

MEADOW HEIGHTS
EDUCATION CENTRE
REGISTERED TRAINING ORGANISATION (R.T.O 3940)

28TH

Annual Report

2021



CREATING OPPORTUNITIES, OPENING DOORS

Our Purpose

The Learning Shop aims to improve quality of life through adult education for the community, in a safe non-threatening environment, in the areas of education, recreation, leisure and children's services.

Our Aims and Objectives

- *Meet the needs of our culturally, linguistically and socio economically diverse community*
- *Provide accessible vocational education and training*
- *Provide youth, recreation and leisure programs*
- *Provide community development services and support*
- *Provide free services to those experiencing financial hardship or challenging circumstances*
- *Engage the local community in learning*
- *develop fundraising and income raising activities*



Our Board of Directors in 2021

Name	Position	Status
Mr Phillip Perroni	President	Active
Mr Michalis Michael	Vice President	Active
Mrs Lyda Dankha	Secretary/Public Officer	Active
Ms Salam Dankha	Assistant Secretary	Active
Mr Ray Benson	Treasurer	Active
Ms Helen Patsikatheodorou	Assistant Treasurer	Active
Mr Nader Hanna	CEO	Active

The Board established the following Committee:

- **Finance Committee Members:**

Mr Ray Benson (Treasurer), Ms Helen Patsikatheodorou (Assistant Treasurer),
Mr Phillip Perroni (President) and Mr Nader Hanna (CEO)



NOTICE OF MEETING

The 28th Annual General Meeting of the Meadow Heights Learning Shop Inc. will be held at 5pm on Thursday 26th May 2022 at 3-13 Hudson Circuit, Meadow Heights Vic 3048 and via Zoom

AGENDA

1. Welcome and Apologies

2. Minutes

The Minutes of the meeting held on *Friday 28th May 2021* are attached.

It is recommended:

That the minutes of the AGM held on Friday 28th May 2021 be confirmed as a true and correct record.

3. Annual Report

It is recommended:

- a. *That the AGM receive the 2021 Annual Report*
- b. *That a financial auditor be engaged for the 2022 financial year or the Auditor, LD Assurance P/L be appointed for a further period of one year.*

4. Elections

Returning Officer, Nader Hanna

5. Closure

All members and guests are invited to remain for refreshments and networking



Record of 2020 Annual General Meeting

The Annual General Meeting of Meadow Heights Learning Shop Inc. (MHLS) Trading as Meadow Heights Education Centre (MHEC) was held at 5:00pm on Friday 28th May 2021 via Zoom due to COVID-19 restrictions.

MINUTES

Meeting Opened: 5:05pm

Chaired by: Phillip Perroni

1. WELCOME and APOLOGIES

- a. The President, Mr Phillip Perroni, welcomed the community, members and guests, and acknowledged the Wurundjeri people, the traditional custodians of this land and paid respect to their elders past, present and emerging to open 2020 Annual General Meeting.

This meeting is being held in a virtual format because of the circumstances arising from the COVID-19 pandemic, including the latest circuit breaker restrictions and lockdown. The meeting is being held in accordance with Section 62 of the Associations Incorporation Reform Act 2012 – Version 18 relating to the Use of technology at general meetings and stating that:

An incorporated association may hold its general meetings, or permit members to take part in its general meetings, by using any technology that allows members to clearly and simultaneously communicate with each other participating member

2. MINUTES

The Minutes of the previous meeting held on Thursday 30th July 2020 were included in the Annual Report which was circulated as a Portable Document Format file (PDF).

There was no business arising from the minutes.

It was recommended:

That the minutes of the AGM held on 30th July 2020 be confirmed as a true and correct record.

Moved: Helen Patsikatheodorou

Seconded: Michalis Michael

All in favour. Carried

3. ANNUAL REPORT

The CEO, Nader Hanna, presented the Annual Report and thanked the Board of Directors, the staff, volunteers and students in acknowledgement of their dedication, exceptional effort and support that they provided over the last year. He highlighted some of the achievements of Meadow Heights Learning Shop Inc. He explained the importance of meeting the needs



of the Meadow Heights Community and the role MHLS has played and continues to play for the betterment of the Community especially during the COVID crisis.

Nader spoke of the growth of the network and cooperation developed between MHLS and other providers. He spoke of the importance of continued growth.

President's Report:

Mr Phillip Perroni, President of the Board of Directors, spoke on the subject of growth and where MHLS commenced and where we are today. The significance of being part of a community and watching it grow, from a two room building, to 7 locations, delivering quality programs for the community. Predominantly fee-free English educational programs that provide relief to newly-arrived migrants and refugees settling in Australia with very little income. This is why I am proud to be on the board of MHLS.

Treasurer's Report

Mr Ray Benson, Treasurer, presented the Treasurer's Report which included the Auditors Financial Statement. He thanked the current Board Members, the CEO and the finance staff who worked in conjunction with the CEO, Board Members and staff to sustain a favourable result in 2020.

All reports were included in the Annual Report.

It is recommended

- i. That the AGM receive the Annual report for 2020***
- ii. That the AGM receive the statement submitted by MHLS in accordance with section 30(3) of the act.***
- iii. That the Auditor LD Assurance be reappointed for a further period of one year***

Moved: Phillip Perroni

Seconded: Helen Patsikatheodorou

All in favour. Carried

4. ELECTIONS

Mr Nader Hanna performed the duties of Returning Officer for the declaration of the poll. The following members were nominated to the Board of Directors; The report of the Returning Officer was received and the members of the Board congratulated on their nomination. Six Nominations were received:

Elected Members:

Phillip Perroni	Director	Salam Danka	Director
Ray Benson	Director	Helen Patsikatheodorou	Director
Lyda Dankha	Director	Michalis Michael	Director



It was resolved that:

The six nominated positions of the Board of Management are now filled

Moved: Phillip Perroni

Seconded: Helen Patsikatheodorou

All in Favour: Carried

There was no further business.

CLOSURE

Nader Hanna thanked the Board of Directors, staff, volunteers and members of the community for their ongoing support throughout the year.

Meeting closed at 5:30pm. Members and guests were invited to remain online for an opportunity to network

CEO's Report

Meadow Heights Learning Shop (MHLS), trading as Meadow Heights Education Centre (MHEC) has again continued to deliver services to the local communities despite the restrictions and lockdowns of the COVID-19 pandemic.

Although 2021 was expected to be a way out of the pandemic crisis, we continued to be restricted in the way we deliver our services and were not allowed to meet in person or teach face-to-face. However, we not only survived through it but we gained considerable experience in responding to the circumstances and providing education and training remotely. Throughout the year and despite the global pandemic, Meadow Heights Learning Shop Inc. has served the communities of Meadow Heights and Craigieburn as well as many of the surrounding suburbs. We even managed to grow into one of the largest Adult Community and Further Education (ACFE) Learn Local providers, provider of the Adult Migrant English Program (AMEP) and the Skills First program in the North Western Metropolitan Region. All of this was achieved because of the hard work and dedication of our staff who rose to the challenges but we would not be here without the members of the local communities of all ages, ethnic and cultural backgrounds and varying abilities and their participation.

Over 80% of MHEC cohorts are newly arrived migrants/refugees, thus MHEC's activities primarily relate to meeting the learning and community-engagement needs of the residents of the Hume municipality and the surrounding areas. The organisation's target demographic is migrants, humanitarian entrants and any other culturally-diverse groups that may have language, literacy, numeracy and/or other skills needs.

MHEC's activities are aimed at increasing the engagement and social inclusion of this population. Through MHEC's learning programs, it is intended that pre-existing education inequality that negatively impacts the ability of these groups to fully participate in our society can be addressed and that participants will develop the necessary skills that will enable them to undertake further training, enhance their employability and/or simply better enable them to participate in the community. The community-engagement programs are aimed at social integration and inclusion.

MHEC's activities, consistent with its purpose, are aimed at improving the quality of life through the provision of accessible education in a safe, non-threatening community-based environment.

All the above could not be achieved without the support and good will of our Board of Directors, staff, volunteers and all the stake holders. I am grateful and proud of another productive year that proved to be beneficial to Hume and neighbouring communities.

Nader Hanna: CEO
Meadow Heights Learning Shop Inc.



President's Report

2021 was, to put it mildly, a year of exceptional circumstances and challenges. However, we delivered English as a Second Language courses as well as Vocational Education and Training courses remotely.

The surge in enrolments has also meant a corresponding rise in the need for settlement services and information. Our teachers worked hard to tailor our settlement program to meet the considerable needs of our students, and ensured that additional community information, such as Men's and women's health, mental health and other settlement topics were made available to everyone online.

By being true to the purpose of improving the quality of life for the community in the areas of education, recreation, leisure and children's services, MHEC has continued to make a difference in the local community, by

- Engaging the local community in the Education Centre
- Meeting the needs of our culturally and linguistically diverse and socio economically disadvantaged community
- Providing accessible further education and vocational education and training
- Providing community services and development support
- Providing free services to those experiencing poverty or financial hardship

MHEC has successfully engaged learners from many different countries and cultures, with strong CALD participation rates in:

- 📖 Adult Migrant English Program (AMEP)
- 📖 Skills First Program
- 📖 Pre-accredited programs
- 📖 Education Support
- 📖 Beauty services

Meadow Heights Education Centre continued to provide support to the community during the COVID-19 pandemic and the several lockdowns by delivering classes remotely and holding daily meetings with the students via Zoom and social media platforms.

On behalf of the Meadow Heights Education Centre Board of Directors, I would like to thank the staff as well as our wonderful community volunteers for all of their hard work and commitment in 2021. It has been a wonderful team effort – well done.

Phillip Perroni
President: Board of Directors



Treasurer's Report

It is with great pleasure that I present to you the Meadow Heights Learning Shop's financial report for the 2021 calendar year.

The Meadow Heights Learning Shop continues to deliver quality courses and programs for our community in the midst of the global pandemic with all the restrictions and lockdowns.

On behalf of the Board of Directors, I would like to thank all our staff and volunteers for their hard work and dedication to deliver high level programs and services in 2021.

Funding Sources

Listed below are Meadow Heights Education Centre's, 2021 funding sources. We gratefully acknowledge the generosity of the Philanthropic agencies and thank the Government agencies, for their continued support of service delivery, to the citizens located in and around Meadow Heights and Craigieburn.

Victorian State Government – Department of Education and Training

- Skills First Program
- ACFE – Learn Local

Federal Funding – Department of Home Affairs

- Melbourne Polytechnic – Melbourne AMEP - Adult Migrant English Program

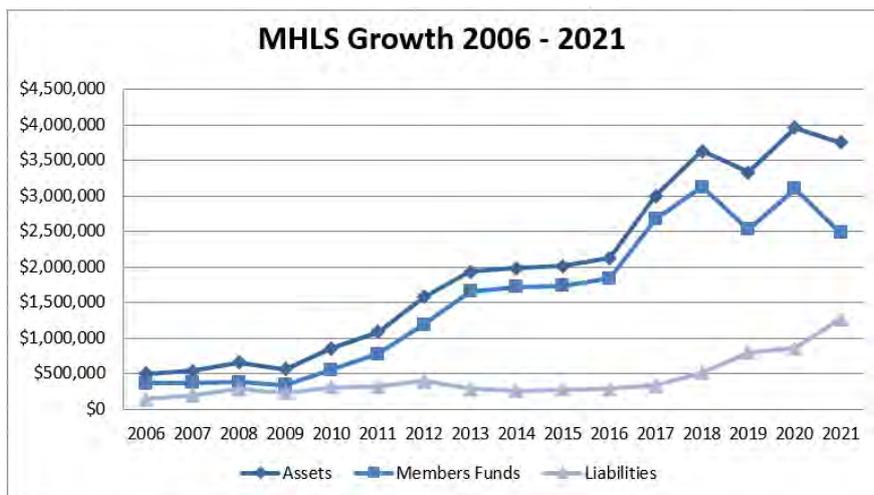
Local Government

- Hume City Council

Philanthropic Grants & Anonymous Donations

Other Revenue

Financial Condition





In line with our purpose, aims and objectives, I am pleased to inform you, that Meadow Heights Learning Shop Inc. has continued its sound financial practice, by seeking revenue from a variety of sources in 2021, to avoid being reliant on limited sources, for growth and long term viability. Because Commonwealth and State Government Funding is based on student contact hours and the reduced student numbers due to the pandemic, income derived from these programs was not as much as hoped for.

The two top revenue performers were once again the Adult Migrant English Program (AMEP) and Skills First Program. In 202, MHEC continued as a sub-contractor of Melbourne Polytechnic, manager of the AMEP contract.

Meadow Heights Education Centre is constantly working towards the long term success of all Educational programs to ensure that it remains one of the largest Registered Training Organisations in the North-Western Region. All program funding is subject to the attainment and achievement of satisfactory outcomes for the key performance indicators, such as participation, which is strictly monitored throughout the year.

Over 16000 "Learn Local" hours were delivered in pre-accredited programs. Pre-accredited classes provide a pathway to further education, employment and community participation. Throughout the year, MHEC continued to offer short courses funded by the State Government, Adult Community & Further Education (ACFE) Learn Local. These short courses have been very popular and are designed to allow participants a chance to try different career choices providing education pathways into Vocational Education and Training (VET), such as Certificate III in Beauty Services, Business Administration or Education Support just to name a few.

Hume City Council has continued to support MHEC, although funding is only 1% of operational funding, it remains in line with other Neighbourhood Houses in Hume.

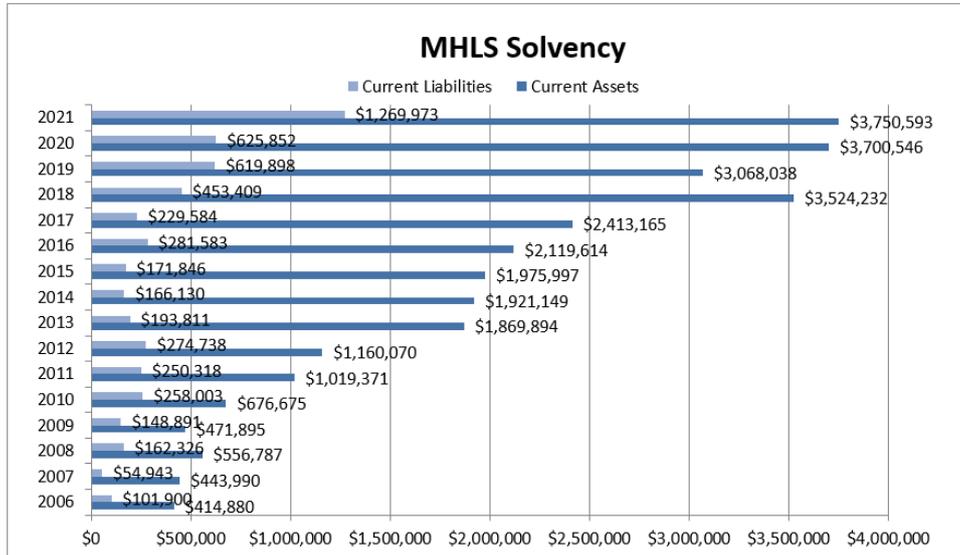
MHEC remains vigilant in meeting compliance targets associated with the Victorian Registration and Qualifications Authority (VRQA) and other Governing bodies. MHEC prides itself on maintaining a quality service for all students and the general community.

MHEC will continue to build partnerships with other community organisations, to improve the well-being of many of the residents in the Hume community. Working consistently within Government guidelines and in line with the mission statement; "to provide assistance for Youth" in Hume who are unemployed and seeking employment or further education. "To provide financial support", to members of the community, who are experiencing financial hardship and are struggling to pay course fees.

As in previous years, MHEC continues to prudently make provisions for emerging and future liabilities such as staff entitlements. MHEC has increased insurance policies to meet growth.

Continued Free Programs included:

- English as an Additional Language through Cooking and through Art.
- Settlement Program for Migrants and Refugees
- Australian Citizenship – Rights and Responsibilities
- Homework Club designed for children who have difficulty in meeting the requirements of the school curriculum. It has continued to be a very successful program and has been operating for 25 years, funded by Community Hubs Australia and MHEC.



Meadow Heights Education Centre shows a high solvency ratio of 1:3 (The current assets as at 31/12/2021 were three times greater than the current liabilities). This indicates that at the end of the financial year, 31st December 2021 MHEC remained in a favourable financial position and is more than capable of satisfying its liabilities.

I would like to also thank in particular the Finance Sub Committee members for their assistance, leadership and direction. The support of the administration team has been exemplary.

Ray Benson
Treasurer
Meadow Heights Learning Shop Inc.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Financial Statements

For the Year Ended 31 December 2021

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Contents

For the Year Ended 31 December 2021

	Page
Financial Statements	
Auditor's Independence Declaration under Section 60-40 of the Australian Charities and Not-for-profits Commission Act 2012	1
Statement of Profit or Loss and Other Comprehensive Income	2
Statement of Financial Position	3
Statement of Changes in Equity	4
Statement of Cash Flows	5
Notes to the Financial Statements	6
Directors' Declaration	17
Independent Audit Report	18

**AUDITOR'S INDEPENDENCE DECLARATION
UNDER SECTION 60-40 OF THE AUSTRALIAN CHARITIES AND NOT-FOR-PROFITS
COMMISSION ACT 2012 TO THE RESPONSIBLE PERSONS OF MEADOW HEIGHTS LEARNING
SHOP INCORPORATED**

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

- (i) no contraventions of auditor independence requirements as set out in the section 60-40 of the *Australian Charities and Not-for-profits 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

MELBOURNE
23rd of May 2022

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Statement of Profit or Loss and Other Comprehensive Income For the Year Ended 31 December 2021

		2021	2020
	Note	\$	\$
Revenue	4	2,145,058	2,500,528
Finance income	5	78,907	112,741
Other income	4	397,516	1,080,162
Raw materials and consumables used		(15,822)	(24,895)
Employee benefits expense		(2,704,853)	(2,712,279)
Depreciation and amortisation expense		(181,430)	(147,178)
Other expenses		(339,747)	(231,072)
Finance expenses	5	(2,607)	(5,297)
Profit/(loss) before income tax		(622,978)	572,710
Income tax expense		-	-
Profit/(loss) from continuing operations		(622,978)	572,710
Other comprehensive income for the year		-	-
Total comprehensive income for the year		(622,978)	572,710

The accompanying notes form part of these financial statements.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Statement of Financial Position

As At 31 December 2021

	Note	2021 \$	2020 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	6	2,309,762	3,654,291
Trade and other receivables	7	212,201	21,971
Other assets	10	26,051	24,284
TOTAL CURRENT ASSETS		<u>2,548,014</u>	<u>3,700,546</u>
NON-CURRENT ASSETS			
Trade and other receivables		24,389	24,389
Property, plant and equipment	8	785,582	17,979
Intangible assets	9	58,488	3,891
Right-of-use assets	11	334,120	211,294
TOTAL NON-CURRENT ASSETS		<u>1,202,579</u>	<u>257,553</u>
TOTAL ASSETS		<u>3,750,593</u>	<u>3,958,099</u>
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	12	201,876	47,665
Current tax liabilities	14	219,700	158,470
Lease liabilities	11	102,720	99,633
Employee benefits	13	408,100	319,833
Other financial liabilities		251	251
TOTAL CURRENT LIABILITIES		<u>932,647</u>	<u>625,852</u>
NON-CURRENT LIABILITIES			
Lease liabilities	11	231,559	112,268
Employee benefits	13	105,767	116,381
TOTAL NON-CURRENT LIABILITIES		<u>337,326</u>	<u>228,649</u>
TOTAL LIABILITIES		<u>1,269,973</u>	<u>854,501</u>
NET ASSETS		<u>2,480,620</u>	<u>3,103,598</u>
EQUITY			
Retained earnings		2,480,620	3,103,598
TOTAL EQUITY		<u>2,480,620</u>	<u>3,103,598</u>

The accompanying notes form part of these financial statements.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Statement of Changes in Equity For the Year Ended 31 December 2021

2021

	Retained Earnings	Total
	\$	\$
Balance at 1 January 2021	3,103,598	3,103,598
Net comprehensive result	(622,978)	(622,978)
Balance at 31 December 2021	2,480,620	2,480,620

2020

	Retained Earnings	Total
	\$	\$
Balance at 1 January 2020	2,530,888	2,530,888
Net comprehensive result	572,710	572,710
Balance at 31 December 2020	3,103,598	3,103,598

The accompanying notes form part of these financial statements.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Statement of Cash Flows For the Year Ended 31 December 2021

	2021	2020
Note	\$	\$
CASH FLOWS FROM OPERATING ACTIVITIES:		
Receipts from customers	2,463,224	3,716,064
Payments to suppliers and employees	(2,882,581)	(3,081,820)
Interest received	78,907	112,741
Net cash provided by/(used in) operating activities	17 <u>(340,450)</u>	<u>746,985</u>
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of property, plant and equipment	<u>(856,899)</u>	(560)
Net cash provided by/(used in) investing activities	<u>(856,899)</u>	<u>(560)</u>
CASH FLOWS FROM FINANCING ACTIVITIES:		
Payment of lease liabilities	<u>(147,180)</u>	(95,474)
Net cash provided by/(used in) financing activities	<u>(147,180)</u>	<u>(95,474)</u>
Net increase/(decrease) in cash and cash equivalents held	(1,344,529)	650,951
Cash and cash equivalents at beginning of year	<u>3,654,291</u>	3,003,340
Cash and cash equivalents at end of financial year	6 <u><u>2,309,762</u></u>	<u><u>3,654,291</u></u>

The accompanying notes form part of these financial statements.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements For the Year Ended 31 December 2021

The financial report covers Meadow Heights Learning Shop Incorporated as an individual entity. Meadow Heights Learning Shop Incorporated is a not-for-profit Association, registered and domiciled in Australia.

The principal activities of the Association for the year ended 31 December 2021 were to provide residents of the Hume Municipality with adult learning in the areas of education, recreation, leisure and children's services.

The functional and presentation currency of Meadow Heights Learning Shop Incorporated is Australian dollars.

Comparatives are consistent with prior years, unless otherwise stated.

1 Basis of Preparation

In the Responsible persons opinion the Association is not a reporting entity since there are unlikely to exist users of the financial statements who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Associations Incorporation Reform Act 2012 and the *Australian Charities and Not-for-profits Commission Act 2012*.

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*.

2 Summary of Significant Accounting Policies

(a) Revenue and other income

Revenue from contracts with customers

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.

Donations and grants

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

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements For the Year Ended 31 December 2021

2 Summary of Significant Accounting Policies (Continued)

(a) Revenue and other income (Continued)

The performance obligations are varied based on the agreement but may include management of education events, vaccinations, presentations at symposiums.

Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control and within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract.

Where control is transferred over time, generally the input methods being either costs or time incurred are deemed to be the most appropriate methods to reflect the transfer of benefit.

Interest income

Interest revenue is recognised in respect of fixed-interest securities, and cash and cash equivalent balances. Interest revenue is recognised as it accrues.

Rendering of services

Revenue in relation to rendering of services is recognised when the counselling or education services are complete. Where there are a number of sessions to be provided then revenue is recognised in proportionate to the sessions completed.

Other income

Other income is recognised on an accruals basis when the Association is entitled to it.

(b) Income Tax

The Association is exempt from income tax under Division 50 of the *Income Tax Assessment Act 1997*.

(c) Goods and services tax (GST)

Revenue, expenses and assets are recognised net of the amount of goods and services tax (GST), except where the amount of GST incurred is not recoverable from the Australian Taxation Office (ATO).

Receivables and payable are stated inclusive of GST.

Cash flows in the statement of cash flows are included on a gross basis and the GST component of cash flows arising from investing and financing activities which is recoverable from, or payable to, the taxation authority is classified as operating cash flows.

(d) Property, plant and equipment

Each class of property, plant and equipment is carried at cost or fair value less, where applicable, any accumulated depreciation and impairment.

Items of property, plant and equipment acquired for significantly less than fair value have been recorded at the acquisition date fair value.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements For the Year Ended 31 December 2021

2 Summary of Significant Accounting Policies (Continued)

(d) Property, plant and equipment (Continued)

Plant and equipment

Plant and equipment are measured using the cost model.

Depreciation

Property, plant and equipment, excluding freehold land, is depreciated on a straight-line basis over the assets useful life to the Association, commencing when the asset is ready for use.

Leased assets and leasehold improvements are amortised over the shorter of either the unexpired period of the lease or their estimated useful life.

The depreciation rates used for each class of depreciable asset are shown below:

Fixed asset class	Depreciation rate
Buildings	2.5%
Furniture, Fixtures and Fittings	4 - 35%
Computer Equipment	20 - 35%
Leasehold improvements	10 - 25%

At the end of each annual reporting period, the depreciation method, useful life and residual value of each asset is reviewed. Any revisions are accounted for prospectively as a change in estimate.

(e) Cash and cash equivalents

Cash and cash equivalents comprises cash on hand, demand deposits and short-term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.

(f) Leases

At inception of a contract, the Association assesses whether a lease exists - i.e. does the contract convey the right to control the use of an identified asset for a period of time in exchange for consideration.

This involves an assessment of whether:

- The contract involves the use of an identified asset - this may be explicitly or implicitly identified within the agreement. If the supplier has a substantive substitution right then there is no identified asset.
- The Association has the right to obtain substantially all of the economic benefits from the use of the asset throughout the period of use.
- The Association has the right to direct the use of the asset i.e. decision making rights in relation to changing how and for what purpose the asset is used.

Lessee accounting

The non-lease components included in the lease agreement have been separated and are recognised as an

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements For the Year Ended 31 December 2021

2 Summary of Significant Accounting Policies (Continued)

(f) Leases (Continued)
expense as incurred.

(i) Right-of-use asset

At the lease commencement, the Association recognises a right-of-use asset and associated lease liability for the lease term. The lease term includes extension periods where the Association believes it is reasonably certain that the option will be exercised.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises of the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration less any lease incentives received.

The right-of-use asset is depreciated over the lease term on a straight line basis and assessed for impairment in accordance with the impairment of assets accounting policy.

(ii) Lease liability

The lease liability is initially measured at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the rate implicit in the lease, however where this cannot be readily determined then the Association's incremental borrowing rate is used.

Subsequent to initial recognition, the lease liability is measured at amortised cost using the effective interest rate method. The lease liability is remeasured whether there is a lease modification, change in estimate of the lease term or index upon which the lease payments are based (e.g. CPI) or a change in the Association's assessment of lease term.

Where the lease liability is remeasured, the right-of-use asset is adjusted to reflect the remeasurement or is recorded in profit or loss if the carrying amount of the right-of-use asset has been reduced to zero.

Exceptions to lease accounting

The Association has elected to apply the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. The Association recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

(g) Employee benefits

Provision is made for the Association's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be wholly settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits expected to be settled more than one year after the end of the reporting period have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may satisfy vesting requirements. Cashflows are discounted using market yields on high quality corporate bond rates incorporating bonds rated AAA or AA by credit agencies, with terms to maturity that match the expected timing of cashflows. Changes in the measurement of the liability are recognised in profit or loss.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements For the Year Ended 31 December 2021

2 Summary of Significant Accounting Policies (Continued)

(h) Provisions

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

Provisions are measured at the present value of management's best estimate of the outflow required to settle the obligation at the end of the reporting period. The discount rate used is a pre-tax rate that reflects current market assessments of the time value of money and the risks specific to the liability. The increase in the provision due to the unwinding of the discount is taken to finance costs in the statement of profit or loss and other comprehensive income.

3 Critical Accounting Estimates and Judgments

The Responsible persons make estimates and judgements during the preparation of these financial statements regarding assumptions about current and future events affecting transactions and balances.

These estimates and judgements are based on the best information available at the time of preparing the financial statements, however as additional information is known then the actual results may differ from the estimates.

The significant estimates and judgements made have been described below.

Key estimates - provisions

As described in the accounting policies, provisions are measured at management's best estimate of the expenditure required to settle the obligation at the end of the reporting period. These estimates are made taking into account a range of possible outcomes and will vary as further information is obtained.

Key estimates - receivables

The receivables at reporting date have been reviewed to determine whether there is any objective evidence that any of the receivables are impaired. An impairment provision is included for any receivable where the entire balance is not considered collectible. The impairment provision is based on the best information at the reporting date.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements For the Year Ended 31 December 2021

4 Revenue and Other Income

Revenue from continuing operations

	2021	2020
	\$	\$
- Centre Income	-	3,091
- Course Fees	29,239	41,271
- Funding and Grants	2,115,819	2,459,166
Total Revenue	2,145,058	2,503,528
Other Income		
- Photocopier trade-in	39,008	-
- Jobkeeper	358,508	1,080,162
Total Other Income	397,516	1,080,162

5 Finance Income and Expenses

Finance income

Interest income		
Interest on bank balance and term deposits	78,907	112,741

Finance expenses

Interest expense	516	3,941
Other finance expenses	2,091	1,355
Total finance expenses	2,607	5,296

6 Cash and Cash Equivalents

Cash at bank and in hand	353,515	1,597,663
Short-term deposits	1,956,247	2,056,628
Total	2,309,762	3,654,291

7 Trade and other receivables

CURRENT

Trade receivables	28,999	26,987
Provision for impairment	(8,232)	(5,016)
AMEP accrued revenue	191,434	-
Total current trade and other receivables	212,201	21,971

The carrying value of trade receivables is considered a reasonable approximation of fair value due to the short-term nature of the balances.

The maximum exposure to credit risk at the reporting date is the fair value of each class of receivable in the financial statements.

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements For the Year Ended 31 December 2021

8 Property, plant and equipment

	2021	2020
	\$	\$
Buildings		
At cost	754,654	-
Accumulated depreciation	(14,265)	-
Total buildings	<u>740,389</u>	<u>-</u>
Furniture, fixtures and fittings		
At cost	140,575	111,517
Accumulated depreciation	(112,015)	(109,363)
Total furniture, fixtures and fittings	<u>28,560</u>	<u>2,154</u>
Computer equipment		
At cost	115,964	114,627
Accumulated depreciation	(114,962)	(114,627)
Total computer equipment	<u>1,002</u>	<u>-</u>
Leasehold Improvements		
At cost	43,482	33,542
Accumulated depreciation	(27,851)	(17,717)
Total leasehold improvements	<u>15,631</u>	<u>15,825</u>
Total property, plant and equipment	<u><u>785,582</u></u>	<u><u>17,979</u></u>

(a) Movements in carrying amounts of property, plant and equipment

Movement in the carrying amounts for each class of property, plant and equipment between the beginning and the end of the current financial year:

	Buildings	Furniture, Fixtures and Fittings	Computer Equipment	Leasehold Improvement s	Total
	\$	\$	\$	\$	\$
Year ended 31 December 2021					
Balance at the beginning of year	-	2,154	-	15,825	17,979
Additions	754,654	1,594	1,337	37,405	794,990
Depreciation expense	(14,266)	(2,653)	(334)	(10,134)	(27,387)
Balance at the end of the year	<u><u>740,388</u></u>	<u><u>1,095</u></u>	<u><u>1,003</u></u>	<u><u>43,096</u></u>	<u><u>785,582</u></u>

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements For the Year Ended 31 December 2021

9 Intangible Assets

	2021	2020
	\$	\$
Software		
Cost	105,174	43,266
Accumulated amortisation	(46,686)	(39,375)
Total Intangibles	58,488	3,891

10 Other Assets

CURRENT		
Prepayments	26,051	24,284

11 Leases

Association as a lessee

The Association has leases with buildings and photocopiers.

Information relating to the leases in place and associated balances and transactions are provided below.

Terms and conditions of leases

Buildings

The Association rely on a concessionary lease from Hume City Council to conduct their operation. The most recent lease was started on 16 March 2017 for a term of 5 years with the rent amount of \$50 per annum.

Another major lease is in Cragieburn Shopping Centre which will expire in July 2022.

IT equipment

The Association lease photocopiers from two different suppliers with 5 years rental period. The lease payments are fixed during the lease term. The variable part will be usage of the machine and therefore not capitalised.

The Association has elected to measure the right of use asset arising from the concessionary leases at cost which is based on the associated lease liability.

Right-of-use assets

	Buildings	Office Equipment	Total
	\$	\$	\$
Year ended 31 December 2021			
Balance at the beginning of year	97,549	113,745	211,294
Depreciation charge	(119,755)	(5,044)	(124,799)
Additions to right-of-use assets	298,384	-	298,384
Disposals	-	(50,759)	(50,759)
Balance at end of year	276,178	57,942	334,120

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements For the Year Ended 31 December 2021

11 Leases (Continued)

Right-of-use assets (Continued)

	Buildings	Office Equipment	Total
	\$	\$	\$
Year ended 31 December 2020			
Balance at the beginning of year	162,600	-	162,600
Depreciation charge	(65,051)	(30,974)	(96,025)
Additions to right-of-use assets	-	144,719	144,719
Balance at end of year	97,549	113,745	211,294

Lease liabilities

The maturity analysis of lease liabilities based on contractual undiscounted cash flows is shown in the table below:

	< 1 year	1 - 5 years	> 5 years	Total undiscounted lease liabilities	Lease liabilities included in this Statement Of Financial Position
	\$	\$	\$	\$	\$
2021					
Lease liabilities	110,363	231,559	-	341,922	334,279
2020					
Lease liabilities	99,632	119,910	-	219,542	211,901

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements For the Year Ended 31 December 2021

12 Trade and Other Payables

	2021	2020
	\$	\$
CURRENT		
Trade payables	202,597	48,117
Employee benefits	543	268
Sundry payables and accrued expenses	(1,906)	(1,364)
Other payables	642	642
	<u>201,876</u>	<u>47,663</u>

Trade and other payables are unsecured, non-interest bearing and are normally settled within 30 days. The carrying value of trade and other payables is considered a reasonable approximation of fair value due to the short-term nature of the balances.

13 Employee Benefits

	2021	2020
	\$	\$
Current liabilities		
Long service leave	256,050	188,031
Provision for employee benefits	152,050	131,802
	<u>408,100</u>	<u>319,833</u>
Non-current liabilities		
Long service leave	105,767	116,381
	<u>105,767</u>	<u>116,381</u>

14 Tax assets and liabilities

GST	14,420	26,837
PAYG	205,280	131,632
Current tax liabilities	<u>219,700</u>	<u>158,469</u>

15 Auditors' Remuneration

Remuneration of the auditor LDAssurance - auditing and preparation of the financial statements	<u>7,500</u>	<u>7,000</u>
---	--------------	--------------

16 Contingencies

In the opinion of the Responsible persons, the Association did not have any contingencies at 31 December 2021 (31 December 2020: None).

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Notes to the Financial Statements For the Year Ended 31 December 2021

17 Cash Flow Information

Reconciliation of net income to net cash provided by operating activities:

	2021	2020
	\$	\$
Profit/(loss) for the year	(622,978)	572,710
Non-cash flows in profit:		
- amortisation	7,311	8,873
- depreciation	174,120	138,305
Changes in assets and liabilities:		
- (increase)/decrease in trade and other receivables	(190,229)	20,837
- (increase)/decrease in prepayments	(1,768)	(2,394)
- increase/(decrease) in trade and other payables	215,440	(63,038)
- increase/(decrease) in provisions	77,654	71,692
Cashflows from operations	<u>(340,450)</u>	<u>746,985</u>

18 Events Occurring After the Reporting Date

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

19 Statutory Information

The registered office and principal place of business of the association is:

Meadow Heights Learning Shop Incorporated
3-13 Hudson Circuit
Meadow Heights Vic 3048

Meadow Heights Learning Shop Incorporated

ABN : 31 721 175 099

Directors' Declaration

The responsible persons declare that in the responsible persons' opinion:

- there are reasonable grounds to believe that the registered entity is able to pay all of its debts, as and when they become due and payable; and
- the financial statements and notes satisfy the requirements of the *Australian Charities and Not-for-profits Commission Act 2012*.

Signed in accordance with subsection 60.15(2) of the *Australian Charities and Not-for-profit Commission Regulation 2013*.

Responsible person  Responsible person 

Dated *20th May, 2022*

9th May 2022

Mr Stephen O'Kane
Partner
LDAssurance Chartered Accountants
Level 6
330 Collins Street
Melbourne Vic 3000

Dear Sir

This representation letter is provided in connection with your audit of Meadow Heights Learning Shop Incorporated for the period ending 31 December 2021 for the purpose of expressing an opinion as to whether the financial report is presents fairly, in all material respects, in accordance with the Australian Accounting Standards, the requirements of the Associations Incorporation Reform Act 2012 and Division 60 of the Australian Charities and Not-for-profits Commission Act 2012.

We confirm that to the best of our knowledge and belief, having made such enquiries as we considered necessary for the purpose of appropriately informing ourselves:

Financial Report

- We have fulfilled our responsibilities, as set out in the terms of the audit engagement, for the preparation of the financial report in accordance with Australian Accounting Standards, the Associations Incorporation Reform Act 2012 and Division 60 of the Australian Charities and Not-for-profits Commission Act 2012.
- Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
- Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of Australian Accounting Standards.
- All events subsequent to the date of the financial report and for which Australian Accounting Standards require adjustment or disclosure have been adjusted or disclosed.
- The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial report as a whole.

Information Provided

- We have provided you with:
 - Access to all information of which we are aware that is relevant to the preparation of the financial reports such as records, documentation and other matters;
 - Additional information that you have requested from us for the purpose of the audit; and
 - Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
- All transactions have been recorded in the accounting records and are reflected in the financial reports.
- We have disclosed to you the results of our assessment of the risk that the financial reports may be materially misstated as a result of fraud.
- We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the entity and involves:
 - Management
 - Employees who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial reports.
- We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the entity's financial reports communicated by employees, former employees, analysts, regulators or others.
- We have disclosed to you all known instances of non-compliance or suspected non-compliance with agreements, laws and regulations whose effects should be considered when preparing the financial reports.
- We have disclosed to you the identity of the entity's related parties and all the related party relationships and transactions of which we are aware.
- We have provided you with all requested information, explanations and assistance for the purposes of the audit.

Yours faithfully



Nader Hanna
CEO

Dated: 9th May 2022

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF MEADOW HEIGHTS LEARNING SHOP

Report on the Audit of the Financial Report

Opinion

We have audited the financial report, being a special purpose financial report of Meadow Heights Learning Shop ('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 responsible person's declaration.

In our opinion, the accompanying financial report of Meadow Heights Learning Shop, 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 23rd day of May 2022



YOUR LOCAL COMMUNITY COLLEGE...

Meadow Heights Learning Shop Inc is

- A registered and accredited ACFE Learn Local provider ID-2842
- A nationally accredited Registered Training Organisation (RTO) TOID-3940
- A charity registered with the Australian Charities and Not-for-profits Commission (ACNC)
- A listed Commonwealth TAFE institute for taxation purposes.



We deliver courses that are compliant and approved for Centrelink Benefits. ID-3P385

COMMUNITIES OF LEARNING, PARTNERSHIPS AND AFFILIATIONS WORKING TOGETHER

The Community program continued over 2021

One of our objectives was to engage in a wider scope of cooperative partnerships with other Neighborhood Houses and Learning Centres. Our collaboration with these partners saw a large section of the community accessing education and training over a wide portion of the Hume Municipality.

All courses (Pre Accredited and Accredited) which we offer are of high quality and are focused on developing students' skills and knowledge to enter employment in their area of interest and to encourage a commitment to lifelong learning.

WORKING TOGETHER

Meadow Heights Primary School.

- English through Art
- Sewing Café
- Cooking Classes

Holy Child Primary School

- Pre-accredited EAL Programs.
- Food Handling Courses

Dallas Brooks Community Primary School and Hub

- Pre-accredited EAL Programs
- Certificate III in Education Support

- Adult Migrant English Program (AMEP)
- Certificate III in Education Support
- Certificate III in Beauty Services
- Certificate II in Business
- Certificate III in Business Administration
- Pre-accredited Programs
- Citizenship Course
- Homework Club

Shop 1 continued to be a valuable learning environment for the residents of Meadow Heights. Programs delivered in this facility during the day and evening included the Homework/Computer Club which operated for part of the year and provided assistance to many of the Hume youth residents with valued homework help.

EDUCATION AND TRAINING PROGRAM ENROLMENTS.

- Approximately 80% of our education and training programs are Language, Literacy and Numeracy courses.

<i>Participation by each target group</i>	2017	2018	2019	2020	2021
Skills First, ACFE & Fee for Service	487	781	630	1,207	1,153
Adult Migrant English Program (AMEP)	413	622	381	260	301
	990	1,403	1,011	1,467	1,454

- Total Hours Delivered 2017**

Program	2019	2020	2021
Adult Migrant English Program (AMEP)	120,031	97,190	79,948

- Statistical Information on students (not including participants in the Computer Clubhouse)**

ACFE Learn Local	Delivered Hours	2020	2021
Adult, Literacy and Numeracy		18,600	13440
Vocational Education		0	270
Employment Skills		7,920	2700
	TOTAL	26,520	16410

Skills First	2020	2021
Foundation Skills	104,400	64,806
Skills Building (Certificates III & IV)	12,112	38,562
	TOTAL	103,368

Aggregate Total Skills First & ACFE Learn Local	143,032	119,778
--	---------	---------

- During the year, 1454 students enrolled in various courses, 97% were born overseas and 92% of all the students were holders of current concession cards.



▪ **Student Surveys**

All students (Excluding AMEP students) Survey

Response	Strongly Disagree	Disagree	Agree	Strongly Agree	Positive Average response
Statement	%	%	%	%	%
I developed the skills expected from this training	0	4	79	17	96
I identified ways to build on my current knowledge and skills	0	0	91	9	100
The training focused on relevant skills	0	0	85	15	100
I developed the knowledge expected from this training	0	7	83	10	93
The training prepared me well for work	0	9	77	14	91
I set high standards for myself in this training	0	0	100	0	100
The training had a good mix of theory and practice	21	7	72	0	72
I looked for my own resources to help me learn	0	0	84	16	100
Overall, I am satisfied with the training	7.2	3.6	79	10.2	89.2
I would recommend the training organisation to others	0	3	62	35	97
Training organisation staff respected my background and needs	1	2.4	81.6	15	96.6
I pushed myself to understand things I found confusing	0	2	69	29	98
Trainers had an excellent knowledge of the subject content	0	1	79	20	99
I received useful feedback on my assessments	0	3	75	22	97
The way I was assessed was a fair test of my skills and knowledge	0	0	83	17	100
I learned to work with people	0	13.5	85	1.5	86.5
The training was at the right level of difficulty for me	0	3	78.2	18.8	97
The amount of work I had to do was reasonable	0	0	88	12	100
Assessments were based on realistic activities	0	5	74	21	95
It was always easy to know the standards expected	0	0	99	1	100
Training facilities and materials were in good condition	0	0	96	4	100
I usually had a clear idea of what was expected of me	0	7	81	12	93
Trainers explained things clearly	0	12.5	81.2	6.3	87.5
The training organisation had a range of services to support learners	3.5	6	81	9.5	90.5
I learned to plan and manage my work	0	0	89.4	10.6	100
The training used up-to-date equipment, facilities and materials	0	0	89.4	10.6	100
I approached trainers if I needed help	2	3.5	94.5	0	94.5
Trainers made the subject as interesting as possible	3	5.2	29.3	62.5	91.8
I would recommend the training to others	0	0	67	33	100
The training organisation gave appropriate recognition of existing knowledge and skills	0	0	91	9	100
Training resources were available when I needed them	6	18	62	14	76
I was given enough material to keep up my interest	0	0	93	7	100
The training was flexible enough to meet my needs	0	0	98	2	100
Trainers encouraged learners to ask questions	0	5.3	88.5	6.2	94.7
Trainers made it clear right from the start what they expected from me.	0	11.4	76	12.6	88.6



2020 AMEP Students.

97,148 hours of blended teaching; a mixture of face-to-face and remote, were delivered in the Adult Migrant English Program (AMEP) classes. 301 students attended classes in various locations. The students came from 16 different countries.

Country of Origin	Number	Percentage
Iraq	169	56.0%
Syrian Arab Republic	74	24.7%
Lebanon	12	4.0%
Afghanistan	7	2.3%
Turkey	7	2.3%
Bhutan	5	1.7%
China	4	1.3%
Egypt	3	1.0%
Eritrea	3	1.0%
Iran	3	1.0%
Kuwait	1	0.3%
Kyrgyzstan	3	1.0%
Vietnam	3	1.0%
Gaza Strip and West Bank	2	0.7%
Malaysia	2	0.7%
Thailand	2	0.7%
United Arab Emirates	1	0.3%

The highlight of the year was the individual support extended to all students by both teachers and administrative staff. That support was in the form of printed learning material posted to the students, technological support, food parcels, daily contact with students to find out how they were coping with the pandemic restrictions and lockdown. Unfortunately, due to COVID-19 restrictions, we were not able to take students out on an excursion, hold the graduation ceremony or have an end-of-year party.

Qualifications Completed 2021

In 2021 we offered the following accredited courses:

BSB30412	Certificate III in Business Administration.
SIB30110	Certificate III in Beauty Services
CHC30812	Certificate III in Education Support
10361NAT	Course in Preliminary Spoken and Written English
10362NAT	Certificate I in Spoken and Written English
10363NAT	Certificate II in Spoken and Written English
10364NAT	Certificate III in Spoken and Written English



These courses were delivered online via Zoom and social media as well as at sites in Meadow Heights, Craigieburn and surrounding locations. COVID-19 restrictions and lockdown for most of the year prevented the face-to-face delivery of these courses. On a few occasions, students were allowed to complete their practical work at Visy Cares Learning Centre in Meadow Heights.

Homework Help

Our Homework Club offers a safe and supportive out-of-school learning environment where primary and secondary students can participate in activities that develop their academic skills such as homework, numeracy and literacy exam preparation, and pathways to further education and careers with guidance and support from our dedicated volunteers.

Only at the start of 2021 were we able to offer this service.

Depending on the COVID-19 situation in Victoria, it is hoped that the homework club will be offered again Mondays to Fridays. Students from all levels will be welcome to participate.

- *Primary Students 4:30pm- 5:30pm*
- *High school Students and students undertaking courses through TAFE, RMIT and VIC University 5:30pm- 6:45pm*

Community Report

Events at Meadow Heights Learning Shop Inc. were put on hold for most of 2021 due to COVID-19 restrictions and lockdown.

Grants

Homework Club Partnership Fund: \$15,000 for MHEC after school CALD homework program

Our after-school program helps disadvantaged children that have fallen behind and are at risk of never catching up. Whilst we do assist students in years 11 and 12, the focus of our program is to assist children from 8 years to 16 years (Year 2 to Year 10) as these are critical years for children's development, knowledge and confidence. It is extremely important that children in this age group do not fall behind during any one of these years, as it can have a significant impact on their learning ability, self-belief and future employment prospects. The HCPF grant funding will be of great assistance in building capacity and sustainability in the program.



MEADOW HEIGHTS EDUCATION CENTRE

REGISTERED TRAINING ORGANISATION (R.T.O 3940)

We would like to thank the following agencies and individuals for their generous grants, gifts, donations and support:

Meadow Heights Learning Shop Inc. is

- A Deductible Gift Recipient Charity
- A Neighbourhood House
- An ACFE - Learn Local provider
- A Registered Training Organisation
- A Registered Occasional Care provider
- A member of Hume Learning Community

Supported by
the Victorian
Government



Australian Government
Department of Home Affairs





Hume City Council services

Services at the Visy Cares Learning Centre include

- Maternal and Child Health – by appointment only in 2021
- Immunization – by appointment only in 2021
- Hume City Mobile Library – service suspended until further notice

RELATIONSHIPS

To meet the needs of the community, Meadow Heights Education Centre works/operates in conjunction with a variety of community and business organisations. We acknowledge them for their ongoing assistance.

Neighbourhood House Networks

- NHVic, member
- NWNH Network
- Hume Houses Network, member

Local Government

- Hume City Council, funding agency
- Hume Global Learning Village, member and service provider
- Hume City Council Neighbourhood Houses Working Group

Adult, Community and Further Education

- ACFE Learn Local NMR, provider
- Melbourne AMEP sub-contractor of Melbourne Polytechnic
- Learn Local Quality Partnership
- Hume Learning Community

Government Departments

- Centrelink, training referrals
- DPCD, funding agency NHCP and ACFE Learn Local.
- Department of Education and Training, funding agency, Skills First Program
- VMC, funding agency
- DEECD, funding agency
- DHHS

Community/Local Agency Networks

- Arabic Welfare Inc.
- Hume Whittlesea Local Learning and Employment Network, member
- Roxy Happy Club
- Migrant Resource Centre
- Brotherhood of St Lawrence
- Victoria Police



Schools/Education Services

- Melbourne University: Student Teacher Placements
- Victoria University, Student Teacher Placements
- Kangan Institute, AMEP student referrals.
- Meadow Heights Primary School
- Dallas Brooks Community Primary School and Hub.
- Holy Child Primary School

Business

- Australasian Association of Registered Training Organisations Inc, member
- Meadow Heights Shopping Centre
- Redall Business Communications, services
- Job Active Networks
- Melbourne Polytechnic, AMEP provider

PROGRAMS

Children's Services

The Meadow Heights Occasional Care is partially funded by the Department of Education and Early Childhood Development and the Adult Migrant English Program (AMEP). It is based at the Visy Cares Learning Centre, Meadow Heights. In 2021, services at the Meadow Heights Occasional Care were suspended due to the COVID-19 pandemic.

OUR BUSINESS AND ADMINISTRATION

MEMBERS OF THE ASSOCIATION

We currently have 25 association members

Burhan Yigit
Chai Vue
Charles Cilia
David Mazzotta
Frank Devlin
Lyda Dankha

Geoffrey Hanlon
Giovanna Citta
Helen Patsikatheodorou
Joseph Curkovic
Vale Ken Thompson
Michalis Michael

Margaret Woods
Mari-Carmen Cruz
Michael Halls
Phillip Perroni
Ray Benson

Richard Turnbull
Salam Dankha
Sharyn Stockdale
Veronica Jamison
Vic Dougall



BOARD OF DIRECTORS

The Board of Directors continued to support all operations of Meadow Heights Learning Shop Inc. throughout 2021. Due to their dedicated efforts, MHLS continued to grow and prosper and be in line with their aims and objectives. Names of Board members are listed on page 2.

MEMBERSHIPS

MHLS is a member of the following organisations and groups:-

- Adult Learning Australia Inc
- Association of Neighbourhood Houses and Learning Centres Inc
- Australasian Association of Registered Training Organisations
- Adult Community Education (Victoria) Inc
- Australian Council for Adult Literacy Inc
- Centre for Multicultural Youth
- Community Childcare Association Inc
- Hume Global Learning Village



Deductible Gift Recipient

In January 1995 our Association applied for recognition of “gift deductibility” as it was then understood. In December 2003 we were granted Deductible Gift Recipient status as an entity in our own right. All donations of monetary value of two dollars or more are tax deductible. If you would like to make a donation, please contact the Office on

03 9301 9200



Staff Profile

Management

Nader	Hanna	Chief Executive Officer
Rebecca	Egan	Administration Manager
Linda	Madden	Accounts/HR Manager
Funda	Kara	Community Development Manager

Administration

Ann	Jessop	Community Development Officer
Nouhad	Dagher	Administrative Officer AMEP
Abir	Zaza	Administrative Officer AMEP
Cheryl	Hildebrandt	Project Manager
Stelliani	Georgiadis	Accounts Officer
Naci	Tekin	Administrative Officer
Connie	Francione	Administrative Officer
Clara	Haroun	Administrative Officer
Cristina	Thompson	Administrative Officer
Nawal	Semaan	Administrative Officer
Ban	Fatohi	Administration Assistant
Mary	Ayar	Administration Assistant
Janet	Shields	Administration Assistant

Vocational Education and Training

Adrienne	Champness	Tutor, Education Support
Anthony	Cilia	Tutor, Business Administration
Ishwary	Vengasalam	Tutor, Beauty Services
Ilknur	Acar	Tutor, Beauty Services

Language, Literacy & Numeracy

Salwa	Al Deeb	Teacher, TESOL
Denise	Bush	Teacher, TESOL
Wathsala	Alawathugoda	Teacher, TESOL
Ishrat	Hussaini	Teacher, TESOL
Syed Muzaffer	Hussaini	Teacher, TESOL
Nicolas	Kolendrianos	Teacher, TESOL
Nilofer	Jawaid	Tutor, ACFE
Stella	Maugeri	Teacher, TESOL
Paul	La Rosa	Teacher, TESOL
Timothy	O'Brien	Teacher, TESOL
Sofia	Pane	Teacher, TESOL
Luke	Maselli	Teacher, TESOL
Arlene	Rankothge	Teacher, TESOL
Anne	Oliver	Teacher, TESOL
Angelica	Arriagada	Teacher, TESOL
Salvatore	Monaco	Teacher, TESOL
Stephanie	Hanna	Teacher, TESOL
Houssam	Elsheikh	Tutor, ACFE
Anastasia	Nanos	Tutor, ACFE
Hulya	Kaplan	Tutor, ACFE

Occasional Child Care

Basima	Haddad	Childcare Educator
Teresa	Volpe	Childcare Educator



COVID-Safe Annual General Meeting



Mr Phillip Perroni presenting
The President's Report



Mr Ray Benson presenting
The Treasurer's Report