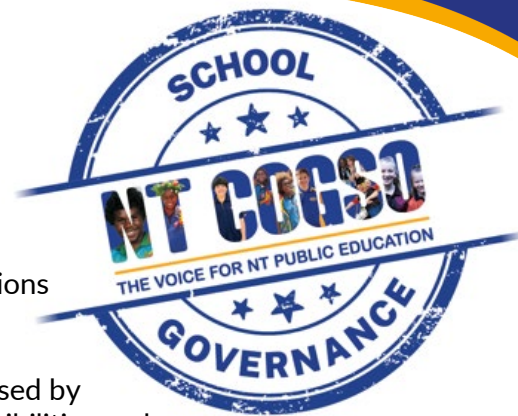


FREQUENTLY ASKED QUESTIONS

GENERAL MEETING [GM]



What is the purpose of an GM?

A GM is a regular meeting where members discuss and make decisions on matters that support the school's strategic plans, priorities, and governance. This includes reviewing progress, considering reports, approving finance and resource decisions, and addressing items raised by members. GMs help ensure members meet their legislative responsibilities and ensure that all decisions are transparent, properly documented, and made in the best interests of the school and its community.

Does a GM count as one of the required number of meetings?

Yes.

GMs count towards the minimum of eight required meetings per year.

What happens if we don't meet the minimum of eight meetings in a year?

This is a legislative requirement. If you are unable to meet the minimum, you should document the reasons and take steps to catch up, such as scheduling additional meetings before year-end. Members should contact NTCOGSO for support and advice.

How much notice is required for a GM?

At least 7 days' notice must be given to all members.

Notice must be given to the wider school community.

What is the quorum for a GM?

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

Can we hold a GM in February before the AGM?

Yes.

You can hold a GM at any time during the year, including before the AGM.

This can be useful to update members, prepare for the AGM, or continue normal governance functions.

Who can attend?

Meetings are open to the school community, unless the meeting (or part of it) is closed for a specific confidential purpose.

Can members submit agenda items for a GM?

Yes.

Members can submit items for inclusion on the agenda, but these should be provided to the Chair or Secretary before the agenda is finalised and sent out. This ensures all members have advance notice of matters to be discussed.

Can a GM be held online?

Yes.

Online or hybrid meetings must still meet quorum requirements, and members must be able to participate fully in discussions and decisions.

What is included in the meeting papers?

Meeting papers should include:

- Agenda
- Draft minutes from the previous meeting
- Reports (such as the Principal's report, financial reports, and any committee reports)
- Any supporting documents required for discussion or decision-making

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 if guests are attending or if members request them.

Are minutes required to be taken for a GM?

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.