



Section Three

Beginning of Year

Beginning of Year Checklist

This is a working document and should be used in conjunction with the appropriate COGSO templates and checklists.

School Representative Body Beginning of Year Checklist	
Annual General Meeting (AGM) scheduled prior to March 15th	✓
Audited Financial Reports received	
Signed Management Letter by Auditor received	
Members Elected	
Member Register - Updated	
Meeting Templates - Current	
Working with Children Clearance (Ochre Card) Register - School Representative Body Members - School Representative Body Employees	
First Aid/Asthma/Anaphylaxis Register - School Representative Body Members - School Representative Body Employees	
Constitution - Checklist Completed	
Code of Conduct - Checklist Completed	
Confidentiality Agreement - Checklist Completed	
Standing Orders - Checklist Completed	
Strategic Plan - Current and Copy Provided to Members	
Annual School Improvement Plan - Approved	
Budget Approved	
Governance Health Check - Date scheduled (recommend conducted in Semester 2)	

Annual General Meeting Guide

The school's Annual General Meeting (AGM) is an important meeting and if done effectively it should be informative and brief. A variety of reports are presented and the new Representative Body members are elected.

The purpose of an AGM is for parents, staff and your school community to be informed of the progress of the school in the last 12 months, as well as the activities of the School Representative Body.

AGM's must be transparent and open to all members of the school community; this includes members of the public who may not have a student at the school, however have an interest in the school.

HOLDING THE AGM

The School Representative Body must hold their AGM on or before 15 March each year. If this is not possible permission must be sought from the Department of Education (DoE) Chief Executive to hold the meeting after this date. An AGM must not take place without the Audited Financial report.

NOTICE OF AN AGM AND POSITIONS VACANT

A School Representative Body must give notice of their AGM to the public at least 14 days prior to the date of the AGM. The school Principal is responsible for giving notice. Notice should include the date, time and location of the AGM. Information should also be made available that clearly outlines the positions vacant and the nomination and election process. Notice should be advertised in the school newsletter, website and noticeboards.

ATTENDANCE

All parents, school staff and members of the school community may attend and should be encouraged to attend.

Names of those in attendance at the AGM must be recorded in the minutes by the Secretary.



PROCEEDINGS

The processes for holding your AGM and meeting proceedings may be set by your Constitution. A typical AGM will proceed as follows:

1. The Chair welcomes everyone and thanks them for attending. Individuals are asked to record their name on the attendance list. Secretary records the meeting opening time, attendees and any apologies for the AGM minutes.
2. The minutes of the previous year's Annual General Meeting (AGM) are circulated and read. A motion that these be accepted is moved and carried. Secretary records the decision in AGM minutes. (*Only members who attended the previous AGM may accept the minutes*).
3. Reports are presented. These may be contained in the school Annual Report.
4. The Chair should present their report to the school community followed by the Principal report. The Audited financial report is to be presented and explained by the Treasurer. Copies of each report are to be maintained in the School Representative Body records. A motion to accept the Audited financial report must be moved and carried. Secretary records in AGM minutes.
5. A Returning Officer is elected and will take over the role of the Chair for the remainder of the meeting.
6. The Returning Officer will announce the number of positions vacant, the term of each position and their duties as per the Constitution.
7. The Returning Officer will call for member nominations consistent with the nomination process in your Constitution or previously agreed AGM guidelines. If nominations are requested prior to the meeting the Returning Officer will call for the election of members. Nominated and nominating members names can be written and displayed.
8. Parents of students, including current members, may elect new members. Where a vote is required it is best practice to conduct a secret ballot. Votes are counted and the Returning Officer announces the new

members. Secretary records in AGM minutes.

9. The Chair motions to appoint the Auditor. The same Auditor can be appointed for a maximum of three (3) consecutive years. Secretary records in AGM minutes.
10. Chair thanks everyone for attending and closes the AGM. Secretary records closing time in AGM minutes. The Chair, Treasurer and Secretary positions, if vacant, are elected at the first general meeting following the AGM.

COMPOSITION OF A SCHOOL REPRESENTATIVE BODY

The School Representative Body composition is determined by Constitution. As per Regulation 22 the membership must not be less than five (5) or more than 19 members.

Membership must include parents of student enrolled at the school.

A parent of a child is the child's father, mother or any other person who has parental responsibility for the child. (*However, a person standing in the place of a parent of a child on a temporary basis is not a parent of the child*).

A parent of an Aboriginal child includes a person who is regarded as a parent of the child under Aboriginal customary law or Aboriginal tradition.

The Principal and at least one (1) teacher must be a member of the School Representative Body.

A School Representative Body may also include Student Members if the school provides secondary education.

Invited Members can be appointed, an Invited Member cannot be a teacher at any government school.

SCHOOL REPRESENTATIVE BODY MEMBER TERMS

School Representative Body members (parents, teachers, students) are elected for a two (2) year term and may serve a maximum of three (3) consecutive terms (six years) in the same capacity.



PRINCIPALS AGM RESPONSIBILITY

The school Principal is always a member of the School Representative Body.

A Principal serves on the School Representative Body as an ex officio member (*member who is there by virtue of office*). The Principal presents the Principals report to the school community and may be elected as the Returning Officer.

CHAIRPERSONS AGM RESPONSIBILITY

The Chair is a Parent Member elected by the School Representative Body. A Chair opens the AGM and presents the Chair report. The Chair, unless they are the Returning Officer, will step down from the Chair after the reports have been presented.

TREASURER AGM RESPONSIBILITY

The Treasurer should be a Parent Member elected by the School Representative Body. Only if a parent does not nominate, the School Representative Body may request the Principal to direct the School Business Manager / Administration Manager/ Registrar to act in the role of Treasurer. A Treasurer presents the Audited financial report.

SECRETARY AGM RESPONSIBILITY

The Secretary should be a Parent Member elected by the School Representative Body. Only if a parent does not nominate, the School Representative Body may request the Principal to direct the School Business Manager / Administration Manager/ Registrar to act in the role of Secretary. A Secretary records the minutes on the AGM.

PARENT MEMBER AGM RESPONSIBILITY

Parent Members must make up at least 50 percent of the School Representative Body. Any parent of a student at the school is eligible to nominate for a position on the School Representative Body. The guidelines for submission of nominations may be set in your Constitution.

TEACHER MEMBER AGM RESPONSIBILITY

A Teacher Member must be voted in by the teaching staff of the school prior to the AGM. They will then be accepted as members of the Representative Body at the AGM. A teacher cannot be an Invited Member.

STUDENT AGM RESPONSIBILITY

Student Members may only be a School Representative Body member if clearly defined in your Constitution. Student Members must be elected by their peer group prior to the AGM. Student Members are accepted as Members at the AGM.

RETURNING OFFICER

A Returning Officer must be nominated after the reports are presented at the AGM. The Returning Officer takes over as Chair of the meeting and oversees the election of members and Office Bearers. Their job is to announce the positions vacant, announce nominees for membership, and count the votes.

CONSTITUTION AND THE AGM

Copies of the School Representative Body Constitution should be available at the AGM. The AGM must proceed in accordance with the Constitution.

AUDIT REPORTS AND THE AGM

After the election of the new School Representative Body, a motion must be moved to appoint the Auditor for the following year. The Auditor or firm of Auditors must not be appointed to Audit the School Representative Bodies accounts for a term of more than three (3) consecutive years. The Auditor must be a member of the Institute of Chartered Accountants, Institute of Public Accountants or CPA Australia. The written Audit report for each school account must include a statement of receipts, payments and balance on hand and any other information directed by the Chief Executive of the department. The school must send a copy of the Audit reports to the department's Chief Executive as soon as practicable after the AGM.

QUORUM AND THE AGM

Unless otherwise specified in the School Representative Body's Constitution, the quorum set for General Meetings also constitutes a quorum for an AGM. An AGM can continue even if there is not a quorum but only for the purpose of filling vacancies, no other business can be conducted.

REPORTS AND THE AGM

The current Chair and Principal both present reports. The Chair reports on the activities of the School Representative Body. The Principal reports on the status of the school and its progress over the previous school year, including statistics on key areas such as enrolment numbers, staffing numbers. The school's Annual Report may also be presented.

MINUTES OF THE PREVIOUS AGM

The minutes from the previous AGM must be tabled at the meeting, although all members are able to ask questions or raise points from the minutes, only members of the School Representative Body who were in attendance at the previous AGM are permitted to vote to confirm and accept the minutes. The minutes of the AGM's (*both confirmed (previous year) and unconfirmed (current year)*) should be published on the school website and should be available to any member of the school community on request.

AUDIT FINANCIAL REPORT

The school's Financial Audit Report must be tabled and a motion passed to accept the report.

The report should be explained by the Treasurer before a motion is passed.



Sample AGM Agenda

(NAME OF SCHOOL REPRESENTATIVE BODY)

Agenda

Annual General Meeting

date/location/time

1. **OPEN** (*Chair opens the meeting*)
2. **WELCOME** (*by Chair*)
3. **APOLOGIES** (*read by Secretary*)
4. **MINUTES OF THE PREVIOUS ANNUAL GENERAL MEETING**
 - i. These should have been circulated to all members prior to the meeting date.
 - ii. Any amendments are discussed. Agreed amendments to be completed by the Secretary
 - iii. Motion that the minutes be confirmed. (*Only members who attended the previous AGM may move and second the minutes*)
5. **CHAIR'S REPORT**
 - i. Acceptance of the report moved by the Chair
6. **PRINCIPAL'S REPORT**
 - i. Acceptance of the report moved by the Principal
7. **TREASURER'S REPORT**
 - i. Audited Financial Report
 - ii. Acceptance of the report moved by Treasurer
8. **ELECTION OF RETURNING OFFICER**
 - i. Nomination and acceptance of a Returning Officer
 - ii. Declaration of positions vacant
 - iii. Election of positions
9. **APPOINTMENT OF AUDITOR**
 - i. The same auditor/ firm of auditors may not be used for more than three (3) consecutive years
10. **CLOSE** (*Chair closes the meeting*)