

ANNUAL GENERAL MEETINGS



ALL YOU NEED TO KNOW TO HOLD A SUCCESSFUL AGM

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SAMPLE AGENDA

Before opening the meeting, check that all persons present who wish to nominate or vote on any motion or election at the meeting are **financial or ex officio members**. Invite new and current members to join prior to the meeting starting.

Open meeting and welcome all members and ensure that there is a quorum present.

1.0 MINUTES

- 1.1 Confirmation of minutes of the last meeting of the P&C or Executive Committee.

2.0 BUSINESS ARISING

3.0 CORRESPONDENCE

4.0 REPORTS

- 4.1 President's Report.
- 4.2 Presentation of the signed Solvency Declaration (template available from WACSSO website).
- 4.3 Presentation and adoption of financial statements, auditor's report or review or which ever is required under the 2019 P&C Constitution.
- 4.4 Sub-Committee Reports
 - Canteen
 - Other committees e.g. pre-primary, fundraising, uniform
- 4.5 Principal's Report.

5.0 ELECTIONS

- 5.1 Office Bearers.
- 5.2 Executive committee members (not less than 3 positions).
- 5.3 Committees
 - Canteen
 - Any other committees
- 5.4 P&C member to nominate for school council/board (if the P&C chooses to do so).

6.0 APPOINTMENTS

- 6.1 Appoitment of Review/Auditor if required under the 2019 P&C Constitution (or if not required, but the P&C chooses to have an audit or review executed).
- 6.2 Delegates to WACSSO Annual Conference.
- 6.3 Additional Signatory - One member of the Executive Committee appointed at the AGM as an additional signatory.
- 6.4 Appointment of volunteer/member engagement coordinator.

7.0 GENERAL BUSINESS

- Important:** Notice of financial motions must have been sent to members at least 7 days prior to this meeting
- Adoption of Terms of References for sub-committees
 - School 'wish list' of spending presented for approval
 - Annual calendar of P&C activities and events presented for approval
 - Contingency and emergency spending approval motions

8.0 NEXT MEETING

9.0 CLOSURE

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BEFORE THE MEETING

Hold an Executive Committee Meeting and:

- Ask the principal to present a 'wish list' to the Executive.
- Set an Annual Calendar of P&C events.
- Present the Annual Financial Statements/ Review/Auditor Report (which ever is required).
- Present, approve and sign the Solvency Declaration.
- Confirm the date for the AGM.
- Give at least 7 days' notice of the AGM.
- Give at least 7 days' notice for any financial motions to be presented at the AGM e.g. School 'wish list'.
- Set a detailed Agenda for the AGM.

Planning an AGM:

- The AGM must be held once (and only once) per year (see 2019 P&C Constitution).
- The AGM must be held within 4 months of the end of the Association's financial year (e.g. if it ends December 31, AGM must fall before April 30).
- Set the AGM date and time at a General Meeting of the P&C.
- Notice of the AGM must be in writing, e.g. via the school newsletter.
- Advertise both the start and finishing time.

Review the Terms of References for sub-committees. Include spending permissions to be approved at the AGM, for example:

"the _____ sub-committee has the power to spend up to \$100 per term on consumable items directly aligned with the operations of the sub-committee after confirmation from the P&C Treasurer that such funds are available".

THE AGENDA

- Includes tasks that must be completed annually, such as election of office bearers and sub-committees, and presentation of the annual financial report or review/audit. The agenda is prepared by the President and Secretary.
- Only list items of business and correspondence arising from the last or any previous P&C meetings that need immediate attention.
- Distribute all reports beforehand. Members giving reports (including the Principal) can give a brief verbal summary, or answer questions. Reports should not be read out verbatim. Consider setting a time limit for the presentation of each report.
- Include the audited financial statements and Solvency Declaration for tabling and adoption. This replaces the Treasurer's report, with any

questions referred accordingly. If required, table the audit/review report.

- Confirm the current Terms of Reference (ToR) for each sub-committee. If there are no ToR, a template is available from the WACSSO website. All ToR must be adopted and can be an appendix to the AGM minutes as a record.
- Allow for the election of Office Bearers and Executive Committee members. Refer to the P&C Constitution for composition of the Executive Committee.
- Elect a P&C member to nominate for the school board. This is NOT in the role as a P&C representative.
- Review contingency and emergency spending approvals such as: *"That the Treasurer and President, together, have delegated authority to spend up to \$200 per event on unforeseen expenses with a motion to retrospectively approve expenditure to be moved at the next General Meeting"*.
- List the date of the next P&C general meeting and the next AGM.

AT THE MEETING

- The outgoing President chairs the AGM (the newly elected President chairs from the following meeting). This applies to all elected executive members.
- The AGM is an excellent opportunity to appoint WACSSO Annual Conference delegates and observers.
- The AGM is often the first introduction new parents have to the P&C, so an effort should be made to ensure the meeting is engaging and friendly – the aim is for parents to return again and again!
- Observe the WACSSO formal Rules of Debate and Standing Orders for P&Cs.

AFTER THE MEETING

- Forward names of elected Office Bearers and Executive to the school Principal, WACSSO and the Australian Taxation Office before 30th April.
- Handover all documents, files and passwords to the new Office Bearers.
- Immediately change signatory details with the bank.
- Complete the *Update P&C Details* form on the WACSSO website.
- Submit Annual Information Statements to ACNC and AssociationsOnline.
- AGM minutes should be adopted at the next General Meeting of the P&C held after the AGM.