



Pines Learning

think ▶ grow ▶ evolve ▶ relax

2021 Annual Report

Presented at the
Annual General Meeting
on
Saturday, 16 July 2022

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Pines Learning Inc. Reg. No. A3490

Current Members of the Board of Pines Learning



Geoff Lavender
President



Gloria Conte
Vice President



Pamela Anderson
Treasurer



Brenda Humphreys
Secretary



Anurandha Krishnan



Marinos Stathopoulos



Con Sotidis



Sue Christophers



Prof. Mary Wlodek



Patricia Vaz



Salvatore Cristiano

Pines Learning would like to acknowledge the invaluable contribution of our Trainers and Volunteers in 2021



Current Staff of Pines Learning

Acting General Managers

VET Manager

Finance Manager

Programs and Compliance Manager

Childcare Manager

Early Childhood Educator (Diploma)

Employment and Pathways Coordinator

Community Programs Coordinator

EAL Coordinator

VCAL Coordinator

Reconnect Program Case-worker

Information Management Officer

Advertising and Marketing Officer

Creative Design Officer

Administration Assistant

Administration Assistant

Administration Assistant

Administration Assistant

Early Childhood Educator

Ron Wilson and Sue Christophers

Aarthi Prakash

Terri Williams

Ruth Fordham

Anne Kenworthy

Jenny Carson

Libby Payne

Sandie Forbes

Jennett Colyer

Melanie Povey

Silvana Cassar

Kathy Galanis

Sarah Toal

Bernie Holland

Sandra Toal

Janice Killiny

Sandra Savoia

Vicki Lui

Karen Wu

Tanu Guleria

Monica Rodrigues

Valentina Vardari

Atefe Fani Ghanderijani

Pines Learning's Vision, Mission and Community Focus

Our VISION

A strengthened, empowered and enriched community.

Our MISSION

To provide quality, diverse, lifelong learning opportunities in a supportive environment.

Our COMMUNITY FOCUS

Pines Learning aims to work with and be accessible to people in the local community, regardless of background, age or gender. The people whom the Centre aims to focus on above all others include:

- People seeking skills development to enhance their career choices
- People who are socially, educationally or economically disadvantaged
- People in need of community participation or engagement
- People who are culturally or linguistically diverse
- People seeking personal growth.

Pines Learning's Funding Bodies and Networks, Relationships and Partnerships

Funding Bodies

We would not be able to offer learning opportunities to our community if not for the support of various organisations.

We acknowledge the support of:

- Commonwealth Government
- Victorian Government
- Manningham City Council
- Bendigo Bank

Networks, Relationships and Partnerships

- A**
ACEVic
AMES Australia
Access Health and Community
Accredited First Aid Courses
Adult Learners' Week
Alexandra Community Hub
Avenue Neighbourhood House @ Eley
- B**
Baptcare
Belonging Matters
Bendigo Bank
Belgravia Health & Leisure Group Pty Ltd T/as Aquarena (YMCA) Leisure
Berengarra School
Blackburn High School
Bolton Clarke
Box Hill Institute of TAFE
Box Hill Skills and Jobs Centre
- C**
Cancer Council
CHAOS (Community Houses of Association of the Outer Eastern Suburbs)
CVGT
- Centrelink
Chinese Community Senior
Citizens Community College Gippsland
Community Services Planning Forum
Compliance Community of Practice Membership
Coonara Community House
- D**
Department of Education and Training
Department of Health and Human Services (DHHS)
Doncaster All Abilities Basketball Network (DAAB)
Doncaster Secondary College
Doncaster East Secondary College
Doncare
- E**
EACH Manningham (Youth)
EDVOS (Eastern Domestic Violence Outreach Service)
Eastern ACE VET (Vocational Education and Training)
Network Eastern Community Legal Centre
Eastern Volunteering
- F**
Family Planning Victoria
- J, K, L**
JobFind Employment Centre Camberwell

Pines Learning's Funding Bodies and Networks, Relationships and Partnerships

Continued

Jobs Victoria Advocates/Jobco
Learn Local VCAL Youth Education Community of Practice
Libraries (The Pines, Doncaster, Nunawading)
Living and Learning @ Ajani
Living and Learning Nillumbik

M

Mannacare
Mannacare (Flexicare)
Manningham Business Network
Manningham City Council
Manningham Community Services Forum
Manningham Council Disability Advisory Committee
Manningham Inclusive Community Housing (MICH)
Manningham Health & Wellbeing Working Group –
Community Connectedness
Manningham Early Years Network
Manningham Learns
Manningham U3A
Matchworks Ringwood
Melba College
Mernda Community House
Metro Trains
Metropolitan Fire Brigade
Migrant Information Centre
MIND
Mountain District Learning Centre
Mullauna Secondary College

N

Nabanet
Neighbourhood Houses Victoria
NIECH (Network of Inner East Community Houses)
NH Treasurer and Bookkeeper Group

O, P

Onemda
Our Lady of Sion
Parents First

Park Orchards Community House and Learning Centre
PRACE (Preston Reservoir Adult Community Education)
Promptcare

R

REAL (Rights, Employment, Accommodation, Leisure)
Recovre
Redefine Life
Richard Stockman

S, T

Salvation Army
State Trustees
Swinburne Jobs and Skills Centre
Swinburne University of Technology (TAFE)
Swinlocal Network
Templestowe Baptist Church
Templestowe High School
The Pines Shopping Centre
Trentwood at the Hub

U, V, W

Use Your Voice
U3A
VALBEC
Vermont Secondary College
Viewbank College
VET NDIS Community Practice
Victoria Police
Victorian Seniors Festival
Warrandyte High School Whitehorse and Manningham
Warrandyte Neighbourhood House
Whittlesea Community House
Wonga Park Community Cottage
Women of Whitehorse
Women's Friendship Group

President's Report

Geoff Lavender

Last year I wrote in Pines Learning's annual report of the challenges faced up to and overcome through the hard work and creativity of the Pines Learning team. I don't think that any one of us quite expected that 2021 would lead us into another year of the pandemic and all that has entailed. But again, Pines has stepped up to the challenge and with the assistance of our funders and, especially, the continuing commitment of our students, learners, parents and supporters, Pines has not only survived but prospered.

I also wrote last year in anticipation of Kalli Taifolos's then impending departure from the Pines to take up a new role at Living and Learning Ajani. I know that everyone at the Pines had formed the utmost respect for Kalli's contribution to the Pines over many years (and not only as Centre Manager). Kalli left the organisation in a very strong position, and we are all immensely grateful to her for the work she has done.

Following Kalli's departure, Jayne Perry joined the Pines in the position of General Manager. Jayne brought enormous enthusiasm and a vibrant personal style to the role and initiated several important initiatives. One of these was to begin the process of seeking registration by the Australian Charities and Not-for-profits Commission (ACNC) as a public benevolent institution. PBI status will provide significant benefits for both the organisation and employees. We particularly thank Jayne for her work on this.

Later in the year Jayne decided that she wished to take time out from the workforce and concentrate on her family and indicated her wish to leave towards the end of 2021. We thank Jayne for all that she achieved in a short space of time.

Even though this is a report on 2021, it is important to say that the role of General Manager has been filled since Jayne's departure on an interim basis jointly by Sue Christophers (who has taken leave of absence from the Board) and Dr Ron Wilson. Both are senior and experienced educators and organisational leaders who are helping us as we review and refresh our strategic plan for the next 5 years or so. More of this in next year's report!

There has also been some significant change in the composition of the Board. During 2021 Board members, Stefan Wigg and Carol Webb retired. We thank them both for their contributions to the work of the Board and the organisation and recognise the commitment that they both made while simultaneously dealing with other very busy times in their lives outside of the Pines.

The Board then embarked on a thorough selective recruitment process to make new appointments. We were therefore delighted to be able to welcome three new Board members.

Salvatore Cristiano is an operations and strategy executive with 10 plus years' experience in senior roles who has led the creation, implementation, improvement and transformation of operational delivery of services in regulated organisations. Salve has governance experience in education and health and is graduate of the AICD.

President's Report

Continued

Patricia Vaz is General Manager Corporate Services for Community Housing Ltd, a major international provider of social housing options for people in need. Born in Brazil, Patricia is fluent in Portuguese, English and Spanish. She has an EMBA and MBA in international management and telecommunications management. As a result, Patricia has extensive experience in multi-disciplinary, geographically dispersed and diverse teams, managing change and optimising operations and improving creativity and innovation capabilities.

Dr Mary Wlodek has recently retired from the University of Melbourne where she was Associate Dean (Research) in the Faculty of Medicine, Dentistry and Health Sciences. Mary is internationally recognised as a world leader in developmental origins of health and disease. An accomplished research fundraiser (>\$9.9 million), Mary has held senior executive and academic roles and is an experienced committee chair at the University of Melbourne and across research disciplines. Mary is a graduate of the AICD.

During the year we were delighted to welcome local members of Parliament Sonja Terpstra MP, Cesar Melham MP and Matthew Guy MP to visit the Pines. Pines Learning acknowledges the support, assistance and encouragement provided by all our State MPs.

As always, we thank our funding bodies, especially Manningham Council and the State Government through the Department of Education and Training for the continuing support they have provided and look forward to strengthening our connections still further with the development and implementation of our future growth strategy. We are indebted to our many supporters and friends who have remained with us during these difficult pandemic times. Here I make special mention of the Bendigo Bank.

And my thanks go to the volunteers, teachers, trainers and tutors, managers and fellow Board members – the whole Pines community – for making 2021 such a year of achievement.

Treasurer's Report

Pamela Anderson

It is my pleasure to present you with the 2021 financial report for Pines Learning. The Board, management and staff of Pines learning have successfully navigated another difficult year, this last year was a year with less support. We had received Job Keeper and various government boosters in 2020. However reduced funding was received in 2021. For many businesses and organisations 2021 was a harder year than 2020. Pines Learning management and staff continued to be innovative and have shown dedication as they have worked to re-establish the learning environment Pines Learning is best known for. I would like to congratulate the management and staff as they navigated through the education and learning environment post Covid and continue to tackle obstacles that may arise. Pines Learning has proven to be an important pillar in the community as we do not only provide education and training but a place to connect, share and recover providing invaluable mental health support for members of the community.

Pine Learning continues to be solvent and can meet its obligations when they fall due. This has been a result of dedication and hard work from management and staff as well as prudent overview from the Board. Our results reflect less Job Keeper, government cashflow boost and stimulus and adjustments to grants from ACFE, Skills First, Manningham Council and demonstrate a smaller surplus than the previous year.

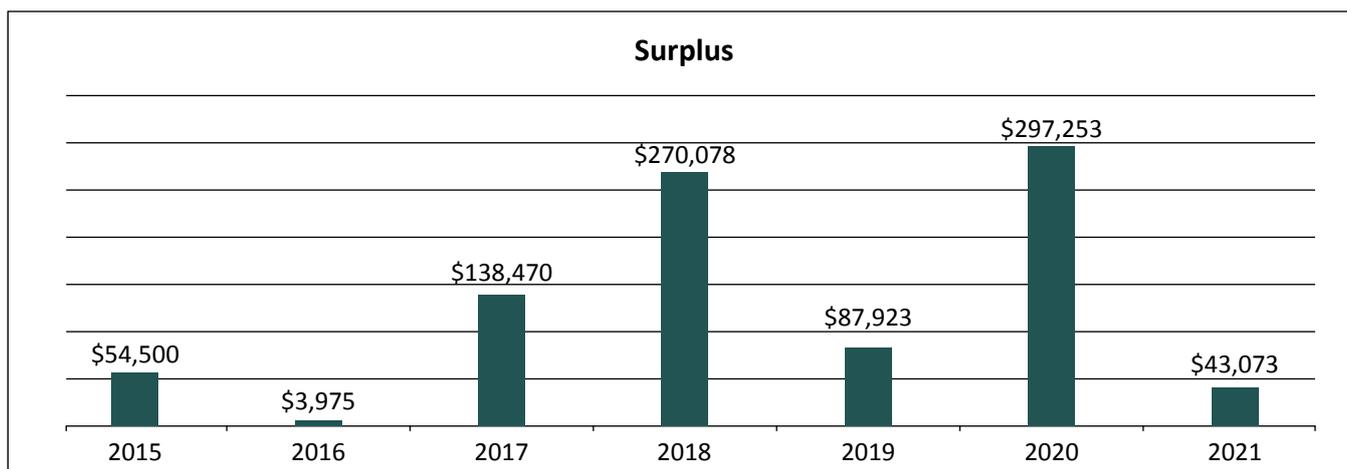
Key points to highlight in 2021:

- The Centre generated revenue was \$1,978,858
- Expenses \$1,931,217
- Operating surplus \$43,073



Treasurer's Report

Continued



The surplus is significantly less than the reported surplus in 2020. Total expenses have remained like the 2020. The reduced surplus is due to Job keeper and the government boosters concluding. Enrolments have been slow as uncertainty due to lockdowns has meant that students have delayed enrolling into study until they feel more certainty as they experienced digital fatigue.

Pines Learning entered the Covid pandemic crisis in a strong financial position. The prudential management from the board over the past years to ensure the sustainability of the financial position meant that Pines Learning were able to navigate these difficult years and although a smaller surplus we are still in a position where we can report a surplus and maintain a current ratio of 4.00, any ratio above 1.5 is considered good and that the organisation is financially healthy.

Year	Current Assets	Current Liabilities	Current Ratio
2019	\$1,890,407	\$350,994	5.3
2020	\$2,357,995	\$533,513	4.4
2021	\$2,424,817	\$605,546	4.00

It is a testament to the dedication of the staff who continue to provide valued services to the community and explore innovative ways in which Pines Learning can continue to be part of that community and continue to be responsive to community needs and learners' requirements into the future.

Therefore, I would like to take this opportunity to thank staff, the Centre's management and my fellow board members for their ongoing commitment and delivering great outcomes for the local community.



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2021 Annual Report

Financial Report

Financial Report

PINES LEARNING INC.

ABN 49 115 297 243

FINANCIAL REPORT

FOR THE YEAR ENDED 31 DECEMBER 2021

**PINES LEARNING INC.
FINANCIAL REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021**

BOARD OF MANAGEMENT REPORT

The Board of Management members submit the financial report of the Pines Learning Inc. for the financial year ended 31 December 2021.

The Board of Management Members

The names of the board members throughout the year and at the date of this report are:

- | | |
|--|--|
| <i>Gloria Conte</i> | <i>Brenda Humphreys</i> |
| <i>Con Sotidis</i> | <i>Sue Christophers</i> |
| <i>Marinos Stathopoulos</i> | <i>Stefan Wigg (resigned July 2021)</i> |
| <i>Pamela Anderson</i> | <i>Anuradha Krishnan</i> |
| <i>Geoff Lavender</i> | <i>Prof. Mary Wlodek (joined Nov 2021)</i> |
| <i>Carol Webb (resigned June 2021)</i> | <i>Salvatore Cristiano (joined Nov 2021)</i> |
| <i>Patricia Vaz (joined Nov 2021)</i> | |

Principal Activities

The principal activity of the association during the financial year was:

- The provision of a high quality and diverse learning experience for adult learners in the community in a supportive environment.

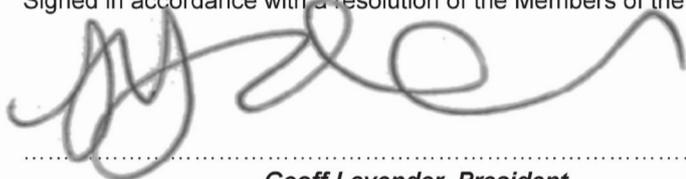
Significant Changes

No significant changes in the nature of this activity occurred during the year.

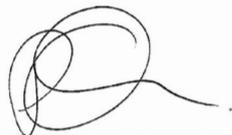
Operating Result

The result for the year amounted to \$43,073 (2020: \$297,253).

Signed in accordance with a resolution of the Members of the Board.



Geoff Lavender, President



Pamela Anderson, Treasurer

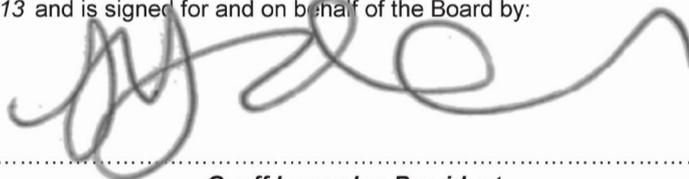
Dated this 27 day of April 2022

**PINES LEARNING INC.
STATEMENT BY MEMBERS OF THE BOARD
FOR THE YEAR ENDED 31 DECEMBER 2021**

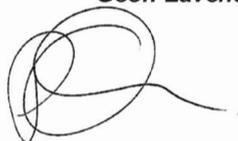
In the opinion of the Board of Pines Learning Inc.:

1. The financial statements and notes to the financial statements:
 - a) comply with Accounting Standards to the extent described in Note 1, the *Associations Incorporations Reform Act 2012* and the *Australian Charities and Not-For-Profit Commission Act 2012 (Cth)*; and
 - b) the financial statements and notes are drawn up to give a true and fair view of the financial position as at 31 December 2021 and the performance, as represented by the results of its operations and the cash flows for the year then ended; and
2. At the date of this statement, there are reasonable grounds to believe that Pines Learning Inc. will be able to pay its debt as and when they fall due.

This statement is made in accordance with a resolution of the Board made pursuant to Section 60.15 of the *Australian Charities and Not-for-profits Commission Regulations 2013* and is signed for and on behalf of the Board by:



.....
Geoff Lavender, President



.....
Pamela Anderson, Treasurer

Dated this **27** day of **April** 2022

PINES LEARNING INC.
STATEMENT OF PROFIT OR LOSS AND OTHER COMPREHENSIVE INCOME
FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	2021 \$	2020 \$
Revenues from ordinary activities	3	<u>1,978,858</u>	<u>2,229,956</u>
Expenses from ordinary activities			
Depreciation and amortisation expense	4	34,634	28,611
Funded Core program expense	4	687,907	608,124
Unfunded Core program expense	4	-	185,707
Overhead & Administration expense	4	696,760	670,724
Childcare expense	4	<u>511,916</u>	<u>435,271</u>
Expenses from ordinary activities		<u>1,931,217</u>	<u>1,928,437</u>
Surplus / (deficit) for the year		<u>47,641</u>	<u>301,519</u>
Other comprehensive income			
Unrealised gain/(loss) of investments		<u>(4,568)</u>	<u>(4,266)</u>
Total comprehensive result		<u><u>43,073</u></u>	<u><u>297,253</u></u>

The accompanying notes form part of these financial statements

PINES LEARNING INC.
STATEMENT OF FINANCIAL POSITION
AS AT 31 DECEMBER 2021

	Note	2021 \$	2020 \$
CURRENT ASSETS			
Cash on Hand		797,717	875,366
Fixed Deposits	6a	751,686	747,305
Investments	6b	832,229	629,803
Trade and Other Receivables	7	28,367	104,565
Prepayments		14,818	956
TOTAL CURRENT ASSETS		<u>2,424,817</u>	<u>2,357,995</u>
NON CURRENT ASSETS			
Property, Plant and equipment	9	177,307	125,693
Intangible Assets	10	-	-
Right of Use Asset	8	205	365
TOTAL NON CURRENT ASSETS		<u>177,512</u>	<u>126,058</u>
TOTAL ASSETS		<u>2,602,329</u>	<u>2,484,053</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and Other Payables	11	119,206	94,997
Lease Liability	12	114	274
Revenue Received in Advance	14	230,352	155,755
Provision for Employee Benefits	13	255,874	282,487
TOTAL CURRENT LIABILITIES		<u>605,546</u>	<u>533,513</u>
NON-CURRENT LIABILITIES			
Lease Liability	12	91	91
Provision for Employee Benefits	13	18,462	15,292
TOTAL NON-CURRENT LIABILITIES		<u>18,553</u>	<u>15,383</u>
TOTAL LIABILITIES		<u>624,099</u>	<u>548,896</u>
NET ASSETS		<u><u>1,978,230</u></u>	<u><u>1,935,157</u></u>
EQUITY			
Retained Surplus	15a	1,983,857	1,936,216
Investment Fluctuation Reserve	15b	(5,627)	(1,059)
TOTAL EQUITY		<u><u>1,978,230</u></u>	<u><u>1,935,157</u></u>

The accompanying notes form part of these financial statements

**PINES LEARNING INC.
STATEMENT OF CHANGES IN EQUITY
FOR THE YEAR ENDED 31 DECEMBER 2021**

	Retained Surplus	Investment Fluctuation Reserve	Total Equity
	\$	\$	\$
Balance at 1 January 2020	1,634,697	3,207	1,637,904
Surplus attributable to members	301,519	-	301,519
Increase / (decrease) in reserves	-	(4,266)	(4,266)
Balance at 31 December 2020	<u>1,936,216</u>	<u>(1,059)</u>	<u>1,935,157</u>
Surplus attributable to members	47,641	-	47,641
Increase / (decrease) in reserves	-	(4,568)	(4,568)
Balance at 31 December 2021	<u><u>1,983,857</u></u>	<u><u>(5,627)</u></u>	<u><u>1,978,230</u></u>

The accompanying notes form part of these financial statements

PINES LEARNING INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED 31 DECEMBER 2021

	Note	2021 \$	2020 \$
CASH FLOW FROM OPERATING ACTIVITIES			
Receipts from operating activities		2,225,573	2,345,316
Payments to suppliers and employees		(2,017,070)	(1,914,593)
Interest received		<u>4,620</u>	<u>6,760</u>
NET CASH INFLOW FROM OPERATING ACTIVITIES	17b	<u>213,123</u>	<u>437,483</u>
CASH FLOW FROM INVESTING ACTIVITIES			
Payment for property, plant and equipment		(86,249)	(43,860)
Purchase of investments		(200,000)	-
Proceeds from the sale of investments		<u>-</u>	<u>-</u>
NET CASH (OUTFLOW) FROM INVESTING ACTIVITIES		<u>(286,249)</u>	<u>(43,860)</u>
CASH FLOW FROM FINANCING ACTIVITIES			
Lease Payments		<u>(142)</u>	<u>(69)</u>
NET CASH (OUTFLOW) FROM INVESTING ACTIVITIES		<u>(142)</u>	<u>(69)</u>
Net increase / (decrease) in cash held		(73,268)	393,554
Cash at beginning of the financial year		<u>1,622,671</u>	<u>1,229,117</u>
CASH AT THE END OF THE FINANCIAL YEAR	17a	<u><u>1,549,403</u></u>	<u><u>1,622,671</u></u>

The accompanying notes form part of these financial statements

**PINES LEARNING INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

1 Summary of significant accounting policies

The financial report is a special purpose financial report that has been prepared in accordance with the Board's reporting requirements under the *Associations Incorporation Reform Act 2012* and the *Australian Charities and Not-for-Profits Commission Act 2012*.

The financial report covers Pines Learning Inc. as an individual entity. Pines Learning Inc. as an association incorporated in Victoria under the *Associations Incorporation Reform Act 2012*.

Basis of preparation

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 *Presentation of Financial Statements*, AASB 107 *Statement of Cash Flows*, AASB 108 *Accounting Policies, Changes in Accounting Estimates and Errors* and AASB 1054 *Australian Additional Disclosures*.

The following is a summary of the material accounting policies adopted by the association in the preparation of the financial report. The accounting policies have been consistently applied, unless otherwise stated.

2 Accounting Policies

a. Income Tax

Pines Learning Inc.'s surplus/(deficit) is exempt from income tax under Section 50-145 of the *Income Tax Assessment Act 1997*.

b. Property, Plant and Equipment

Property, plant and equipment are carried at cost or deemed cost less, where applicable, any accumulated depreciation. The carrying amount of plant and equipment is reviewed annually by board members to ensure it is not in excess of the recoverable amount from these assets. All assets are measured using the cost model

c. Depreciation and Amortisation

The depreciable amount of Plant & Equipment fixed assets are depreciated on a diminishing basis useful lives to the Association commencing from the time the asset is held for use. The depreciation rates used for plant and equipment is 3 to 10 years. Intangible assets are amortised on a straight line basis over 5 years

d. 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.

e. Financial Instruments

Classification and subsequent measurement

Financial instruments are measured at fair value. Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

Financial assets at fair value through other comprehensive income

Financial assets are classified as 'fair value through profit or loss' when they are held for trading for the purpose of short-term profit taking, or where they are derivatives not held for hedging purposes, or when they are designated as such to avoid an accounting mismatch or to enable performance evaluation where a group of financial assets is managed by key management personnel on a fair value basis in accordance with a documented risk management or investment strategy. Such assets are subsequently measured at fair value with changes in carrying value being included in other comprehensive income.

**PINES LEARNING INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

2 Accounting Policies (continued)

f. Impairment of Assets

At each reporting date, the association reviews the carrying values of its tangible and intangible 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 income statement.

g. Employee Benefits

Provision is made for Pines Learning Inc's liability for employee benefits arising from services rendered by employees to balance date. Employee benefits expected to be settled within one year, have been measured at their amounts expected to be paid. Provisions for annual leave and long service leave include superannuation.

h. Revenue

The core principle of AASB 15 is that revenue is recognised on a basis that reflects the transfer of promised goods or services to customers at an amount that reflects the consideration the Association expects to receive in exchange for those goods or services. Revenue is recognised by applying a five-step model as follows:

1. Identify the contract with the customer
2. Identify the performance obligations
3. Determine the transaction price
4. Allocate the transaction price to the performance obligations
5. Recognise revenue as and when control of the performance obligations is transferred

Generally the timing of the payment for sale of goods and rendering of services corresponds closely to the timing of satisfaction of the performance obligations, however where there is a difference, it will result in the recognition of a receivable, contract asset or contract liability.

None of the revenue streams of the Association have any significant financing terms as there is less than 12 months between receipt of funds and satisfaction of performance obligations.

Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations the revenue is recognised when control of each performance obligations is satisfied.

i. 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.

Receivables and payable are stated inclusive of GST. The net amount of GST recoverable from, or payable to, the ATO is included as part of payables in the statement of financial position.

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.

j. Comparative Figures

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

k. Critical Accounting Estimates and Judgments

Pines Learning Inc. members evaluate estimates and judgments incorporated into 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 association.

PINES LEARNING INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

	2021 \$	2020 \$
3 Revenue from operating activities		
a. DET Grants		
DET Grant - ML CAIF 10	-	-
DET Grant - ACFE Seed	-	-
DET Grant - Pre Accredited	128,547	122,086
DET Grant - Skills First	357,373	484,223
DET Grant - Fee Concessions	-	-
DET Grant - Training Delivery Support	5,500	5,500
DET Grant - ACFE Fee Concession	2,757	3,516
DET Grant - Reconnect Program	262,100	-
	<u>756,277</u>	<u>615,325</u>
b. Other Grants		
Manningham City Council Grant	57,320	64,320
State Trustees Grant	5,864	5,863
DHS Grant - NH Coordination	100,744	84,957
Bendigo Bank Grant	7,905	20,638
MICH Grant	352	-
	<u>172,185</u>	<u>175,778</u>
c. Childcare Income		
DET - Childcare Rebate	354,613	322,936
DET - Kindergarten	58,628	17,480
Childcare Fees	209,343	110,572
	<u>622,584</u>	<u>450,988</u>
d. Funded Program Fee Income		
Employment & Pathways Fees	25,645	14,777
EAL Fees	22,624	14,227
VCAL Fees	93,684	57,238
Individual Support Fees	4,022	11,392
Early Childhood Fees	16,569	14,816
Community Program Fees	96,460	-
	<u>259,004</u>	<u>112,450</u>
e. Unfunded Program Fee Income		
Community Program Fees	-	55,178
Computer GCC Fees	-	-
	<u>-</u>	<u>55,178</u>

PINES LEARNING INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

	2021 \$	2020 \$
3 Revenue from operating activities (continued)		
f. Other Income		
Interest Received	11,615	18,502
Other Income	1,343	1,285
JobKeeper Subsidy	112,450	675,450
ATO Cash Boost	-	100,000
Dept of Jobs, Precincts & Regions	43,400	25,000
	<u>168,808</u>	<u>820,237</u>
Total revenue from operating activities	<u>1,978,858</u>	<u>2,229,956</u>
4 Expenditure		
Funded Core Programs	687,907	608,124
Unfunded Core Programs	-	185,707
Childcare Expenses	511,916	435,271
Overhead Expenditure	696,760	670,724
Depreciation and amortisation	34,634	28,611
	<u>1,931,217</u>	<u>1,928,437</u>
5 Auditors Remuneration		
Remuneration of the auditor of the centre for: - audit of the financial report	<u>4,200</u>	<u>3,900</u>
6 Financial Assets		
a. Fixed Deposits		
CBA Business Online Saver	69,233	69,226
Bendigo Bank Term Deposit	682,453	678,079
	<u>751,686</u>	<u>747,305</u>
b. Investments		
Warakirri Cash Deposits Trust	<u>832,229</u>	<u>629,803</u>
	<u>832,229</u>	<u>629,803</u>
7 Trade and other receivables		
Accrued Income	-	101,454
Accounts Receivable	28,367	3,111
	<u>28,367</u>	<u>104,565</u>
8 Right of Use Asset		
Building - Cost	365	684
Building - Accumulated Depreciation	(160)	(319)
	<u>205</u>	<u>365</u>

PINES LEARNING INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

	2021 \$	2020 \$
9 Property, plant and equipment		
Plant and equipment		
At cost	422,755	345,258
Less accumulated depreciation	<u>(245,448)</u>	<u>(219,565)</u>
Total property plant and equipment	<u>177,307</u>	<u>125,693</u>
Movements in the carrying amounts		
Movement in the carrying amount for each class of property, plant and equipment between the beginning and the end of the current financial year.		
Plant and Equipment:		
Balance at beginning of year	125,693	108,362
Additions	86,248	43,860
Disposals	-	-
Depreciation expense	<u>(34,634)</u>	<u>(26,529)</u>
Carrying amount at the end of the year	<u>177,307</u>	<u>125,693</u>
10 Intangible Assets		
Website		
At cost	10,411	10,411
Less accumulated amortisation	<u>(10,411)</u>	<u>(10,411)</u>
	<u>-</u>	<u>-</u>
Movements in the carrying amounts		
Movement in the carrying amount for intangible assets between the beginning and the end of the current financial year.		
Balance at beginning of year	-	2,082
Amortisation expense	<u>-</u>	<u>(2,082)</u>
Carrying amount at the end of the year	<u>-</u>	<u>-</u>
11 Trade and other payables		
Current		
GST Payable	33,828	23,896
PAYG Withholding Payable	29,172	30,073
Superannuation Payable	19,478	29,401
Accrued Expenses	<u>36,728</u>	<u>11,627</u>
	<u>119,206</u>	<u>94,997</u>
12 Lease Liabilities		
Current	114	274
Non-Current	<u>91</u>	<u>91</u>
	<u>205</u>	<u>365</u>

PINES LEARNING INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

	2021 \$	2020 \$
13 Provisions		
Current - Employee Benefits		
Provision for Annual Leave	80,846	79,760
Provision for Long Service Leave	175,028	202,727
	<u>255,874</u>	<u>282,487</u>
Non-Current - Employee Benefits		
Provision for Long Service Leave	18,462	15,292
	<u>18,462</u>	<u>15,292</u>
	<u>274,336</u>	<u>297,779</u>
14 Revenue received in advance		
Current		
Fees in advance	23,744	26,220
Grants in advance	206,608	129,535
	<u>230,352</u>	<u>155,755</u>
15 Equity		
a. Retained Surplus		
Retained Surplus at the beginning of the financial year	1,936,216	1,634,697
Net Surplus/(Deficit) attributable to the Centre	47,641	301,519
Retained Surplus at the end of the financial year	<u>1,983,857</u>	<u>1,936,216</u>
b. Investment Fluctuation Reserve		
Opening balance	(1,059)	3,207
Unrealised gain/(loss) of investments	(4,568)	(4,266)
Closing balance	<u>(5,627)</u>	<u>(1,059)</u>
16 Related parties		

Board Members in office during the financial year were:

Gloria Conte	Brenda Humphreys
Carol Webb (resigned June 2021)	Marinos Stathopoulos
Con Sotidis	Sue Christophers
Pamela Anderson	Stefan Wigg (resigned July 2021)
Geoff Lavender	Anuradha Krishnan
Patricia Vaz (joined Nov 2021)	Prof. Mary Wlodek (joined Nov 2021)
Salvatore Cirstiano (joined Nov 2021)	

Board members receive no remuneration or other benefits.

All transactions between Board Members and Pines Learning Inc. were made on normal terms and conditions available to other members.

PINES LEARNING INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

	2021	2020
	\$	\$
17 Cash flow reconciliation		
a. Cash		
<p>For the purpose of the statement of cash flows, Pines Learning Inc. considers cash to include cash on hand, at banks and term deposits. Cash at the end of the financial year is recorded at nominal amounts and is shown in the statement of cash flows and is reconciled to the related items in the statement of financial position as follows:</p>		
Cash at bank	797,267	874,916
At call deposits with financial institutions	751,686	747,305
Cash on hand	450	450
	<u>1,549,403</u>	<u>1,622,671</u>
b. Reconciliation of cash flows from operations with profit from ordinary activities		
Profit from ordinary activities	47,641	301,519
<i>Non cash flows in profit from ordinary activities</i>		
Depreciation and amortisation	34,776	28,680
Loss on disposal of fixed assets	-	-
Reinvestment of distributions	(6,995)	(11,742)
Realised gain on investments	-	-
<i>Changes in assets and liabilities</i>		
(Increase)/decrease in trade and other receivables	76,198	(66,582)
(Increase)/decrease in prepayments	(13,860)	23
Increase/(decrease) in trade and other payables	24,208	42,418
Increase/(decrease) in revenue received in advance	74,598	109,344
Increase/(decrease) in provisions	(23,443)	33,823
Net cash provided by operating activities	<u>213,123</u>	<u>437,483</u>
18 Cash flow reconciliation (continued)		
c. Financing arrangements		
Credit card facilities:		
Used facility	5,813	5,210
Unused facility	10,000	10,000
	<u>4,187</u>	<u>4,790</u>

**PINES LEARNING INC.
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021**

19 Members

As at 31 December 2021 the number of financial members was 7 (2020: 28)

20 Association details

The registered office and principal place of business of Pines Learning Inc. is:

1/520 Blackburn Road
Doncaster East Vic 3109

21 Subsequent Events

No matters or circumstances have arisen since the end of the financial year which significantly affected or could significantly affect the operations of the Association, the results of those operations or the state of affairs of the Association in future financial years.

LDAssurance

CHARTERED ACCOUNTANTS

LDAssurance Pty Ltd
Level 6, 330 Collins Street
Melbourne Victoria 3000
Telephone +61 3 9988 2090
www.ldassurance.com.au
ABN 89 146 147 202

**LEAD AUDITOR'S INDEPENDENCE DECLARATION
UNDER SUBDIVISION 60-C OF THE
AUSTRALIAN CHARITIES AND NOT-FOR-PROFIT COMMISSION ACT 2012**

To the Members of Pines Learning Inc:

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

- (i) no contraventions of the auditor independence requirements as set out in the *Australian Charities and Not-For-Profit Commission Act 2012* in relation to the audit; and
- (ii) no contraventions of any applicable code of professional conduct in relation to the audit.

LDAssurance
Chartered Accountants

Stephen O'Kane
Partner



Dated this 2nd day of May 2022
330 Collins Street, Melbourne.

LDAssurance

CHARTERED ACCOUNTANTS

LDAssurance Pty Ltd
Level 6, 330 Collins Street
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INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF PINES LEARNING INC.

Report on the Audit of the Financial Report

Opinion

We have audited the financial report, being a special purpose financial report of Pines Learning Incorporated ('the Association'), which comprises the statement of financial position as at 31 December 2021, the statement of profit or loss and other comprehensive income, the statement of changes in equity and the statement of cash flows for the year ended, and notes to the financial statements, including a summary of significant accounting policies, and the statement by members of the board.

In our opinion, the accompanying financial report of Pines Learning Inc. has been prepared in accordance with the *Associations Incorporation Reform Act 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*, including:

- i. giving a true and fair view of the Association's financial position as at 31 December 2021 and of its financial performance for the year then ended; and
- ii. complying with Division 60 of the *Australian Charities and Not-for-profits Commission Regulation 2013*.

Basis for Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described as in the *Auditor's Responsibilities for the Audit of the Financial Report* section of our report. We are independent of the Association in accordance with Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012* and 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 our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter - Basis of accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to for the purpose of fulfilling the Association financial reporting requirements of the *Associations Incorporation Reform Act 2012* and the *Australian Charities and Not-for-profits Commission Act 2012*. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Board for the Financial Report

The Board is responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the Australian Accounting Standards, the *Associations Incorporation Reform Act 2012* and Division 60 of the *Australian Charities and Not-for-profits Commission Act 2012*. The Board's responsibility also includes such internal control as it determines is necessary to enable the preparation of the financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

Responsibilities of the Board for the Financial Report (Continued)

In preparing the financial report, the Board is responsible for assessing the Association'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 Board either intends to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Report

Our 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 our 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 Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We 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 our 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 Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board.
- Conclude on the appropriateness of the Board's 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 the Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Association 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

We communicate with the Board regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

LDAssurance
Chartered Accountants



Stephen O'Kane
Partner

Dated this 2nd day of May 2022
330 Collins Street, Melbourne.

Manager and Coordinator Reports

Acting General Managers

Sue Christophers and Ron Wilson

The immense impact of the COVID-19 pandemic on society and education cannot be understated. It had a profound effect on the entire Pines Learning community as it did on so many other organisations, businesses and industries. It tested our resilience as an organisation and as a community.

It is worth remembering that Victoria underwent four lockdowns during 2021: February (5 days), May (14 days) July (12 days) and from August to October (77 days). In addition, returning to an adult learning environment was restricted throughout the entire year. Most Pines Learning staff were required to work from home. They became adapt at pivoting between face-to-face delivery and on-line delivery.

Pines Learning did not reduce program offerings in 2021. Staff continued to provide opportunities for everyone to continue their participation. The delivery of **243 programs** to **2192 participants** is evidence of the commitment and adaptability of Pines Learning staff.

Our Childcare Centre continued operating during this time. However, restrictions announced late August meant operating at a reduced capacity. Processes were reviewed to ensure the highest level of wellbeing and safety of all staff and children.

During this time:

- We participated in the Biggest Morning Tea initiative and raised funds for the Cancer Council.
- The Childcare Centre developed a Reconciliation Action Plan which was published by Reconciliation Australia.
- The Childcare Centre also helped raise money for children with cancer and collected food donations for the Salvation Army Christmas Appeal.

The stop start nature of providing face to face or in person training has seen Pines Learning well prepared to offer flexible delivery models in the future. And we will be pleased to be able to conduct more activities in support of RU Ok day, International Women's Day, World Health Day, etc.

Staff changes in 2021 also impacted on Pines Learning. However, staff rose to the challenges and continued to provide quality programs and services.

We would like to congratulate the staff and volunteers of Pines Learning for their dedication and adaptability during 2021 and we are confident 2022 will see Pines Learning continuing to provide high quality services for its community.

The following report provides a snapshot of the programs and events implemented under challenging circumstances in 2021.

Programs and Compliance

Ruth Fordham

Program Areas:

The 2021 individual Program Area reports have been written by the relevant Coordinator/Manager.

COVID-19 pandemic continued to rain down hard on us for a second year in a row. We were working in an ever-changing environment as new information, recommendations and restrictions became available.

Moving to online classes at such short notice remained throughout 2021. Staff were extremely busy with the constant changes, which involved changes to preparation and planning, the delivery and session plans, multiple changes to timetables and more. Most courses were able to continue, which is a testament to Pines Learning.

Staffing:

Libby Payne has permanently taken on the Community Programs Co-ordinator role after successfully covering this role previously. It has been a seamless integration and Libby is proving her worth day in and day out.

Within the VCAL (Victorian Certificate of Applied Learning) program we have been able to reduce Jennett Colyer's teaching hours which allowed her to take on the VCAL Coordinator role permanently. I thank Jennett wholeheartedly for her dedication to her trainers and the students.

Two years of COVID has seen people re-access their lives and it was in the VET (Vocational Education and Training) team where we have seen our greatest loss, the VET manager and both Co-ordinators have resigned and we now have an opportunity to redevelop/restructure a new team.

I would like to take this opportunity to thank everyone in my team for remaining flexible, resilient, level-headed, and strong in the toughest of times. I am immensely proud and honoured to work with them all.

Compliance:

In 2021 Pines Learning continues to enhance and streamline their compliance policies and procedures to ensure alignment with the funding and regulatory bodies.

Programs and Compliance

Continued

Skills First Funding Contract

- Analysed the update/changes from the 2020 Skills First contract to the 2021 Skill First contract, re-examining all areas of the business impacted by any changes
- Continued to streamline checklists/processes and future develop operations in consultation with the relevant staff ensuring all processes effected by Skills First funding are completed accurately and on time
- Internal Audit completed – 30 June 2021

ASQA (Australian Skills Quality Authority)

- Completed through Novacore (DMS) the declaration of compliance assuring that as an RTO (Registered Training Organisation), Pines Learning complies with the 2015 RTO standards at all times
- Declaration of compliance was signed off by Kalli Taifalos – Centre Manager, March 2021.

NovaCore (Compliance / Document Management System)

- NovaCore continues to evolve as more information is loaded. It has further reduced the time it takes to conduct internal audits, make changes when contracts/standards are updated, allows for faster access to documents and has improved version control. Overall, the system continues to allow for greater control of compliance across all areas of the organisation.

VET

(Vocational Education and Training)

Ron Wilson

2021 witnessed continuation of the turbulent challenges faced in 2020. The gradual transition out of COVID restrictions opened the opportunity to facilitate the work placements not conducted in 2020. However, due to the dedication and commitment of our quality training staff and support staff, we were able to gradually reintroduce face to face delivery whilst maintaining online delivery and contact with our students.

2021 delivery supported the completion of those work placements for 2020 students as well as 19 new Individual support enrolments and 28 new Early childhood enrolments (including 7 new diploma enrolments)

Overall new enrolment numbers marginally dropped over the period of the COVID pandemic.

Individual support programs at Doncaster East and Whittlesea

The majority Individual Support students enrolled in 2020 courses completed their qualification by June 2021. One student still needs to complete their placement.

Of 2021 programs, **27¹ enrolments** lead to **21 completions** with **3 still active**. One program was cancelled with enrolments held over to 2022.

Of the completed students, so far **84% have gone onto employment** and, of the employed students, **50% gained employment** either via their placement or other Pines Learning contacts.

Course	Enrolment No.	Completion No.	Course Follow up				No. Further Study PL	% Further Study PL	No. Further Study elsewhere	% Further Study elsewhere	Combined employment/study outcome
			No. of Responses	% Response Rate	No. Employment	% Employed					
19IS02 Cert 3 East Doncaster	10	8	9	113% ²	8	100%	0	0%	0	0%	100%
20IS01 Cert 3 East Doncaster	8	8	8	100%	8	100%	0	0%	0	0%	100%
21IS01 Cert 3 East Doncaster	9	7 (1 active)									
21IS02 Cert 3 East Doncaster	4	Cancelled									
21WIS01 Cert 3 Whittlesea	6	4 (2 active)									

Note 1. Of the 37 enrolments recorded, 10 commenced their enrolments in 2019 but continued their programs into 2021. Hence 27 were new enrolments for the period of this report

Note 2. Course follow up was required for completing students. In 2021 there was an additional follow up on a non completing student therefore reporting 113% return against completing students

VET

(Vocational Education and Training)

Continued

Early Childhood Courses

Of the three 2020 courses completed in 2021, **91.4% completed the courses** and of those **94% were employed** in the childcare industry. Of the **43 new enrolments** in 2021, **24 completed** with **12 still active**.

Course Follow up											
Course	Enrolment No.	Completion No.	No. of Responses	% Response Rate	No. Employment	% Employed	No. Further Study PL	% Further Study PL	No. Further Study elsewhere	% Further Study elsewhere	Combined employment/ study outcome
19EC03 Cert 3 East Doncaster	10	10	10	100%	8	80%	1	10%	0	0%	90%
20EC01 Cert 3 East Doncaster	15	14	15	107%	14	100%	1	7%	0	0%	100%
21EC01 Cert 3 East Doncaster	13	9									
21EC02 Cert 3 East Doncaster	8	1 (6 active)									
21DEC02 Diploma East Doncaster	7	0 (6 active)									

Pines Learning greatly appreciates the support from aged care facilities, home care providers and children’s services centres in Manningham for their support providing work placement options, quality industry advice to students and staff, and opportunities for our students to access employment opportunities.

Employment and Pathways

Jenny Carson

2021 was a continuation of the ups and downs the pandemic threw at us in 2020 and, whilst we had the previous year to draw from to guide us, the context in which we delivered our courses, like the virus itself, changed. As the community came to terms with the fact that the virus was not going away, for many their resilience seemed to waiver with a reduced appetite to commit to study whether it be online or face to face. This manifested itself in the hugely reduced number of enquiries and course Waitlists.

We soldiered on however supported by Pines Learning's commitment to deliver quality courses in a supportive environment drawing on all its resources to let the community know we were open for business and to entice prospective learners to engage.

The following Adult Community and Further Education (ACFE) funded programs were delivered:

- Computers for Beginners Level 1 (face to face)
- Computers for Beginners Level 2 (face to face)
- Business Administration Skills (online and face to face)
- All Abilities Essential Skills for Work (online and face to face)
- MYOB for Beginners (online)

The above represents 106 enrolments, **5208 contact hours** representing **53% of the total ACFE hours** delivered at Pines Learning in 2021 with one course, Business Administration Skills, making up **33% the total 9896 ACFE hours** delivered by Pines Learning.

Combining the two areas of English as an Additional Language and Employment and Pathways we **achieved 76% of our ACFE allocation** for the year which was truly outstanding all things considered.

In addition:

- We began the delivery of a 27 session Live Your Life Independently course for people with high functioning intellectual disabilities for Manningham Inclusive Community Housing Inc, (MICH) a community group Pines Learning has partnered with for many years. This course is funded by a Manningham City Council (MCC) Community grant to MICH. As this course is fully hands on and not suitable for online, delivery was stop/start with lockdowns, however, during periods when allowed on site attendance was excellent. This course will be completed in May 2022.
- Bendigo Bank's steadfast support over many years continued with another Community grant (\$4733) to deliver our Skills to Apply for Work program. Delivery was both online and face to face aligned to COVID restrictions at the time with excellent feedback from participants.

Employment and Pathways

Continued

- A Memorandum of Understanding was signed with JobFind to work together to provide hospitality training to their youth clients. Whilst Pines Learning was ready to deliver JobFind could not attract interest from their clients who, at the time, were not government mandated to participate in training or work.

Special thanks must be given to the hardworking, creative and committed team of trainers in the Employment and Pathways area who persevered with enthusiasm and succeeded delivering courses online and face to face which were relevant, engaging and interactive.

English as an Additional Language

Sandie Forbes

2021 was a year of constant disruption and adaptation! We thought we'd seen the end of the pandemic but alas, lockdowns were frequent across the year and we had to be ready to switch to Zoom classes at any time. Luckily we'd had some practice in 2020!

Over the year we ran 7 courses, 4 year long courses, one year long course that only ran in term 1 (Speaking English, low level speaking & listening class) and two short courses that ran fully online; English as an Additional Language (EAL) Taster and Improve your Grammar for work. As we did in 2020, for students that could not participate in online lessons, support was offered through phone calls, WhatsApp group chats, emails, mail-outs and homework pickups etc. Participating students enjoyed having coursework sent to them for pre-reading the week before and overall students practised high levels of employability skills like self-management, planning and organising and of course, using technology.

Overall we delivered **9896 student contact hours** (representing **76% of total Adult Community and Further Education (ACFE) allotment**) with a total of **122 students**, a good effort considering that a lot of the year was online and in lockdown.

2021 saw us continue our close relationship with Jobfind (through the ParentsNext program), receiving a high number of referrals. This program was strengthened by an injection of government funding after the effects of the pandemic in 2020 were especially felt by marginalised groups like single parents.

Margot Reid, much loved teacher of Starting out with English, retired at end of term 2 and new teacher, Paris Karvelis, came on board in the most difficult of circumstances, teaching online (having never done that before) to a group of students she had never met for an organisation she had never set foot in. Margot was farewelled and her time with us properly celebrated once lockdowns lifted.

The EAL team participated in various professional development opportunities through ACFE and VALBEC including Pre Accredited A-Frame review, the VALBEC conference (delivered online) and Neurodiversity in adult learning.

In terms 1 and 2 we also hosted a TESOL student, she taught in 3 classes and observed a full breadth of lessons.

A highlight of the year was EAL student, Maryam, being awarded a Learning Changes Lives \$500.00 scholarship through Adult Learning Australia Foundations scholarship program, during Adult Learners Week, in September. Maryam arrived from Iran in 2019 and after becoming a single mum, struggled to cope with pandemic daily press conferences and home schooling (and adjusting to a new life in a new country!). She was enormously grateful and appreciative of being selected for a scholarship.

A final highlight for the year was a speech by student, Mahshad Tamimi, at our Graduation event. Mahshad delivered a heartfelt and passionate speech about her time in Australia and learning English with Laurie in the Speak Up class.

English as an Additional Language

Continued



Returning to class smiles, November 2021

Liz Iacono and student, Voula



Face to face (with masks) and one student Zooming from home, December 2021

Sandie Forbes and students, Zhen and Linda

Course evaluations were completed for all courses at the end of the year and students were quizzed about their experiences of learning over the year. I include some comments below about what was good about online learning.

We also asked students to tell us what they missed about face to face learning and as we learnt last year, face to face seems to be our natural preference for all human interaction with students once again commenting about missing seeing their friends in person, the unofficial everyday easy chit-chat of a tea-break etc....

Learner Feedback from Students' Course Evaluations included the following;

What was good about online learning?

"Working in small groups (Breakout rooms)."

"Safe choice for being worried about COVID."

"Time saving and no travel time."

"Learnt how to do videoconferencing."

"I liked how Zoom helped me to read and write."

"I learnt a new skill/experience."

"I still learnt during lockdowns!"

"Seeing teacher and classmates online."

"Better time to get organised."

English as an Additional Language

Continued



Brenda Humphreys (volunteer) asissting Speaking English class, May 2021

Brenda Humhreys, long time Donvale Living and Learning Centre and Pines Learning employee and Board member, joined the EAL programme to volunteer in a low level speaking and listening course in term 1.

2021 was a challenging year forcing us all to very quickly adapt to changing circumstances over and over. The world is a changed place and from change comes growth, opportunity and learning.

I would like to thank Pines Learning for the support they showed their staff and students and personally to my EAL team for their incredibly hard work, adaptability, resourcefulness and resilience.

VCAL

(Victorian Certificate of Applied Learning)

Jennett Colyer

VCAL is a senior secondary school certificate designed as a hands on alternative to the VCE and a different, equally valid way to access further education and training. Classroom work and activities are based around real life scenarios and have, where possible, practical applications to life and work. VCAL is also a pathway to apprenticeships, traineeships and many kinds of employment. We offer Intermediate (Year 11) and Senior (Year 12) VCAL. Classes at Pines Learning are run on Mondays, Tuesdays and Thursdays. Students participate in the VET in Schools program at various TAFEs and RTOs on Wednesdays.

We were all hoping the difficulties of 2020 were behind us and we started 2021 eager to provide a successful program for our students.

Due to the Covid-19 pandemic in 2020, we received an extraordinary number of enquiries as many students had disengaged from formal high school during the lockdowns. By the middle of Term 1 we had a wait list long enough to potentially start a third class.

The students mostly settled in well and worked solidly to catch up on the work missed from the previous year. Some students found it difficult to come back into previous surroundings and challenged the boundaries of the program and the VCAL team. The VCAL team handled the situations skillfully.

After a short lockdown in the beginning of the year, the students looked forward to attending planned excursions and enjoyed being back face to face classes. Each year the Victorian Curriculum and Assessment Authority perform quality assurance on a unit of the VCAL program. This year Numeracy was the focus of the quality assurance and with the hard work and help of Virginia Craig and Maria Jurkic we achieved the highest level of approval. We also have a number of partnerships with local high schools through a Memorandum Of Understanding (MOU) where students will come to us to complete just their VCAL units, though are still enrolled at their school. A student who is with us as part of the MOU contract provides additional layers of support to help the student achieve a positive outcome. This year through the MOU contract we received additional funding and we were able to employ a student aid to work one on one with particular students in a dedicated room as not to single the student out.

Regrettably in Term 3 due to the two lockdown periods, some of the projects that were planned had to be cancelled. The VCAL team worked tirelessly to come up with alternative assessments that accommodated online learning. As the majority of the students who are with us, left school due to the previous lockdown as they became disengaged through online learning, we experienced the same outcome. The VCAL team brainstormed to come up with alternative assessments that included recording of sessions and engaging the students using online interactive tools.

VCAL **(Victorian Certificate of Applied Learning)**

Continued

The VCAL program was successful in being a recipient of a Bendigo Bank Community grant for a Youth Recovery Pathway for our VCAL students to help them acquire new skills and practical experience. The students who attend in 2022 will have a great opportunity in skill and knowledge building in the hospitality industry. The students will complete a barista and food handling course and apply their knowledge in getting hands-on experience in the new Pines pop-up coffee shop, which will run during each term.

Term 4 was a challenging end to the year as our Intermediate students, due to restrictions still in place from the lockdown, had to complete their year with online classes, and Seniors were allowed to return to face-to-face classes.

We had to say a fond farewell to a valued member of the VCAL team Rosanne Astuto, who decided to retire after over 30 years of teaching and the last 11 years at Pines Learning. Rosanne will be truly missed and has kindly offered to come back as a guest speaker if the team needs her.

We look forward to returning to a new normal in 2022 with face-to-face teaching and the exciting Youth Recovery Pathways and plenty of excursions.

Community Programs

Libby Payne

2021 was certainly an eventful year full of twists and turns, false starts, 180 degree turns and uncertainty, but I am happy to say we prevailed and with much hard work, focus and dedication, we came through to deliver support and engagement to our wonderful students with a continuous, strong, engaging, and successful program.

We provided continuity of engagement for **12 Trainers conducting 30+ classes per week** – either Hybrid delivery or Zoom only in times of lockdown.

As a result of the hard work and unwavering dedication shown by Trainers, Reception, Coordinator and Management staff, we have had a successful year. The following Evaluation Form responses capture insights from **1560 engaged** and valued participants across **1656 total class hours**.

	Excellent	Very Good	Good	Poor
How would you rate the course?	85%	11%	4%	0%
How would you rate the trainer	84%	14%	2%	0%

	Excellent	Very Good	Good	Poor	N/A Did not Zoom
How would you rate our Zoom Class(es)?	42%	19%	12%	0%	27%

	Yes	No	N/A
Have you gained new skills or improved your health and fitness?	88%	4%	8%
Have you changed or adopted healthier behaviours or habits?	65%	14%	21%
Do you feel physically or mentally better from attending this class?	94%	2%	4%
Have you been inspired to do more to address your health and wellbeing?	70%	14%	16%

Term 1

Sadly we saw the resignation of Community Programs Coordinator extraordinaire, Christine Gray who had worked tirelessly for 12 years to promote our Community Programs to support the physical and mental well-being of participants. She was the driving force behind many community events and engaged many interesting and inspiring guest speakers on a wide range of subjects. She forged strong ties between Pines Learning and our community, was a loyal supporter of staff, had a can-do attitude, an inclusive leadership style, a compassion for vulnerable people, a strong sense of social justice and a practical kindnesses to those who need a helping hand.

Community Programs

Continued

Term 2

In response to a very sudden Circuit Breaker Lockdown, following a few days of pause, we quickly switched from face to face classes to provide a program of 23 Zoom classes run by 10 of our 12 trainers from their living rooms, free and open to the wider community, and ongoing pending restrictions. This was to provide support, engagement and connection to our community and continuity of hours for our trainers. Healthy participation and great feedback was received from students. Trainers were terrific to adapt and were very willing, positive, supportive, and proficient on Zoom.

Circuit Breaker Lockdown (23 Free Open Zoom classes)	7/6 to 19/6 – Total 325 Zoom connections
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Term 3

This was quite an interrupted term, starting face to face but we were then quickly to experience another period of multiple lockdowns. Our students hung in with us and when we again found ourselves back to remote participation, we opened our full Zoom program so that all Community Programs(CP) students who were enrolled in a class were also provided the benefit of access to the entire Zoom exercise program (26 classes). We also opened the program as a value add to Pines Learning (PL) staff and finally to our enrolled English as an Additional Language students, many of whom were experiencing disengagement, to provide them with a form of connection and to help motivate and build/maintain physical and mental wellbeing.

Lockdown 5.0 (26 Open Zoom Links to CP Enrolments, PL Staff and EAL students)	21/7 to 27/7 – Total 205 Zoom connections
Lockdown 6.0 (26 Open Zoom Links to CP Enrolments, PL Staff and EAL students)	9/8 to 11/9 – Total 576 Zoom connections

Term 4

Things were starting to look up for a more settled term and there was a general sense of hope and optimism for a return to some sense of normality. For the final term of 2021, a transitional plan was implemented as a progressive step toward returning to full fees. We continued to support our participants with an interim pricing model – an \$80 fixed fee for a term enrolment (a 40% reduction in fee) for a class to be delivered F2F, or during periods of lockdown, access to our full Zoom exercise program. Had very good participation and the model attracted strong and sustained enrolments and consistent engagement. We continually worked diligently to continue to support and engage our learners at the conclusion of a very challenging time for all.

Community Programs

Continued

Zoom Testimonials

"Thanks for continuing to provide these classes and so many to choose from. I appreciate Karyn and her ongoing commitment to always give 100% to each class. She is always able to provide a calm voice and some helpful advice along the way. It makes such a difference!"

— **Melissa.**

"Thanks for updating the Zoom schedule. I have joined Sanett for the last two Thursday sessions of Strong People Stay Young and whilst I loathe moving the aching muscles and bones, I feel much better about life after having survived the session. Have to say Sanett is the most encouraging, non-judgmental, just gorgeous, physical exercise teacher who's ever had the challenge to teach me. She deserves an endurance medal."

— **Elizabeth**

"I just would like to tell you how much we love the Zoom class Get Fit and Tone with Loretta! She is a fantastic trainer and has a good humour to make the class easier... love it!"

— **Pierre**

"Thank you so very much for the program. I have done an exercise program and Zumba Gold. Both were terrific. I hope to do more than two next week."

— **Effie**

"Love Zoom in lockdown. These classes were brilliant and allowed ongoing participation. The online exercise classes were essential to my wellbeing during lockdowns helping give me purpose and keeping me fit and strong. A godsend – so good."

— **Anon**

Zoom Student Participation Giveaways



To maintain/boost participation as we moved in and out of lockdowns, we ran a Zoom Participation Giveaway campaign promoted via email and SMS. All students who participated in a Zoom class for that particular week went into a draw to win one of 2 prizes. This was intended to sweeten the pot and encourage people to continue to engage with our exercise classes remotely. Social media posts and newsletter entries announced our winners.

Connecting with Pines Learning e-Newsletter



Continuation of e-newsletter which we launched in April 2020 and ran into 2021 (monthly circulation for 14 months) until we were able to return to classes at the centre. This initiative was introduced in response to the impacts of Covid to keep our community connected and 'seen' by PL and to combat feelings of isolation/disconnection. Received great feedback and support.

Community Programs

Continued

Cancer Council Biggest Morning Tea



The 2021 BMT event happened by the proverbial 'skin of its teeth' taking place on the eve of lockdown 4.0. It was, regardless, a great success. Our raffle was hugely popular thanks to a trove of fantastic prizes and we sold every last crumb of baked goods, made by our very willing and able staff. In the final tally, we raised the very respectable sum of \$1014 and as always, we were very happy participate in this most worthy cause.

Trainer Gift



In recognition of the unwavering dedication consistently shown by our Trainers, Coordinators organised delivery of a special gift to acknowledge our thanks for all they do for us. Thanks to members of the Board for approving this initiative.

Salvation Army Food Drive (term 2 and 3) and Reverse Advent Calendar Food Drive (term 4)



Since the beginning of the pandemic, the demand on The Salvation Army for material aid services (non-perishable food and toiletries) has skyrocketed. More and more people have needed support, many accessing services for the first time. To help The Salvo's keep up with demand, Pines Learning joined the School Donation Program as a collection point for donations of food and/or toiletry items. The generosity shown by our Community is testament to the wonderful people who come to the Centre.

Reconnect Program

Melanie Povey

The Reconnect program is funded by the Department of Education and Training to support participants overcome the barriers preventing them from engaging in education, training and employment and provides support for further study or employment pathways.

This program commenced in March 2021 and Pines Learning manages this program in the Manningham and Murrindindi regions.

Reconnect providers across Victoria advised program has been slow in building in 2021 due to COVID-19 and subsequent hesitancy within the community to get back to pre- COVID-19 living.

Therefore, the DET reached out to all Reconnect providers and provided an extension to the milestone payments into 2022.

Despite the slow uptakes, Pines learning recorded **19 participants in 2021** setting a base to reach the **38 target by August 2022**.

Childcare

Anne Kenworthy

2021 started out on a positive note as we thought Covid was behind us but quickly realised that was not the case.

Once again we spent from August to late October in the building by ourselves as the majority of Pines Learning office staff worked from home and classes were delivered via zoom.

At this point in time we averaged around 14 children per day with numbers increasing back to capacity from early November. During this time Tanu conducted kindergarten sessions via zoom and we emailed learning resources to all families to help keep their children engaged and connected to our service.

Our educators were amazing during 2021, and rose to the challenge once again. They showed great courage and resilience continuing to come to work each day whilst others were able to work safely from home. We created a safe and secure place for the children in our care, provided them with answers to many questions regarding the virus and what they had heard at home or on the television. We proved during 2021 what we already knew about Early Childhood Educators; they are kind, caring, compassionate, professional, dedicated and flexible and we are very fortunate at Pines Learning to have a great team of Educators.

Our Early Childhood Educators for 2021 were:

Rupal Chandra	Anne Kenworthy	Vicky Liu
Valentina Vardari	Monica Rodrigues	Atefeh Fani Ghanderijani
Tanu Guleria	Karen Wu	Michelle Hughes
Fiona Porto	Sara Yim	

We delivered **44,716 hours** of care to **59 individual children (51 families)** throughout the year and had **9 children** enrolled in our funded kindergarten program.

The children and educator's in our service continued to maintain strong connections within our community and the environment, this was important for the Children to develop a sense of belonging to and participation in communities and become socially responsible and show respect for the environment.

- In June we submitted our Reconciliation Action Plan to Narragunnawali for approval and it was published in July. Having a Reconciliation Action Plan is important for us to ensure we have an understanding and a commitment to reconciliation.
- Educators and children participated in "Footy Colours Week" to raise money to help support children with cancer.



Childcare *Continued*

- In December we took part in collecting food donations for the Salvation Army Christmas appeal.
- The children along with educators maintained the garden beds in our playground growing broccoli, carrots and pumpkin



Information Management

Silvana Cassar

Program Delivery

During 2021, Pines Learning continued reporting to and received funding from the Department of Education and Training (DET) for all accredited courses, while the Adult Community and Further Education (ACFE) Board provided funding for pre-accredited courses, such as English as an Additional Language, Computer for Beginners, Digital Literacy and much more. The free Skills to Apply for Work courses as previously, were funded by a grant from Bendigo Bank. A system of continual improvement and consultation with coordinators and the Finance Manager ensures that our data upload is accurate each month.

Student Enrolments 2021

In 2021, Pines Learning offered **243 courses**, with **2,192 participants** attending the centre.

Website & Social Media

During 2021, the Pines Learning website continued to be updated regularly, listing the courses running in each term. With increasing numbers of learners accessing information via mobile phones, iPads etc. and with more people visiting our website, our aim is to continue to make the website user friendly, so finding information is faster and easier. This will continue to make the website timeless and reduce maintenance. In 2021, online enrolments continued for Community Programs. This continues to be popular with new and existing students giving them the freedom to enrol and make payments online at their leisure. During the lockdown period most enrolments were online or over the phone.

Email campaigns were sent regularly, keeping learners up to date with the latest courses and events running at Pines Learning.

Pines Learning's Social Media continued to grow in 2021 and was updated regularly in keeping with the website, events and any news at Pines Learning.

As we post regularly to Facebook and Instagram these platforms continue to attract new followers and continue to be a major form of advertising for Pines Learning. We also post to LinkedIn.



Pines Learning

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Minutes of Annual General Meeting
Held on
Wednesday 25 May 2021

Minutes of Meeting

The AGM opened at 6.15 pm.

Anu Krishnan, Marinos Stathopoulos, Pamela Anderson and Stefan Wigg attended via Zoom. Geoff Lavender, Sue Christophers, Gloria Conte, Con Sotidis and Brenda Humphreys attended in person.

Acknowledgment of Country

Pines Learning acknowledged and paid respects to the traditional owners of the land, the Wurundjeri people, and elders past and present. Geoff Lavender, President, noted that this week we begin to celebrate National Reconciliation Week.

Welcome:

Geoff welcomed everyone to the 2021 AGM, for the year 2020 and commenced proceedings. He thanked Ruth Fordham, Acting Centre Manager for attending.

Apologies: Brenda Humphreys confirmed that no apologies had been received, therefore quorum was achieved.

Ordinary Business

Geoff Lavender, President conducted the ordinary business of the AGM.

Item 2.1 on the agenda: confirmation of the Minutes of last year's AGM held on 15 July 2020, as recorded in the Annual Report; these have been circulated to members and posted on Moodle.

Motion to accept these minutes from AGM held on 15 July 2020 as a true record:

Proposer: Brenda Humphreys **Seconded:** Sue Christophers

Board voted unanimously to accept the minutes from last year's AGM.

Item 2.2 on the agenda: receive and consider the Annual Report on the activities of the Association during the preceding financial year.

The Annual Report is available on the meeting table, has been circulated to members and is on Moodle

Motion to accept the 2020 Annual Report:

Proposed: Con Sotidis **Seconded:** Brenda Humphreys

Board voted unanimously to accept the 2020 Annual Report.

Minutes of Meeting

Continued

Item 2.3 on the Agenda: Receive and consider the financial report and statements of the Association for the preceding financial year.

Geoff noted that the financial reports and statements have been circulated and are on Moodle. Gloria invited any questions, there were none.

Motion to accept 2020 Financial Report:

Proposed: Gloria Conte **Seconded:** Con Sotidis

The Board voted unanimously to accept financial report and statements of the Association for the preceding financial year.

Item 2.4 on the Agenda: Election of Board Members. In accordance with the Pines Learning constitution adopted on 15 July 2020 one third of the Board members must retire from the Board and are eligible for re-election, The Board has agreed to adopt the schedule of retirements as outlined in the attached table. To retire at this meeting are Brenda Humphreys, Gloria Conte and Stefan Wigg.

Con Sotidis, who was appointed to a casual vacancy, must also retire, and Carol Webb has recently retired from the BOM.

The PL constitution states that there should be a President, Vice President, minimum of 7 and no more than 11 ordinary members.

There are currently four vacancies.

Brenda Humphreys, Gloria Conte, Stefan Wigg, and Con Sotidis have nominated, or are willing to nominate for election the Board of Pines Learning.

Geoff asked for confirmation that those individuals are willing to renominate, and whether there were any other nominations. As all confirmed he declared each of those members to be elected to the Board for a three year term, and congratulated them on their election.

Geoffrey Lavender will remain as President and Gloria Conte as Vice President.

Item 2.5: Confirm members' annual subscription fee \$2

Proposed: Sue Christophers **Seconded:** Anu Krishnan

No questions or comments, and the Board voted unanimously to confirm this item.

Close of meeting: 6.21 pm



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