**ANNUAL GENERAL MEETING [AGM]**

**AGENDA**

YOUR SCHOOL COUNCIL | BOARD NAME

DATE | TIME | LOCATION

**MEETING** 1 **OF 8**

**QUORUM** is X. Chair ensures quorum for the meeting to open.

**ACKNOWLEDGEMENT OF COUNTRY**

1. **OPEN | WELCOME** Chair opens the meeting, time recorded by Secretary.
2. **ATTENDANCE | APOLOGIES | ABSENT** recorded by Secretary.

# **CONFLICT OF INTEREST DISCLOSURE** recorded by Secretary.

1. **MINUTES OF THE PREVIOUS MEETING**

Circulated to all members prior.

Any amendments are discussed, agreed amendments to be completed by the Secretary.

Acceptance of the minutes moved by a member present at the previous AGM.

Motion/s recorded by Secretary.

1. **PRINCIPAL REPORT**

Circulated to all members prior.

Acceptance of the report moved by the Principal.

Motion recorded by Secretary.

1. **CHAIR REPORT**

Circulated to all members prior.

Acceptance of the report moved by the Chair.

Motion recorded by Secretary.

1. **TREASURER REPORT [AUDITED FINANCIAL REPORT AND MANAGEMENT LETTER]**

Circulated to all members prior.

Acceptance of the report moved by the Treasurer.

Motion recorded by Secretary.

1. **ELECTION**

Nomination and acceptance of Returning Officer.

Declaration of positions vacant.

Nomination and election of Parent Members.

Acceptance of Teacher Member/s.

Acceptance of Student Member/s (secondary).

1. **APPOINTMENT OF AUDITOR**

The same auditor/ firm of auditors may not be used for more than three (3) consecutive years. Motion recorded by Secretary*.*

1. **CLOSE** Chair closes the meeting, time recorded by Secretary.