

GENERAL MEETING AGENDA	WHAT HAPPENS WHEN AND WHY
Attendance	Pass the attendance book around the room before the meeting opens.
Open and welcome by the Chair	The meeting is chaired by the President (or the Vice-President in the President's absence). Open the meeting by stating the time the meeting opens (this helps the Secretary with the minutes). Adopt the agenda and request any items of general business that members or visitors may wish to discuss later.
Apologies	In the attendance book, note any apologies. Acknowledge the apologies and ask members whether any other apologies have been tendered. Note that only members who have given either a verbal or written apology should be noted as apologies in the attendance book.
Confirmation of the minutes of the previous general meeting	<p>Distribute and/or read the minutes of the previous general meeting for confirmation. Only members who were present at the last general meeting can move and second that the minutes be approved.</p> <p>If the minutes are approved, note in the minutes that the minutes were approved as a true and correct record. The Chair needs to sign the minutes of the previous general meeting after they have been moved as a true and correct record.</p> <p>If corrections are required, note the corrections on the original copy of the previous minutes. The minutes of the current minutes will state that the previous minutes with amendments were moved as a true and correct record.</p>
Business arising from the minutes of the previous general meeting	After the minutes are endorsed as a true and correct record, note any items of business that have progressed or completed.
Correspondence received since the previous general meeting	A summary list of all correspondence items (inward and outward) should be prepared for inclusion in the minutes. Have the correspondence folder on hand at the meeting for viewing if needed.
Business arising from the correspondence	Discuss items of correspondence requiring action and/or decisions.
Table Executive Committee's decisions (if any)	The Executive Committee may have taken necessary action on an urgent matter between meetings. Full particulars of any action must be tabled.
Treasurer's report and financial statement, and any business arising from Treasurer's report and financial statement	<p>Treasurer presents for each account of the P&C:</p> <ul style="list-style-type: none"> - cashbook - statement of receipts and payments - bank reconciliation with original bank statement - trading statements if any subcommittee has stock or inventory

Subcommittee reports and financial statements, and any business arising from subcommittee reports and financial statements	All subcommittee/s must present a report on their activities for the past month and include any recommendations the subcommittee wants endorsed. Financial reports need to be passed on to the Treasurer for inclusion in the Treasurer's report.
Other reports (this will include Principal's Report)	Present report/s for adoption with decisions and/or recommendations raised within the reports adopted as part of the report or dealt with as separate motion/s. The Principal presents a report on school activities and policies and includes school financial statements with balance sheet summary and at least the summary page of the school budget overview report.
Motions on notice	Present motions put forward by members prior to the meeting or motions deferred from previous meeting.
General business	An opportunity for members to present matters for discussion not already on the agenda.
Applications for membership and recording of new members	Collect any completed membership forms and put forward a motion to accept the new member/s, (giving the new member/s the right to vote at the next general meeting and all future meetings until the next Annual General Meeting).
Close	State the time the meeting closes (for recording in the minutes) and thank everyone for attending.