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## Our Values

We value Montessori philosophy and education and the ongoing provision of a respectful and enriching learning environment

### Respect

*We will act respectfully towards our School, its community and the vision of the School Board.*

### Transparency & Integrity

*We will undertake our duties with transparency, integrity and diligence, in the best interest of the School and the Foundation.*

### Entrepreneurial

*We encourage innovation and creatively seek opportunities for the long-term betterment of the school.*

### Community & Connection

*We will encourage and facilitate opportunities for our community, past and present, to stay connected.*

### Gratitude

*We are grateful for the generosity of our community who enable the Foundation to achieve its purpose.*



## The Hills Montessori School FOUNDATION

### 2021 and 2022 Annual Report

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## HMSF Board members

**Paul Daly** HMS Life member/appointed Board member (President)

**Amanda Prance** HMS parent/nominated Board member (Vice President)

**Paul Noon** HMS Business Manager (Treasurer)

**Cathy France** HMS Principal (Secretary)

**Nicole Stewart** HMS parent /current Board representative

**Tracey Spokes** HMS Life member/appointed Board member

**Ellie Ross** HMS Old Scholar/parent/nominated Board member



### MEMBERSHIP AND DONATION ENQUIRIES

To join and donate to the Foundation please visit our website or contact us at the school's office.

PH 08 8339 6842 | [montessori.sa.edu.au/foundation](http://montessori.sa.edu.au/foundation)

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With the establishment of The Hills Montessori School Foundation in 2021 and 2022, please enjoy our inaugural Annual Report.

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### Our Purpose

*Creating security for the learners of tomorrow and a lifelong connection for our Montessori community.*

### Our Mission

*Foster a culture of giving where individuals feel connected and a sense of pride.*

### Our Vision

*A connected Montessori community that achieves financial sustainability and opportunities for our young people into the future.*

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The Hills Montessori School  
FOUNDATION

## President's Report

The Hills Montessori School (HMS) Foundation was borne out of a desire to ensure that the legacy of the School continues for generations to come, to provide security for the school and to facilitate longevity and growth.

The inaugural meeting of the Foundation Board was held on 10th June 2021, attended by Cathy France (Chair), Paul Noon, Ellie Ross, Nicole Stewart, Tracey Spokes, Amanda Prance, and Anthea Hagar. A great deal of thought had already been put into the formation of the HMS Foundation and Cathy gave a detailed power point presentation explaining the reason for having, and the purpose of, a school foundation. Cathy then went on to cover governance standards, the Constitution, and the role and responsibilities of a Board. The HMS Foundation Board was to comprise the Principal (Cathy France), Business Manager (Paul Noon), School Board representative, (Nicole Stewart) two persons appointed by the HMS Foundation Board (Paul Daly and Tracey Spokes) and two ordinary Board Members nominated by the Foundation members (Amanda Prance and Ellie Ross). Some ideas as to the Mission, Vision and Values were presented. Cathy then went on to give an overview of decisions to be made about membership fees, the operational plan, marketing and the annual activities to be held by the HMS Foundation.

It was clear that a monumental amount of work was required before the HMS Foundation could be launched.

Office Bearers were duly elected at the next meeting with Paul Daly as President, Amanda Prance as Vice President, Cathy France as Secretary and Paul Noon as Treasurer.

The HMS Foundation was registered as an incorporated body, an ABN applied for, and registered with the Australian Charities and Not-for-profits Commission.

Following much discussion, debate, and numerous iterations of the Membership Policy, the Foundation Tiers and fee structure were agreed upon and formalised, the donation tiers being Foundation Member, Montessori Friend, Montessori Advocate, Montessori Ambassador, Montessori Guardian and Montessori Patron. A window of opportunity will be offered to the 30th June 2023 to become a Founding Custodian. Much debate was held about the best way of recognising Foundation Members and after initially considering a bronze Foundation Tree, it was agreed to do something more discreet such as a Foundation Garden.

Through the process of formulating the Membership Policy, it became apparent that the original HMSF Constitution needed to be changed to enable new members to pay their membership fee upon joining rather than waiting 28 days for the Board to approve their membership, which was first proposed in the HMS Foundation Constitution.

It was agreed that a Deductible Gift Recipient (DGR) fund application should be submitted to the Australian Tax Office (ATO). In order to comply with a change in the ATO rules whereby 50% plus 1 of the members have to be a Responsible Person who are a member of a professional association, it became necessary to form a sub-committee which would meet the ATO's criteria. It became apparent that the HMS Foundation Constitution did not cover the forming of sub-committees. As a result of this and the aforementioned change relating to fees, a Special General Meeting was held on 1st December 2022

to adopt the necessary changes to the HMS Foundation Constitution. The Board passed a resolution to form the HMS Foundation Finance Committee at the next meeting, and a revised application for a DGR fund was re-submitted to the ATO and is currently being processed.

One of the first tasks of the Board was to establish the Foundation Purpose statement, Mission, Vision and Values. The amount of time and effort put into this is a testament to their importance, and we are all in agreement that these statements encompass and reflect the essence and purpose of the HMS Foundation. The Purpose, Mission, Vision and Values were ratified on 6th December 2021.

We are eternally grateful to Anthea Hagar and Nicole Stewart for their work on the marketing collateral of the HMS Foundation. The HMS Foundation logo reflects the Purpose, Mission, Vision and Values and links to the School beautifully, and the brochure and welcome pack including the eucalyptus leaf membership badge, are stunning. We are truly lucky to have Nicole's creative skills.

The HMS Foundation launch has been agreed upon and a communications strategy formalised. Detailed discussions have also been held on the types of HMS Foundation activities that could be held at various times in the future to bring our community together.

Work on the HMS Foundation website, assisted by Alex Kebbell, is in the advanced stages.

The following policies and related documents have been ratified:

- Donations Policy and Giving (Donation) Form
- Membership Policy and Membership Form
- Privacy Policy, Privacy Breach Response Protocol and Collection Notice

Other notable areas, each of which has presented their own complexities, are:

- A HMSF bank account was opened in June 22;

- Directors and Officers Insurance has been arranged;
- Legal advice relating to bequests is being sought;
- Tax deductibility of donations has been clarified;
- Software that can satisfy accounting and legal compliance and also have the functionality to track donations, manage member information, communications and events is being investigated.

I would like to extend the thanks of the HMS Foundation Board to Peter Kupniewski who had a significant input in the preparation of the HMS Foundation Constitution and on whose legal mind we have drawn on numerous occasions.

The HMS Foundation is something that we may not see the benefits of during our time at the School. It has been made possible due to the hard work and commitment of a group of selfless individuals who are committed to the longevity of the School. You should all feel a great sense of pride and achievement, and I would like to sincerely thank you all for giving of your time and skills so freely and with such enthusiasm. I would particularly like to thank Cathy France, Paul Noon, Nicole Stewart and Anthea Hagar whose tireless efforts and tenacity to get through the massive amount of thought, planning, documentation, design, bureaucracy and red tape etc, at times with a reasonable amount of pain, have been way beyond the call of duty.

We look forward to the launch of The Hills Montessori School Foundation in May 2023, and its ongoing success.

**Paul Daly, Foundation President**