**ANNUAL GENERAL MEETING [AGM]**

**MINUTES**

YOUR SCHOOL COUNCIL | BOARD

DATE | TIME | LOCATION

Meeting 1 of 8

**QUORUM** Chair ensures quorum of X for the meeting to open. Quorum is half of the current membership*.*

**ACKNOWLEDGEMENT OF COUNTRY**

1. **OPEN | WELCOME**

Meeting open by [Chair] at 00:00.

1. **ATTENDANCE | APOLOGIES | ABSENT**

Members:

Guests:

Apologies:

Absent:

# **CONFLICT OF INTEREST DISCLOSURE**

Members’ name, conflict disclosure and how the conflict will be managed.

or

NIL

1. **MINUTES OF THE PREVIOUS MEETING**

Draft minutes of the 20YY AGM were circulated to members. Members present at that AGM have read the minutes.

Motion: That the minutes of the 20YY AGM are accepted as true and correct.

Moved:

Second:

Vote: #for | #against | #abstain or All in favour Carried

1. **PRINCIPAL REPORT**
	* Summary of Discussion.

Briefly summarise the discussion

Motion: That the Principal’s Annual Report to the School Community be accepted.

Moved:

Second:

Vote: #for | #against | #abstain or All in favour Carried

1. **CHAIR REPORT**
	* Summary of Discussion.

Briefly summarise the discussion

Motion: That the Chair’s Annual Report to the School Community be accepted.

Moved:

Second:

Vote: #for | #against | #abstain or All in favour Carried

1. **TREASURER REPORT**
	* Summary of Discussion

Briefly summarise the discussion

Motion: That the Audited Financial Report and Management Letter be accepted.

Moved:

Second:

Vote: #for | #against | #abstain or All in favour Carried

1. **ELECTION**
2. Nomination and acceptance of Returning Officer.

Motion: That name be appointed Returning Officer.

Moved:

Second:

Vote: #for | #against | #abstain or All in favour Carried

1. Declaration of POSITIONS VACANT.

List Positions Vacant

1. Nomination and election of Parent Members.

List names of nominating parents and outcome of election

1. Acceptance of Teacher Members.

List names of Teacher Members

1. Acceptance of Student Members.

List names of Student Members

1. **APPOINTMENT OF AUDITOR**
* Auditor quotes.

Summary of the quotes provided for consideration, selected from DET panel of auditors.

Motion: That Name of auditor be appointed in 20YY.

Moved:

Second:

Vote: #for | #against | #abstain or All in favour Carried

1. **CLOSE**

Meeting closed by [Chair] at 00:00.