**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