## **GENERAL MEETING [GM]**

## **AGENDA [DIRECTLY AFTER AGM]**

## YOUR SCHOOL COUNCIL | BOARD NAME

DATE | TIME | LOCATION

**MEETING** 2 OF 8 **QUORUM** is X Chair ensures quorum for the meeting to open.

If the Chair is vacant, members elect a Parent Member to Chair the meeting until the election of Office Bearers.

Motion recorded by Secretary

**ACKNOWLEDGEMENT OF COUNTRY**

1. **OPEN | WELCOME** Chair opens the meeting, time recorded by Secretary.
2. **ATTENDANCE | APOLOGIES** recorded by Secretary.
3. **CONFLICT OF INTEREST DISCLOSURE** recorded by Secretary.
4. **MINUTES OF THE PREVIOUS MEETING**

Circulated to all members prior.

Any amendments are discussed, agreed amendments to be completed by the Secretary.

Acceptance of the minutes moved and voted on by members present at the previous meeting.

Motion/s recorded by Secretary.

1. **BUSINESS ARISING FROM MINUTES** Members may raise any matter referred to in the minutes.
2. **CORRESPONDENCE IN** There may be motions arising from correspondence in.
3. **CORRESPONDENCE OUT** There may be motions arising from correspondence out.
4. **BUSINESS ARISING FROM CORRESPONDENCE** There may be motions arising from correspondence.
5. **PRINCIPAL REPORT**

Circulated to all members prior.

There may be motions arising from the report.

Acceptance of the report moved by the Principal.

Motion/s recorded by Secretary.

# **TREASURER REPORT**

# Circulated to all members prior.

* + Profit and Loss: Mandated monthly report.
  + Balance Sheet: Mandated monthly report.
  + Consolidated Summary: Mandated monthly report.

There may be motions arising from the reports.

Acceptance of the report moved by Treasurer.

Motion/s recorded by Secretary.

* + Financial delegation reviewed**:** Motion recorded by Secretary.
  + Input tax for Fundraising | Canteen: Motion/s recorded by Secretary.
  + Bank signatoriesreviewed: Motion/s recorded by Secretary.
  + Debit card/sreviewed:Motion/s recorded by Secretary.
  + Term deposit account/sreviewed: Motion/s recorded by Secretary.

There may be motions arising from the review.

Motion/s recorded by Secretary.

Finance and resource management motions recorded in motions register by the Secretary.

# **REPORTS FROM COMMITTEES**

Circulated to all members prior.

There may be motions arising from Committee recommendations.

Acceptance of reports moved by presenter.

Motion/s recorded by Secretary.

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

* Chair
* Treasurer
* Secretary

Members should nominate themselves.

All members vote.

Motion/s recorded by Secretary.

1. Member Induction | Governing documents provided read | signed.
2. Committees discussed and agreed structure | purpose to be reviewed.
3. List items received from members.

There may be motions arising from General Business.

Motion/s recorded by Secretary.

1. **DATE OF NEXT MEETING** recorded by Secretary.
2. **CLOSE** Chair closes the meeting, time recorded by Secretary.