**SPECIAL GENERAL MEETING [SGM]**

**AMENDING THE CONSTITUTION NOTICE**

YOUR SCHOOL COUNCIL | BOARD NAME

DATE | TIME | LOCATION

Under Section 11.4 of the Constitution, Name of your School Council | Board gives 3 days’ notice of a Special General Meeting.

**meeting purpose**

To discuss and approve the Name of your School Council | Board Draft Constitution, as approved by the Department of Education and Training.

For the Chair and Principal to sign the Constitution.

Please note, no other items can be discussed at this meeting.