## **GENERAL MEETING [DIRECTLY AFTER AGM]**

**MINUTES**

YOUR SCHOOL COUNCIL | BOARD NAME

DATE | TIME | LOCATION

Meeting 2 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 meeting held DD/MM/20YY were circulated to members. Members present at that meeting have read the minutes.

Motion: That the minutes of the meeting held DD/MM/20YY are accepted as true and correct.

Moved:

Second:

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

1. **BUSINESS ARISING FROM MINUTES**
   * Summary of discussion.

Briefly summarise the discussion.

1. **CORRESPONDENCE IN**

* Correspondence in and a summary of discussion.

Briefly summarise the discussion.

1. **CORRESPONDENCE OUT**

* Correspondence out and a summary of discussion.

Briefly summarise the discussion.

1. **BUSINESS ARISING FROM CORRESPONDENCE**

* Summary of discussion.

Briefly summarise the discussion.

Complete a motion of any decisions made.

1. **PRINCIPAL REPORT**

• Summary of Discussion.

Briefly summarise the discussion.

Motion: That the Principal’s Report be accepted.

Moved:

Second:

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

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

Briefly summarise the discussion.

Complete a motion for all decisions made as per agenda items.

Motion: That the Treasurer Report be accepted.

Moved:

Second:

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

Motion: That…

Moved:

Second:

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

# **REPORTS FROM COMMITTEES**

* Summary of Discussion.

Briefly summarise the discussion.

Motion: That the XXX Committee Report be accepted.

Moved:

Second:

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

1. **GENERAL BUSINESS** 
   1. Declaration, nomination and election of vacant Office Bearer positions.

List positions vacant.

List nominees and outcome of vote.

Motion: That XXX be nominated as Chair.

Moved:

Second:

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

* 1. Member Induction.
* Governing documents provided, read, and signed.
  1. Summary of any other General Business items.
* Complete a motion for all decisions made

1. **DATE OF NEXT MEETING**

Date of next meeting will be held on DATE | TIME | LOCATION

1. **CLOSE**

Meeting closed by [Chair] at 00:00.