

# Sample AGM Agenda

(NAME OF SCHOOL REPRESENTATIVE BODY)

## Agenda

### Annual General Meeting

date/location/time

1. **OPEN** (*Chair opens the meeting*)
2. **WELCOME** (*by Chair*)
3. **APOLOGIES** (*read by Secretary*)
4. **MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**
  - i. These should have been circulated to all members prior to the meeting date.
  - ii. Any amendments are discussed. Agreed amendments to be completed by the Secretary
  - iii. Motion that the minutes be confirmed. (*Only members who attended the previous AGM may move and second the minutes*)
5. **CHAIR'S REPORT**
  - i. Acceptance of the report moved by the Chair
6. **PRINCIPAL'S REPORT**
  - i. Acceptance of the report moved by the Principal
7. **TREASURER'S REPORT**
  - i. Audited Financial Report
  - ii. Acceptance of the report moved by Treasurer
8. **ELECTION OF RETURNING OFFICER**
  - i. Nomination and acceptance of a Returning Officer
  - ii. Declaration of positions vacant
  - iii. Election of positions
9. **APPOINTMENT OF AUDITOR**
  - i. The same auditor/ firm of auditors may not be used for more than three (3) consecutive years
10. **CLOSE** (*Chair closes the meeting*)