

FREQUENTLY ASKED QUESTIONS ANNUAL GENERAL MEETING [AGM]



When is an AGM held?

The AGM must be held by 15 March each year.

What is the purpose of an AGM?

The AGM is a formal meeting held once a year to review the year's achievements, share priorities for the year ahead, present and accept the Audited Financial Report, and elect members (where vacant).

It also meets legislative requirements for school governance and provides an annual report to the school community.

Does an AGM count as one of the required number of meetings?

Yes.

The AGM is included in minimum of eight required meetings per year.

What if the AGM cannot be held by March 15?

The Principal and Chair must submit a formal request for an extension to the Chief Executive through the Department, explaining the reason for the delay.

How much notice is required for an AGM?

At least 14 days written notice must be given to all members and the school community before the AGM. Use your usual communication platforms (e.g. newsletters, text messages, school app, Facebook, posters) to notify families and the school community. You do not need to advertise the AGM in a newspaper.

Who is responsible for giving notice?

The Principal.

Can the AGM be combined with another school event?

Yes.

This can help increase attendance, as long as meeting procedures and notice requirements are met.

Do we need to advertise vacant positions before the AGM?

Yes.

It is best practice to list vacancies in the AGM notice, so members know what positions are open for nomination.

How do we know how many members can be elected?

The membership number and position types are detailed in your Constitution. Member terms expire after two years. Keep track of membership in a Members Register.

Who can nominate to be a Parent Member?

A Parent Member must be a parent of a child currently enrolled at the school and meet the eligibility requirements.

Do members need an Ochre Card?

Yes.

All members must hold or be eligible to obtain a Working With Children Clearance (Ochre Card). A volunteer card is sufficient, and the Principal can sign the concession form.

Who votes to elect parent members?

Parent Members are elected at the AGM by all parents and guardians of currently enrolled students who attend the meeting. No proxy votes can be accepted.

Can a teacher who is a parent vote to elect Parent Members?

Yes.

A teacher who is also a parent of a child currently enrolled at the school can vote to elect Parent Members, as they are voting in their capacity as a parent.

Does the school body (Council | Board) elect the teachers?

No.

Teacher Members are elected by the teaching staff at a staff meeting held before the AGM.

Can nominations be made from the floor at the AGM?

Yes.

If permitted by your agreed and advertised nomination and election process, and if the eligibility requirements are met. However, it is recommended that nominations be sought in advance.

If there are more nominations than positions vacant, what happens?

If there are more nominations than vacant positions, voting will take place by secret ballot at the AGM to elect the Parent Members.

What happens if positions remain vacant after the AGM?

They can be filled later in the year as a casual vacancy.

What is the quorum for an AGM?

The quorum is the minimum number of voting members who must be present for the AGM to proceed. Quorum is 50% or more of your current members.

Who can attend?

The AGM is open to the school community.

Who chairs the AGM?

The existing Chair presides over the AGM. If the Chair position is vacant, another parent member may chair the meeting as agreed (motion) by members.

What is a Returning Officer?

The person responsible for running the election process at the AGM in a fair, transparent, and impartial way.

Who can be elected as Returning Officer?

Any person agreed to (motion) by the members who is impartial and not nominating for a position. This may be an NTCOGSO representative, the Principal or an invited guest.

What is included in the meeting papers?

Meeting papers should include:

- Agenda
- Draft minutes from the previous AGM
- Audited Financial Report and Management Letter
- Annual Report to the School Community
- Auditor quotes

When should meeting papers be sent out?

Meeting papers should be sent out as per the agreed timeline.

It is recommended they are provided no less than three days before the meeting, so members have time to read and prepare.

Are printed copies required at the meeting?

No.

You may decide to go paperless, however having printed copies can be helpful for nominating parents and guests.

Are minutes required to be taken for an AGM?

Yes.

Minutes must be recorded and stored in line with the standard record-keeping process.

Any motions relating to finance or resource management must also be recorded in the motions register.

Who is responsible for sending the Audited Financial Report and Management Letter?

The Principal, usually through the Business Manager.

When do we receive the Audited Financial Report and Management Letter?

The Audited Financial Report and Management Letter must be circulated to members at least seven days before the AGM. If it is not available in time, the AGM must be postponed. A General Meeting can be held (if quorum is achieved) to update the community and maintain engagement until the AGM can be rescheduled.

If the AGM is postponed what notice is required for a new date?

At least 14 days written notice of the new date must be given to all members and the school community.

Do we appoint an Auditor at the AGM?

Yes.

The AGM is when members appoint (motion) an Auditor for the current year. The Business Manager will supply 3 written quotes from Auditors.

Can a General Meeting be held directly after an AGM?

Yes.

It is recommended that a General Meeting is held directly after the AGM.

Where held after an AGM, the usual meeting procedures must be followed.

Can we hold a General Meeting before the AGM?

Yes.

You can hold a General Meeting at any time during the year. Meetings should be held once per month (during school terms), including February, this can be useful to update members, prepare for the AGM and continue normal governance functions.

Do we elect Office Bearers at the AGM?

No.

The positions of Chair, Treasurer, and Secretary, where vacant, are elected at the first General Meeting after the AGM.