**SPECIAL GENERAL MEETING [SGM]**

**AMENDING THE CONSTITUTION MINUTES**

YOUR SCHOOL COUNCIL | BOARD NAME

DATE | TIME | LOCATION

**ACKNOWLEDGEMENT OF COUNTRY**

1. **OPEN | WELCOME**

Meeting open by [Chair] at 00:00.

1. **ATTENDANCE | APOLOGIES | ABSENT**

Members:

Guests:

Apologies:

Absent:

1. **CONFLICT OF INTEREST DISCLOSURE**

Members’ name, conflict disclosure and how the conflict will be managed.

or NIL

1. **AGENDA ITEM**

Record key discussions. That the:

* objective is [insert objective].
* total membership remains X or is amended from X to X
* the parent membership remains X or is amended from X to X
* the Principal is always a member
* teacher membership remains X or is amended from X to X
* the student membership remains X or is amended from X to X
* the invited membership remains X or is amended from X to X

Motion: That the name of your School Council | Board draft Constitution (endorsed by the Department of Education and Training) is approved.

Moved:

Second:

Vote: #for | #against | #abstain or All in favour Carried

The Constitution was signed and dated by Principal and Chair.

A copy of the approved, signed and dated Constitution will be provided to the Department of Education and Training and NTCOGSO.

A copy of the SGM minutes will be stored in school central and provided to the Department of Education and Training and NTCOGSO.

DET: [schoolgovernance@education.nt.gov.au](mailto:schoolgovernance@education.nt.gov.au)

NTCOGSO: [alice.gawler@ntcogso.org.au](mailto:alice.gawler@ntcogso.org.au)

1. **CLOSE**

Meeting closed by [Chair] at 00:00.