

MEETINGS

TYPE AND REQUIREMENTS



A School Representative Body (SRB) must meet at least eight times per year.

ANNUAL GENERAL MEETING (AGM)

Purpose: To present and formally endorse the following through a motion:

- Annual Reports from the Principal and Chair.
- The Audited Financial Report and Management Letter.

The AGM is also used to conduct Parent Member elections, if required.

Schedule

Must be held by 15 March each year.

Notice Period

Minimum of 14 days' notice must be given to the school community.

Included in Minimum Meetings Requirement

Yes, counts as 1 of the 8 required meetings per year.

GENERAL MEETINGS (GM)

Purpose: Regular meetings to discuss and make decisions (by motion) on matters of school governance.

Schedule

Must hold at least 7 per calendar year, 2 per Term in addition to the AGM.

Notice Period

Minimum of 7 days' notice must be given.

Included in Minimum Meetings Requirement

Yes, at least 7 GMs are required per year.

SPECIAL GENERAL MEETINGS (SGM)

Purpose: Called as required to address a specific or urgent matter that cannot wait until the next GM.

Schedule

As required, must clearly state the specific purpose of the meeting.

Notice Period

Minimum of 3 days' notice must be given.

Included in Minimum Meetings Requirement

No, SGMs do not count toward the 8 required meetings per year.

Where a meeting cannot proceed, keep a record of attempted meeting dates and note any reasons the meeting could not go ahead (e.g. low attendance, unexpected events). Where quorum is not reached, record the following:

Date and time of the attempted meeting.

List of members in attendance.

A statement noting that quorum was not met and the meeting could not formally proceed.

A brief summary of any informal discussions held (noting that no decisions can be made).

Any steps taken to reschedule the meeting.