



**AUSTRALIAN TUTORING ASSOCIATION
(ATA) LTD
ANNUAL GENERAL MEETING (AGM) 2017**

**130 Edwin Street North
CROYDON, NSW
6th December 2017
10.30AM - 11.30AM**

Report of the Secretary

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- Welcome and apologies
- Statutory Reports
- The year that was
 - ✦ KPIs
 - ✦ Notable achievements
 - Completion of contract with Victorian Commission for Children and Young People (VCCYP)
 - ✦ ASG alliance
 - ✦ GPTA membership
 - ✦ Creation of the Annual Conference
- 2018 plans and goals
 - ATA: new website with greater functionality
 - Increased training focus - webinars
 - Membership target 600
 - GPTA – new website with greater functionality and membership expansion

Welcome and apologies

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- Welcome
 - 12th AGM of the ATA
- Apologies
 - The ATA received the following apologies:
 - ✦ Nam Hong Nguyen – Apollo Education and Training
 - ✦ Nerissa Lee Long - A2Z Learning Qld
 - ✦ Anita Saravanamuttu - Richmond Tutoring College

Key Performance Indicators (KPIs)

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Total members 31 st December 2011	348
Total members 31 st December 2012	413
Total members 31 st December 2013	504
Total members 3 rd December 2014	601
Total members 1 st December 2015	485 (Accreditation comes into force)
Total members 9 th December 2016	462
Total members 537 + 9 pending (2 suspended or cancelled in the past week)	

Total current members: 546

Net increase through 2017: 84 members

Net decrease through 2016: 22 members
Net decrease through 2015: 108 members
Net increase through 2014: 97 members
Net increase through 2013: 91 members
Net increase through 2012: 65 members

- Number of 'likes' since Dec 2016:
 - Increased from 515 to 606
- ATA You Tube Channel: 1,068 views

The year that was...2017 summarised

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- January
 - The www.childsafestandards.com.au website is launched
 - Legal Vision publishes an article, “*How do I set up a Tutoring Business?*”, by Anthony Lieu
- February
 - www.aussie.com.au publishes an article on setting up a home business and recommends tutors join the ATA
 - Training for Child Safety in Victoria continues: Universities, child care centres, tutoring organisations and dancing studios all attend child safe training
- March
 - Training for Child Safety in Victoria Continues
 - ATA quoted in lead article by Catherine Armitage (Fairfax Press) re: the growth of Scooter Tutor
- April
 - ATA quoted in SMH by Pallavi Singal on an article about Scholastic Aptitude Testing (SATs)
 - ATA contract with VCCYP finishes
 - ATA invited by NSW CCYP to the launch of the new Child Safety website in NSW
- May
 - ATA second National Survey drafted
- June
 - ATA second National Survey of parents launched

The year that was...2017 summarised

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- July
 - Warren Costello gives a donation to the ATA PRENTUS Charity
 - ATA quoted in SMH and The Age by Tony Moore in regards to early childhood learning, “Prepping for Prep”
 - ATA quoted by Clarissa Bye in the Daily Telegraph in response to mark Scott’s planned overhaul of selective schools entry tests
 - Lead article in Perth Now: More than 85% of surveyed parents want tutors in schools, by Bruce MacDougall
- August
 - ATA quoted in the Straits Times (Singapore) in an article by Jonathon Pearlman
 - ATA on a Panel discussion on Channel 7 Sunrise regarding tutoring
- September
 - 44th ATA Newsletter published
 - ATA quoted in lead article about Airtasker being used by students and tutors – where the tutors are doing the work for the students
 - ATA quoted in a Lateline piece by Tim Bateman on the tutoring sector and a call by student Shoryu Das-Zaman for a parliamentary inquiry into the coaching industry
 - Prime News followed up with a story covering the same issue

The year that was...2017 summarised

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- October
 - ATA quoted in an article on The Project regarding tutoring and coaching
 - ATA membership continues to grow

- November
 - ATA quoted in Tina Wu's article on NAPLAN and automated marking written for Sydney Observer Magazine
 - ATA settles on a day for its Inaugural National Conference (April 13th 2018)

- December
 - ATA suspends two members for breaches of ATA Code of Conduct and for failure to adhere to Code Administration Committee Processes
 - ATA website updated to clarify the differences between levels of accreditation
 - GPTA launched: www.gpta.education
 - ✦ 349 Business Members in New Zealand, UK, Fiji, Samoa, South Africa, USA and Australia
 - ✦ One peak body (ATA)
 - ✦ New Canadian member under consideration

ATA Finances

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Audit requirements for AGM and ASIC Rules - Companies limited by guarantee – simplified obligations

- From 28 June 2010, companies limited by guarantee are subject to a number of law changes including:
 - prohibition on payment of dividends to members
 - preparation and audit or review of financial reports, and
 - annual financial reporting to members.
- Importantly, the law now defines a small company limited by guarantee.
- What is a small company limited by guarantee? A company is a small company limited by guarantee in a particular financial year if:
 - it is a company limited by guarantee for the whole of the financial year
 - it is not a deductible gift recipient at any time during the financial year, and
 - its revenue (or consolidated revenue if that applies) for the financial year is less than \$250,000.

<u>Tier</u>	<u>Type of company</u>	<u>Obligations</u>
1	Small company limited by guarantee.	Unless directed by a member or ASIC, does not have to: <ul style="list-style-type: none">• prepare a financial report or have it audited• prepare a directors' report, or• notify members of annual reports.

Source: <http://www.asic.gov.au/asic/asic.nsf/byheadline/Companies+limited+by+guarantee-simplified+obligations>

ATA Financial Report and Summary

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Income

- ATA Memberships \$139,889.91 (2016: \$131,294.91)
- Other income
 - AON Partnership income \$2,543.30 (330 members or 60%)
 - Victorian government \$48,000
 - Accredited Tutor \$2,800
- Total annual income: \$193,233.21 (2016: \$133,474.01)

Expenses

- Accreditation: \$75,595.35 (2016: \$45,929.50)
- Other expenses
 - 2017: Expenses \$178,348.43 (wages = \$59,576.40, superannuation \$8,294.34)
 - 2016: Expenses \$87,544.51 (wages = \$52,990)
 - 2015: Expenses \$77,864.96 (wages = \$49,542)

Net increase in bank

- 31st Dec 2016 – 1st December 2017: +\$5,062.02
- 31st Dec 2015 to 9th Dec 2016: +\$28,397.93
- Dec 2014 – Nov 2015: + \$25,525.98

ATA Loan to GPTA

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- The ATA loaned to the GPTA \$10,000 in 2016
- The loan in 2017 underwent the following changes:
 - ✦ GPTA membership for 2017 \$500 for a national association plus \$5 per member. The ATA had 463 members. This equated to \$2,315
 - ✦ The ATA membership fee for 2017 was $\$500 + \$2,315 = \$2,815$
 - ✦ **The balance of the loan start of 2017: \$7,185**
- The loan in 2018 underwent the following changes:
 - ✦ New website charges: \$14,347.80
 - ✦ GPTA membership for 2018: \$500 for a national association plus \$5 per member. The ATA has 546 members. This equates to \$2,730
 - ✦ The ATA membership fee for 2018 is $\$500 + \$2,730 = \$3,230$
 - ✦ **The balance of the loan end of 2018: \$3,955 + \$14,347.80 = \$18,302.80**

Other financial matters

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- Rothsay was asked to perform an independent inspection of the ATA financial processes and to make a report to the ATA Board
- Rothsay made a number of recommendations all of which will be adopted by the ATA Board
- The key recommendation was for the ATA to transition to the use of an online accounting software system such XERO
- ATA has already adopted the recommendation to use the Clearing House for Superannuation payments and to regularise these quarterly

2018 Membership Fees Structure – no change since 2015....

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Membership Categories

- For businesses with a teacher principal \$499 inc GST:
 - ATA (membership and accreditation) \$299 and insurance \$200
- For businesses with a non-teacher principal: \$549 inc GST
 - ATA (membership and accreditation) \$349 and insurance \$200
- For individual teacher: \$499 inc GST:
 - ATA (membership and accreditation) \$299 and insurance \$200
- For individual non-teacher: \$549 inc GST:
 - ATA (membership and accreditation) \$349 and insurance \$200

Listing Price (members with multiple sites – one manager)

- \$77 per site per year for registered businesses (up from \$55)
- \$330 for “Agencies” – no actual physical site (up from \$220)

Future directions

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- Annual conferences
 - Sydney - April
 - ✦ Theme: The Business of Teaching
 - Melbourne - September (proposed)
- Review of Code of Conduct
 - Changes to the use of the word Affiliate (one class of memberships, distinguished by accreditation)
 - Ban on the unsubstantiated use of Government logos (authorisation MUST be evidenced in writing)
 - Change to requirement for face-to-face interviews?
- Further membership alliances
- Audit of members re: accreditation – nearly 60% of members are ‘Pending’ and do not understand their obligations
- Further development of training options
 - ✦ Webinars on:
 - Child safety, managing parents and emotional management