**ANNUAL GENERAL MEETING [AGM]**

**CHECKLIST**

YOUR SCHOOL COUNCIL | BOARD NAME

AGM scheduled to be held by March 15th.

Education Regulations Part 5, 26 [2].

Comment

Auditor is advised of AGM date and timeline for circulation of the Audited Financial Report [AFR].

The AFR Must be received and circulated 7 days prior to the AGM [FARMS].

Comment

AFR and Management Letter received and circulated to members.

The AFR Must be received and circulated 7 days prior to the AGM [FARMS].

Comment

14 Days’ notice of AGM provided to school community.

Department Guideline.

Comment

NTCOGSO booked to attend and support the AGM.

Contact NTCOGSO or access resources https://www.ntcogso.org.au.

Comment

Parent Member terms known. Vacancies identified and advertised.

Education Regulations Part 5, 26 [1a].

Comment

Nomination and election process for Parent Members advertised to school community.

Department Guideline.

Comment

School community advised that members must hold or be eligible to obtain an Ochre card.

Department Guideline.

Comment

Quorum known and will be achieved for the AGM to proceed.

Education Regulations Part 5, 27 [8].

Comment

Teacher Member vacancies identified, and elections held at a staff meeting prior to AGM.

Department Guideline.

Comment

Student Member vacancies identified, and elections held at a meeting prior to AGM.

Department Guideline.

Comment

**MEETING PAPERS PREPARED:**

AGM Agenda circulated to current members.

NTCOGSO template available

Comment

Draft minutes of the previous year’s AGM.

Circulated to current members.

Comment

School Annual Performance Report to school community prepared.

Circulated to current members, includes the Principal and Chair Report on the previous year’s

achievements and activities.

Comment

Audited Financial Report [AFR] and Management Letter.

Circulated to current members. AFR Must be received and circulated 7 days prior to the AGM [FARMS].

Comment

AGM reminder communicated to school community

Encourage parent attendance, involvement and engagement in your school.

Comment