

Annual Full Council FAQs

Key Terms

Agenda Item

A formal matter submitted by a School Body or Regional Council for Full Council to consider. An Agenda Item usually includes background information and a motion setting out the action or decision being sought.

Motion

The formal wording within an Agenda Item that states what Full Council is being asked to agree to or do. The motion is moved, seconded and voted on at Full Council.

Special Resolution

A formal proposal to amend the NTCOGSO Constitution. Special Resolutions are subject to specific constitutional requirements and are considered separately from ordinary Agenda Items.

What is the purpose of Annual Full Council?

Annual Full Council is an opportunity for members to come together, reflect on the recent work of NTCOGSO, hear from education leaders and discuss matters affecting government school communities across the Northern Territory.

Who can attend Annual Full Council?

Any affiliate of NTCOGSO can attend. In 2026, every Northern Territory government school is registered as an affiliate of NTCOGSO.

Is there a cost to attend?

There is no registration cost to attend Annual Full Council. NTCOGSO may also be able to provide travel and accommodation assistance for members travelling from regional and remote areas.

Travel support is subject to the remaining travel budget at the time of application. Where funds are limited, priority will be given to delegates presenting an Agenda Item on the day.

Remember, every person in the room is a parent of a child in a government school, just like you!

What is an Agenda Item?

An Agenda Item is a formal matter that a School Body or Regional Council would like Full Council to consider.

Agenda Items may relate to:

- a Territory or national educational issue
- an amendment to NTCOGSO Policy
- a matter requiring NTCOGSO action or advocacy.

An Agenda Item includes a **motion**, which clearly states what action or decision Full Council is being asked to support.

Proposed amendments to the NTCOGSO Constitution are submitted as **Special Resolutions** and are subject to separate requirements.

The Guide currently describes Agenda Items as matters relating to Territory or national educational issues, NTCOGSO Policy or actions to be undertaken by NTCOGSO.

Does someone from our School Body need to present the Agenda Item?

Yes. A delegate from the School Body or Regional Council submitting an Agenda Item should be prepared to present the item and speak in support of the motion at Full Council.

The submitting body should determine who will move and second the motion on the day.

What happens to an Agenda Item at Full Council?

Agenda Items are presented and discussed at Full Council. The **motion contained within the Agenda Item** is then put to Full Council for a vote.

Depending on the type of Agenda Item, the motion may be carried, amended or lost.

Special Resolutions relating to the Constitution are considered under the requirements applying to Special Resolutions. The current Guide states that constitutional items cannot be amended from the floor other than for typographical or grammatical corrections, while Policy or Action items may be amended provided the amendment does not negate the intention of the original motion.

When are Agenda Items, Special Resolutions and questions due?

Closing dates will be advised by NTCOGSO for each Annual Full Council. School Bodies and Regional Councils should ensure submissions are made by the advertised deadline, as late submissions cannot be accepted.

Can we ask the Minister or Chief Executive a question at Full Council?

Yes. Full Council provides School Bodies with an opportunity to submit questions for the Minister for Education and the Chief Executive of the Department of Education.

School Bodies are encouraged to discuss and agree on their question before submitting it through the NTCOGSO website.

For School Bodies with limited or unreliable internet access, NTCOGSO can assist with lodging a question. Please contact the NTCOGSO office to make alternative submission arrangements.

Will I be expected to nominate for an NTCOGSO position?

No. Attending Annual Full Council does not mean you are expected to nominate for an NTCOGSO position. The Annual General Meeting forms only one part of the Full Council program and members are not pressured to nominate for a position.

What can we expect on the day?

There will be opportunities to:

- meet representatives from other School Councils and Boards, NTCOGSO staff and Executive Committee members
- hear from education leaders
- participate in discussion and voting on Agenda Items and Special Resolutions
- hear responses to School Council and Board questions
- network with other members.

Morning tea, lunch and afternoon tea are provided.

Where can we get more information or assistance?

Contact the NTCOGSO office at enquiries@ntcogso.org.au or on **7942 2255**.

School Body members are encouraged to seek assistance if they are unsure whether an issue should be submitted as an Agenda Item, need help researching or drafting an Agenda Item or motion, need assistance with a Special Resolution, or would like support preparing to speak at Full Council.

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