

Sample Agenda

Before opening the meeting ensure that all persons present who wish to vote on any motion or election at the meeting are financial members. Invite new members to join prior to the meeting starting.

Open meeting and welcome members and new members. Ensure that there is a quorum present.

1.0 MINUTES

1.1 Confirmation of minutes of the last meeting of the P&C, AGM or Executive Committee

2.0 BUSINESS ARISING

3.0 CORRESPONDENCE

4.0 REPORTS

4.1 President's Report

4.2 Presentation and adoption of audited financial statement for the current year

4.3 Committee Reports

- Canteen
- (other committees eg pre-primary, fundraising, uniform, safety house etc)

4.4 Principal's Report

5.0 ELECTIONS

5.1 Office Bearers

5.2 Executive committee members (not less than 3 positions)

5.3 Committees

- Canteen
- (other committees eg pre-primary, fundraising, uniform, safety house, etc)

5.4 School Council representative

6.0 APPOINTMENTS

6.1 Appointment of Honorary Auditor

6.2 District Council representatives

6.3 Delegates to WACSSO Conference

6.4 Additional Signatory - Where relevant, one member of the Executive Committee appointed at the Annual General Meeting of the Association as an additional signatory

7.0 GENERAL BUSINESS

8.0 NEXT MEETING

9.0 CLOSURE

OUR MISSION

The WA Council of State School Organisations Inc. influences the direction of public education towards the views of parents and citizens for the benefit of students

WACSSO is the representative of over 650 Parent & Citizens' (P&C) Associations throughout Western Australia. It influences the direction of education as one voice through negotiation with federal, state and local governments, the Minister for Education, and key stakeholders.

Founded in 1921, WACSSO strives to influence in a positive way, the future direction of education for the benefit of students encompassing all aspects of learning, including cognitive, social, emotional, health and physical education.

We are involved in:

- advocating for air-conditioning in schools
- changes to school crossings and the 40km zone around schools
- supporting the continuation of onsite Dental vans within schools
- delivering a P&C training program to P&Cs
- keeping in touch with relevant healthy school policy and Canteen issues
- continuing to influence the Federal Government to introduce greater funding to schools through the Investing in our Schools process and extensive input into associated legislation to bring about positive changes for government schools.



The Western Australian Council of State School Organisations Inc.
PO Box 6295 East Perth 6892
Phone (08) 9264 4000
Fax (08) 9264 4948
Email: info@wacssso.wa.edu.au
Website: www.wacssso.wa.edu.au

THE WESTERN AUSTRALIAN COUNCIL
OF STATE SCHOOL ORGANISATIONS INC.

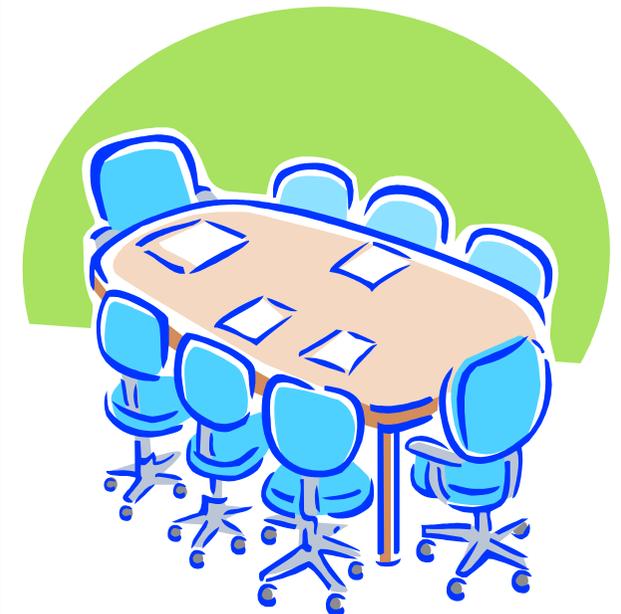


WACSSO

Supporting P&Cs since 1921

Annual General Meetings

All you need to know about
Annual General Meetings



Annual General Meetings

The P&C Constitution requires all P&C Associations to hold an Annual General Meeting (AGM) once a year. The time and date of the AGM is determined by a general meeting of the P&C.

The Associations Incorporation Act 1987 also requires incorporated bodies to hold their AGM in every calendar year within 4 months of the end of the Association's financial year. For example if the P&C's financial year ends on 31st December, then the latest the P&C is able to hold its AGM is 30th April. Notice of the date of the AGM must be given to all financial members of the P&C not less than seven (7) days prior to the date of the meeting. This notice must be in writing, for example via the school newsletter is sufficient.

Note:

ONLY ONE AGM CAN BE HELD IN ANY ONE CALENDAR YEAR

The AGM is a *general meeting* (like all other general meetings) of the P&C at which those things that are required on an annual basis, such as election of office bearers, are carried out.

The role of the outgoing president is to chair the current AGM, and the new president would chair P&C meetings up to the close of the following year's AGM. **It is not necessary to open the AGM, elect the office bearers etc, close the AGM and then open a general meeting. If other business is to be discussed, the outgoing president would then chair to discuss that business until the end of the meeting. If the AGM is closed and a general meeting opened, the new president would take the chair.**

The AGM is an excellent opportunity to appoint delegate/s and observer/s to the WACSSO Conference as well as your district council delegate/s.

Important reminder:

The names of the members of the executive committee (office bearers and elected members) are to be forwarded to your school principal before 30th April each year (Section 147 School Education Act 1999). A copy of this information is to be sent to the WACSSO office as soon as possible after each election.

The AGM agenda usually includes some general business, however it should not be tedious and boring. The President and the Secretary are usually responsible for preparing the agenda for the AGM and should list only those items of business (other than election of officer bearers and presentation of reports) that must be dealt with immediately.

Many P&Cs find the AGM is the first and sometimes the only meeting *new* parents attend. AGMs that last for hours are most definitely a poor introduction. Parents who would like to take part may feel they don't have the time or stamina. It is a good idea to advertise the closing time for the meeting as well as the starting time. Make new members feel welcome with an early closing time and refreshments to follow.

The Rules of Debate and Standing Orders for use by P&Cs should be observed at P&C meetings. These can be found at appendix B of the WACSSO Constitution & Rules. Refer to the WACSSO website www.wacssso.wa.edu.au/publications.

Preparing the agenda for the AGM

When preparing the agenda for the AGM consider:

- * AGM minutes should be adopted at the next general meeting of the P&C held after the AGM. The minutes of the last general meeting of the P&C can be tabled and adopted at the AGM.
- * Only list those items of business arising from either the last or any previous P&C meetings and which need immediate attention. This would apply to any inward or outward correspondence.
- * It is recommended that all reports be printed and distributed beforehand or time allowed at the start of the meeting for members to read them. If required the person presenting the report (including the principal) can give either a brief verbal summary or just answer questions. It is not recommended that reports be read out at the meeting. Alternatively allow a set time limit for presentation of each report.
- * The audited financial statement must be tabled and adopted at the AGM. This takes the place of the Treasurer's report and any questions relating to this item of business are referred to the Treasurer.
- * It is a good idea to confirm the current Terms of Reference for each standing committee at this time. Where there are no Terms of Reference available, and to enable the relevant standing committees to operate, Terms of Reference must be adopted – contact WACSSO office for samples. The adopted Terms of Reference can be an appendix to the AGM minutes as a record of them having been adopted.
- * Adopt the current P&C Constitution and allow for the election of an executive committee, eg office bearers and executive committee members. Refer to the current P&C constitution regarding the composition of a executive committee.
- * Elect a P&C member to be on the School Council as per the School Education Act 1999. Refer also to School Education Act Regulations 2000.
- * List the date of the next general meeting of the P&C and set the date of the next AGM.