
- 4.4. Leverage the strength of the system

These findings were presented to a joint stakeholder forum in November 2021 with future discussions to be held with both universities and the NCEC to look at actionable items and the role of our Association in assisting with progress.

Following the release of our Health and Wellbeing portal [ACPPAConnect](#) in late 2020, we are now pleased to be able to continue our work to support Principal wellbeing in tangible ways, by relaunching our portal as [ACPPConnect](#). This initiative is now in partnership with Catholic Secondary Principals Australia (CaSPA) and will give all Catholic Principals access to resources and links for mental health and wellbeing, including mindfulness, podcasts, videos, meditation, inspiration, and empowerment.

ACPPA would like to thank the members of the ACPPA Board for their tireless commitment and hard work during 2021 to ensure ACPPA continues to grow. My thanks also to our Management Team for their advice and support, as well as, the committed and knowledgeable staff who ensure that our work is well and truly supported, both professionally and pastorally. It is also the opportunity to thank Brad Gaynor, our past president, for the dedication and work ethic that he has displayed in his time in the president role.

The work of ACPPA is a team effort which allows us to continue supporting and promoting the role of leaders in schools and as part of this team I would like to thank all Catholic Primary Principals for their work in education as they are a vital part of what is happening as we move forward.

It is a great privilege to serve on the ACPPA Board and I am always constantly amazed by the dedication and enthusiasm of our colleagues.

Peter Cutrona

President, ACPPA.

March 2022



**AUSTRALIAN PRIMARY PRINCIPALS
ASSOCIATION LIMITED
(A company limited by guarantee)**

**ACN 604 485 332
ABN 39 956 608 677**

**FINANCIAL REPORT
FOR THE YEAR ENDED
31 DECEMBER 2021**

**AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

DIRECTORS REPORT

Your directors present this report on the company for the financial year ended 31 December 2021.

Directors

The name of each person who was a director during 2021 were:

Malcolm Elliott (Chair)
Britany Roestenburg (to Oct 2021)
Ian Anderson
Paul Clegg
Brad Gaynor
Pat Murphy
Sally Ruston
Peter Cutrona.

Directors have been in office since the start of the financial year to the date of this report unless otherwise noted above.

Company Secretary

The following person held the position of company secretary at the end of the financial year:

Graeme Feeney – Executive Officer of the Australian Primary Principals Association.

Objective

The objective of the company is to support and advocate for primary school principals, the education and wellbeing of primary school students and the work of primary school communities across Australia.

In pursuit of the objective, the company will:

- promote the profession of primary school leadership;
- promote the professional development of primary school principals;
- represent State and Territory primary school principal associations and their members at a national level;
- promote continuous development in primary education;
- create means by which the collective experience and expertise of principals may be used as an educational resource;
- provide forums for exchange and discussion of ideas with a particular focus on school leadership; and
- liaise with other organisations whose views and activities affect the development and standing of primary schools.

No significant changes in the nature of the company's objective occurred during the financial year.

**AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

Operating Results

The surplus of the company for the year amounted to \$78,265 (2020: surplus \$91,244).

Review of Operations and Significant Changes in State of Affairs

A review of operations of the company during the financial year indicated that there have been no significant changes in the company's state of affairs during the financial year.

After Balance Date Events

The Company has continued to deal with the ongoing uncertainties of the COVID-19 pandemic. Income levels, current sponsorship agreements, format of NAC and Board Meetings (F2F, Virtual or Hybrid), facilitation of the annual conference, and other member engagement opportunities, have all remained subject to possible change and pandemic impact.

The 2021 APPA/NZPF TT Conference was cancelled, after two earlier attempts to reschedule.

Future Developments

The company expects to maintain the present status and level of operations and hence there are no likely developments in the company's operations.

Environmental Issues

The company's operations are not regulated by any significant environmental regulation under a law of the Commonwealth or of a state or territory.

Dividends Paid or Recommended and Options

In accordance with the company's Constitution, the company is limited by guarantee and accordingly no shares or options have been issued.

Indemnifying Officers or Auditor

During the year, a premium was paid for a Director's and Officers' liability insurance policy. The company has not otherwise, during or since the end of the year, indemnified any Director or Officer.

Proceedings on Behalf of the company

No person has applied for leave of Court to bring proceedings on behalf of the company or intervene in any proceedings to which the company is a party for the purpose of taking responsibility on behalf of the company for all or any of those proceedings.

The company was not a party to any such proceedings during the year.

**AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

DIRECTORS REPORT (Continued)

Information on Directors

Name	Qualifications	Occupation
Malcolm Elliott (Chair)	BEd MEd	President, APPA
Britany Roestenburg (to Oct 2021)	GradDipEL MIL	Deputy President, APPA President, NTPA Principal, Nakara Primary School, Nakara, NT
Ian Anderson	BEd	President, AGPPA President, WAPPA
Paul Clegg	DipEd BEd MEd (Lead)	Federal President, IPSHA Head of Primary School, Sunshine Coast Grammar School, Forest Glen, QLD
Brad Gaynor	DipT GradDipEd BEd GradCertEdLaw MEd	President, ACPPA
Pat Murphy	DipT BEd MEd	Executive Principal, Woodcrest State College, Springfield, QLD
Peter Cutrona	BA (Ed) BEd MEd	Vice President, ACPPA Principal, St Simon Peter Catholic Primary School, Ocean Reef, WA
Sally Ruston	DipEd GradDipEdSt BEd MEd	IPSHA NSW Branch Executive Head of Junior School, Abbotsleigh, Wahroonga, NSW

AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

DIRECTORS REPORT (Continued)

Meetings of Directors

During the financial year, eight meetings of directors were held including the Annual General Meeting. Attendances by each director were as follows:

Directors' Meetings		
	Number eligible to attend	Number attended
Malcolm Elliott (Chair)	8	8
Britany Roestenburg (to Oct 2021)	7	7
Ian Anderson	8	8
Paul Clegg	8	8
Brad Gaynor	8	7
Pat Murphy	8	7
Sally Ruston	8	7
Peter Cutrona	8	7
Graeme Feeney (in capacity as Company Secretary)	8	8

Due to the impact of COVID-19 on the ability of some directors to travel interstate, two meetings in 2021 were conducted as hybrid meetings (in-person and on-line), while the other six meetings were all conducted on-line.

Auditor's Independence Declaration

The lead auditor's independence declaration for the year ended 31 December 2021 has been received and can be found on page 6 of the Financial Report.

Signed in accordance with a resolution of the Board of Directors:



Director:

Dated this 17th day of March 2022.



AccountAbility (ACT) Pty Ltd
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Professional Standards Legislation

**AUDITORS' INDEPENDENCE DECLARATION UNDER SECTION 60.40 OF THE
AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS COMMISSION ACT 2012 TO THE
DIRECTORS OF AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED**

I declare that, to the best of my knowledge and belief, during the year ended
31 December 2021 there have been:

- (a) no contraventions of the auditors' independence requirements as set out in
the *Australian Charities and Not-for-profits Commission Act 2012* in relation
to the audit, and
- (b) no contraventions of any applicable code of professional conduct in relation
to the audit.

AccountAbility

**Anthony Wilson
Registered Company Auditor
Canberra, ACT
17 March 2022**

AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 DECEMBER 2021

	NOTE	2021 \$	2020 \$
Revenue			
Sponsorship		105,500	50,000
Projects		45,000	114,322
Membership		293,820	230,120
Affiliation		-	(5,922)
Conference		(26,088)	-
Services contract		77,369	88,680
Other income	2	8,016	13,382
COVID-19 response and stimulus		-	121,360
		<hr/>	<hr/>
Total revenue		503,617	611,942
 Expenses			
Projects and research		29,427	111,391
Office expenses	3	164,369	147,326
Meeting expenses		61,746	24,224
Employee expenses		169,811	237,757
		<hr/>	<hr/>
Total expenses		425,352	520,698
 Surplus from ordinary activities		<hr/> 78,265	<hr/> 91,244
 Other comprehensive income		-	-
 Total comprehensive income		<hr/> <hr/> 78,265	<hr/> <hr/> 91,244

The accompanying notes form part of these financial statements

AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2021

	NOTE	2021 \$	2020 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	4	755,944	828,976
Trade and other receivables	5	75,968	72,656
Other assets	6	-	15,753
		<hr/>	<hr/>
TOTAL CURRENT ASSETS		831,912	917,385
		<hr/>	<hr/>
TOTAL ASSETS		831,912	917,385
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	7	13,947	63,810
Unearned income		13,885	58,885
Provisions – annual leave		21,068	19,755
Provisions – long service leave	8	-	70,188
		<hr/>	<hr/>
TOTAL CURRENT LIABILITIES		48,900	212,638
		<hr/>	<hr/>
TOTAL LIABILITIES		48,900	212,638
		<hr/>	<hr/>
NET ASSETS		<hr/> 783,012	<hr/> 704,747
EQUITY			
Retained earnings		783,012	704,747
		<hr/>	<hr/>
TOTAL EQUITY		<hr/> 783,012	<hr/> 704,747

The accompanying notes form part of these financial statements

AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2021

	Retained Earnings \$	Total \$
Balance at 1 January 2020	613,503	613,503
Surplus attributable to members	91,244	91,244
Balance at 31 December 2020	704,747	704,747
Surplus attributable to members	78,265	78,265
Balance at 31 December 2021	<u>783,012</u>	<u>783,012</u>

The accompanying notes form part of these financial statements

AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2021

	NOTE	2021 \$	2020 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from members & others		478,594	580,205
Payments to suppliers & employees		(556,632)	(597,050)
Interest received		<u>5,006</u>	<u>7,238</u>
Net cash generated/(used in) from operating activities	9	<u>(73,032)</u>	<u>(9,607)</u>
<i>Net increase/(decrease) in cash held</i>		(73,032)	(9,607)
Cash at beginning of the financial year		828,976	838,583
Cash at end of the financial year	4	<u><u>755,944</u></u>	<u><u>828,976</u></u>

The accompanying notes form part of these financial statements

**AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES

The financial report is for the Australian Primary Principals Association Limited (the company) as an individual entity, incorporated and domiciled in Australia and is a company limited by guarantee.

Basis of Preparation

The financial report is a general-purpose financial report that has been prepared in accordance with Australian Accounting Standards - Reduced Disclosure Requirements, Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board and the *Australian Charities and Not-for-profits Commission Act 2012*.

Australian Accounting Standards-Reduced Disclosure Requirements set out accounting policies that the AASB has concluded would result in a financial report containing relevant and reliable information about transactions, events and conditions to which they apply. Compliance with Australian Accounting Standards-Reduced Disclosure Requirements ensures that the financial statements and notes also comply with International Financial Reporting Standards. Material accounting policies adopted in the preparation of this financial report are presented below. They have been consistently applied unless otherwise stated.

The financial report has been prepared on an accruals basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

Accounting Policies

(a) Income Tax

The entity has received endorsement from the Australian Taxation Office as being a registered charity and in turn has been granted exemption from income tax under Subdivision 50-B of the *Income Tax Assessment Act 1997*.

(b) Employee Benefits

Provision is made for the company's liability for employee benefits arising from services rendered by employees to the Reporting date. Employee benefits expected to be settled within one year together with benefits arising from wages, salaries and annual leave which may be settled after one year, have been measured at the amounts expected to be paid when the liability is settled. Other employee benefits payable later than one year have been measured at the net present value.

Contributions are made by the company to an employee superannuation fund and are charged as expenses when incurred.

(c) Provisions

Provisions are recognised when the company has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result and that outflow can be reliably measured.

**AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(d) Plant and Equipment

Each class of plant and equipment is carried at cost or fair values as indicated, less, where applicable, any accumulated depreciation and impairment losses.

Plant and Equipment

Plant and equipment are measured on the cost basis less depreciation and impairment losses. The carrying amount of plant and equipment is reviewed annually by Directors to ensure it is not in excess of the recoverable amount from these assets. The recoverable amount is assessed on the basis of the expected net cash flows that will be received from the assets employment and subsequent disposal. The expected net cash flows have been discounted to present values in determining recoverable amounts.

Plant and equipment that have been contributed at no cost, or for nominal cost are valued at the fair value of the asset at the date it is acquired.

Depreciation

The depreciable amount of all fixed assets is depreciated on a prime cost basis over the asset's useful life to the company, commencing from the time the asset is held ready for use.

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Computer equipment including intangibles	33.3% - 50%

The assets' residual values and useful lives are reviewed, and adjusted if appropriate, at each reporting date.

Asset classes carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount.

Gains and losses on disposals are determined by comparing proceeds with the carrying amount. These gains or losses are included in the income statement. When revalued assets are sold, amounts included in the revaluation reserve relating to that asset are transferred to retained earnings.

(e) Financial Instruments

Initial recognition and measurement

Financial assets and financial liabilities are recognised when the Company becomes a party to the contractual provisions to the instrument. For financial assets, this is the date that the Company commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted).

Financial instruments (except for trade receivables) are initially measured at fair value plus transaction costs, except where the instrument is classified "at fair value through profit or loss", in which case transaction costs are expensed to profit or loss immediately.

**AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Financial Instruments (continued)

Classification and subsequent measurement

Financial instruments are subsequently measured at either fair value or amortised cost using the effective interest rate method. The subsequent measurement depends on the classification of the financial instrument as described below.

Financial assets

All recognised financial assets are subsequently measured in their entirety at either amortised cost or fair value, depending on the classification of the financial assets.

Financial assets that meet the following conditions are subsequently measured at amortised cost:

- the financial asset is held within a business model whose objective is to hold financial assets in order to collect contractual cash flows; and
- the contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

Financial assets that meet the following conditions are subsequently measured at fair value through other comprehensive income (FVTOCI):

- the financial asset is held within a business model whose objective is achieved by both collecting contractual cash flows and selling the financial assets; and
- the contractual terms of the financial asset give rise on specified dates to cash flows that are solely payments of principal and interest on the principal amount outstanding.

By default, all other financial assets are subsequently measured at fair value through profit or loss (FVTPL).

Despite the above, the Company may make the following irrevocable election/designation at initial recognition of a financial asset:

- the Company may irrevocably elect to present subsequent changes in fair value of an equity instrument in other comprehensive income if certain criteria are met; and
- the Company may irrevocably designate a financial asset that meets the amortised cost or FVTOCI criteria as measured at FVTPL if doing so eliminates or significantly reduces an accounting mismatch.

Financial liabilities

All financial liabilities are subsequently measured at amortised cost using the effective interest method or at FVTPL.

**AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(e) Financial Instruments (continued)

Impairment of financial assets

The entity recognises a loss allowance for expected credit losses on financial assets that are measured at amortised cost or at FVTOCI. No impairment loss is recognised for investments in equity instruments. The amount of expected credit losses is updated at each reporting date to reflect changes in credit risk since initial recognition of the respective financial asset.

The entity recognises lifetime expected credit losses for trade receivables. The expected credit losses on these financial assets are estimated based on the entity's historical credit loss experience adjusted for factors that are specific to the debtors, general economic conditions and an assessment of both the current as well as the future direction of conditions at the reporting date, including time value of money where appropriate.

(f) Impairment of Assets

At each reporting date, the company reviews the carrying values of its tangible assets to determine whether there is any indication that those assets have been impaired. If such an indication exists, the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, is compared to the asset's carrying value. Any excess of the asset's carrying value over its recoverable amount is expensed to the Statement of Comprehensive Income.

Where future economic benefits of the asset are not primarily dependent upon the asset's ability to generate net cash inflows and when the entity would, if deprived of the asset, replace its remaining future economic benefits, value in use is depreciated replacement cost of an asset.

Where it is not possible to estimate the recoverable amount of an asset class, the company estimates the recoverable amount of the cash-generating unit to which the class of asset belongs.

(g) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Australian Taxation Office. In these circumstances the GST is recognised as part of the cost of acquisition of the asset or as part of an item of expense. Receivables and payables in the Statement of Financial Position are shown inclusive of GST.

Cash flows are presented in the Statement of Cash Flows on a gross basis, except for the GST component of investing and financing activities, which are disclosed as operating cash flows.

(h) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at-call with banks, other short term highly liquid investments with original maturities of three months or less, and bank overdrafts.

**AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

NOTE 1. STATEMENT OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

(i) Revenue

Revenue recognised under AASB 15 is measured at the amount which the Company expects to receive in consideration for satisfying performance obligations to a customer. A performance obligation is the distinct good or service defined within the contract with a customer. The transaction price is allocated to one or more performance obligations contained within the contract, with revenue being recognised as or when the performance obligation is satisfied.

Timing of Revenue Recognition

Revenue is recognised either at a point in time or over time, when (or as) the entity satisfies performance obligations by transferring the promised goods or services to its customers.

If the entity satisfies a performance obligation before it receives the consideration, the entity recognises either a contract asset or a receivable in its statement of financial position, depending on whether something other than the passage of time is required before the consideration is due.

All revenue is stated net of the amount of goods and services tax (GST).

For membership income, revenue is received up-front on an annual basis and brought to account over the twelve-month period that the Company is required to provide services to members.

For conference income, revenue is recognised at the time that related events are held and is generally received in advance.

Any income billed but not received at year end is recorded as part of trade receivables. Amounts unbilled and accrued at year end are recognised as contract assets and recorded as part of accrued income. When income is received prior to the provision of services, a contract liability is recognised in the statement of financial position as unearned income.

(j) Comparative Figures

When required by Accounting Standards, comparative figures have been adjusted to conform with changes in presentation for the current financial year.

(k) Critical Accounting Estimates and Judgements

The Directors evaluate estimates and judgements incorporated in to the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the company.

Key estimates – Impairment

The company assesses impairment at each reporting date by evaluating conditions specific to the company that may lead to impairment of assets. Where an impairment trigger exists, the recoverable amount of the asset is determined. Fair value less costs to sell or current replacement cost calculations performed in assessing recoverable amounts incorporate a number of key estimates.

The company will continue to apply the temporary exemption for the recognition of lease arrangements as announced by the AASB in relation to AASB 16 and 1058.

AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

	NOTE	2021 \$	2020 \$
NOTE 2. REVENUE			
Other income			
PARF Meetings		-	750
Miscellaneous revenue		3,012	7,893
		<u>3,012</u>	<u>8,643</u>
Interest revenue		5,004	4,739
Total other income		<u>8,016</u>	<u>13,382</u>
NOTE 3. SPECIFIC COSTS INCLUDED IN STAFF EXPENSES			
Staff Expenses includes:			
Superannuation		19,722	26,118
NOTE 4. CASH AND CASH EQUIVALENTS			
CURRENT			
Cash at bank and term deposits		755,944	828,976
		<u>755,944</u>	<u>828,976</u>
NOTE 5. TRADE AND OTHER RECEIVABLES			
Trade receivables		59,589	-
Receivables from the ATO		2,474	2,662
Other receivables		13,906	69,994
		<u>75,968</u>	<u>72,656</u>
NOTE 6. OTHER CURRENT ASSETS			
Prepayments and supplier credits		-	15,753
		<u>-</u>	<u>15,753</u>

AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

	2021	2020
	\$	\$
NOTE 7. TRADE AND OTHER PAYABLES		
CURRENT		
Borrowings	4,114	2,141
Payable to the ATO	5,418	5,784
Payroll liabilities	4,415	5,885
Seed funding repayable	-	50,000
	<u>13,947</u>	<u>63,810</u>
NOTE 8. PROVISIONS – LONG SERVICE LEAVE		
Analysis of total provision		
Provision for Long Service Leave		
Opening balance as at 1/1/2021	70,188	121,366
Additional provision raised during the year	-	-
Provision utilised during the year	(70,188)	(51,178)
	<u>-</u>	<u>70,188</u>
Balance as at 31/12/2021	-	70,188
Current	-	70,188
	<u>-</u>	<u>70,188</u>
NOTE 9. CASH FLOW RECONCILIATION		
<i>Surplus for the year</i>	78,265	91,244
<i>Non-cash items</i>	-	-
<i>Movement in assets and liabilities</i>		
Receivables	(3,312)	57,530
Other assets	15,753	11,941
Trade and other payables	(49,863)	(5,905)
Unearned income	(45,000)	(110,322)
Provisions	(68,875)	(54,095)
	<u>(73,032)</u>	<u>(9,607)</u>

**AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

NOTE 10. MEMBERS' GUARANTEE

The company is incorporated under the *Australian Charities and Not-for-profits Commission Act 2012* and is a company limited by guarantee. If the company is wound up, the Constitution states that each member is required to contribute a maximum of \$2 each towards meeting any outstanding obligations of the company. At 31 December 2021 the number of members was 25.

NOTE 11. EVENTS AFTER THE BALANCE DATE

Since the year end (2021), the Company is still dealing with the ongoing uncertainties of the COVID-19 pandemic, with income levels, current sponsorship agreements, format of NAC and Board Meetings (F2F or Virtual), and facilitation of the annual conference, all still subject to possible change and pandemic impact.

NOTE 12. CONTINGENT ASSETS AND LIABILITIES

There are no contingent liabilities or assets as at 31 December 2021 which require disclosure in the financial statements.

NOTE 13. RELATED PARTY TRANSACTIONS

During the financial year the Directors did not receive any benefits other than reimbursement of travel expenses.

NOTE 14. COMPANY DETAILS

The registered office and principal place of business of this company is:

APPA National Office,
Hedley Beare Centre for Teaching and
Learning,
51 Fremantle Drive,
Stirling ACT 2611.

**AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

DECLARATION BY RESPONSIBLE PERSONS'

The responsible persons' declare that in their opinion:

1. The financial statements and notes, as set out on pages 7 to 19:
 - (a) comply with the *Australian Charities and Not-for-profits Commission Act 2012*, Accounting Standards as described in the notes to the accounts and the Australian Charities and Not-for-profits Commission Regulations 2013; and
 - (b) give a true and fair view of the financial position as at 31 December 2021 and of the performance for the year ended on that date of the company.
2. In the Directors' opinion there are reasonable grounds to believe that the company will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Board of Directors' and is signed for and on behalf of the Board by:



Director:

Dated this 17th day of March 2022.



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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF AUSTRALIAN PRIMARY PRINCIPALS ASSOCIATION LIMITED

Report on the Audit of the Financial Report

Opinion

I have audited the financial report of Australian Primary Principals Association Limited, which comprises the statement of financial position as at 31 December 2021, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies, and the Declaration by Responsible Person.

In my opinion the financial report of Australian Primary Principals Association Limited has been prepared in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- a) giving a true and fair view of the registered entity's financial position as at 31 December 2021 and of its financial performance for the year then ended; and
- b) complying with Australian Accounting Standards and Division 60 of the Australian Charities and Not-for-profits Commission Regulation 2013.

Basis for Opinion

I conducted my audit in accordance with Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of my report. I am independent of Australian Primary Principals Association Limited in accordance with the ethical requirements of the *Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants* (the *Code*) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the *Code*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Responsibilities of Directors' for the Financial Report

The directors' of Australian Primary Principals Association Limited are responsible for the preparation and fair presentation of the financial report in accordance with Australian Accounting Standards and the ACNC Act, and for such internal control as the directors' determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, the directors' are responsible for assessing Australian Primary Principals Association Limited's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors' either intends to liquidate Australian Primary Principals Association Limited or to cease operations, or has no realistic alternative but to do so.

The directors' are responsible for overseeing Australian Primary Principals Association Limited's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit.

I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not

for the purpose of expressing an opinion on the effectiveness of the Australian Primary Principals Association Limited's internal control.

- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by Australian Primary Principals Association Limited.
- Conclude on the appropriateness of Australian Primary Principals Association Limited use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Australian Primary Principals Association Limited's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. My conclusions are based on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause Australian Primary Principals Association Limited to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with Australian Primary Principals Association Limited regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including when considered necessary any significant deficiencies in internal control that I identify during my audit.

AccountAbility



Anthony Wilson
Registered Company Auditor
Canberra, ACT
17 March 2022