

Annual General Meetings

All you need to know to hold a successful AGM

Sample Agenda

Before opening the meeting, check that all persons present who wish to nominate for a role 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.

1.0 ACKNOWLEDGMENT OF COUNTRY

2.0 OPEN AND WELCOME

- Confirmation of minutes of the last meeting of the P&C or Executive Committee
- Confirm quorum
- Apologies
- Introduce and welcome members
- Correspondence
- Business Arising

3.0 REPORTS

- 3.1 President's Report
- 3.2 Treasurer's Report and tabling of annual financial statements, auditor's report or review or whichever is required under the P&C Constitution 2019
- 3.3 Tabling of the statement of solvency as endorsed by the Executive Committee
- 3.4 Sub-Committee Reports
 - Canteen
 - Other committees e.g. pre-primary, fundraising, uniform
- 3.5 Principal's Report

4.0 APPOINTMENTS

- 4.1 Appointment of Review/Auditor if required under the P&C Constitution 2019 (or if not required, but the P&C chooses to have an audit or review executed)
- 4.2 Delegates to WACSSO Annual Conference
- 4.3 Additional Signatory - One member of the Executive Committee appointed at the AGM as an additional signatory. Note: Appointment of an additional signatory cannot happen until after the elections. The additional signatory must be an Executive member and is only appointed if required.
- 4.4 Appointment of volunteer/member engagement coordinator, if required (optional)

5.0 ELECTIONS

- 5.1 Office Bearers
- 5.2 Executive committee members (check the required numbers based on your school enrolments)
- 5.3 Committees
 - Canteen
 - Any other committees

6.0 GENERAL BUSINESS - LISTED AND UNLISTED

Important: Notice of financial motions must have been sent to members at least 7 days prior to this meeting

- Code of Conduct Review
- Training needed
- Pre-approved floats
- WACSSO invoice

7.0 NEXT MEETING

8.0 CLOSURE

Annual General Meetings **continued**

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 calendar year (see P&C Constitution 2019).
- 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 (and audit/review report if required). 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 financial statements (and audit/review report if required) 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 30 April.
- Handover all documents, files and passwords to the new Office Bearers.
- Immediately change signatory details with the bank.
- Update P&C Details 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.