**ANNUAL GENERAL MEETING [AGM]**

**NOTICE**

YOUR SCHOOL COUNCIL | BOARD NAME

DATE | TIME | LOCATION

## **YOU'RE INVITED**

All parents, carers, staff, and interested community members are invited and encouraged

to attend the AGM.

## **WHY SHOULD YOU ATTEND?**

The AGM is an opportunity to be involved in your school community. By attending, you can:

* Nominate to be a member
* Hear updates on the school’s progress and achievements from the previous year [Principal Report]
* Learn about the work and decisions from the previous year [Chair Report]
* Review the school’s financial position [Audited Financial Report]
* Vote for the parents who will represent you

## **PARENT MEMBER VACANCIES**

Nominations are open for the following vacant parent positions.  
• X Parent Member positions

We encourage parents who are interested in supporting our students and school to nominate and attend.

## **WHY JOIN?**

Becoming a member is a great way to have a voice in the strategic direction of your school. We are looking for parents who:

* Support the vision and values of the school
* Are available to attend a minimum of 8 meetings per year
* Represent the best interests of all students
* Want to contribute positively to student outcomes and the school community
* Hold or are eligible to obtain a current Ochre Card [Working with Children Clearance]

## **NOMINATION AND ELECTION PROCESS**

Insert your school’s process below. Example provided:  
  
Parent Member nomination forms are available from the school office and will also be provided at the AGM.

Parents are encouraged to nominate themselves. Nominations may be submitted in advance or taken from the floor during the AGM.

If the number of nominations exceeds the number of vacancies, an election will be held at the AGM. Voting will be conducted by secret ballot and determined by a simple majority of all parents present.

## **ELECTION OF OFFICE BEARERS**

The Chair, Treasurer, and Secretary [where vacant] will be elected at the first General Meeting following the AGM. This meeting will commence immediately after the close of the AGM.