

*Sample Annual General Meeting Agenda*

Name of School Council  
**ANNUAL GENERAL MEETING**  
**AGENDA**  
Date, time and location

1. Call to order
2. Welcome and Introductions
3. Approval of previous year's AGM minutes
4. Chair's Report
5. Treasurer's Report
6. Principal's Report \*

\*Although not required in the Education Act, many schools have incorporated the Principal's report into the agenda. This is a decision of the Council.

7. Superintendent's Report
8. Questions and/or business arising from the meeting
9. Adjournment

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*Further details of some of the above:*

Chair's Report: This should include a brief overview of the Council's activities, resolutions, recommendations and policies undertaken since the last AGM. The secretary can be helpful in going through the minutes of the last year's meetings to pull together such a listing.

The Chair's Report might also acknowledge changes in the membership on the Council, and can also be used to express appreciation for any others in the community who have assisted School Council with its tasks.

Treasurer's Report: This is a basic financial report on the income and expenditures of the Council over the past year.

Superintendent's Report: The Superintendent prepares this.

An AGM will not usually take more than 45 minutes to an hour but it is a good idea to provide time for socializing and discussion with the attendees who do not come to regular Council meetings. Minutes are taken during the AGM and are tabled for formal approval at the one held the following year.