

PARENTS AND TEACHERS ASSOCIATION

Annual General Meeting 2018

Date of Meeting	Thursday, 1 st February 2018
To Commence	6:30 pm
To Conclude	7:30 pm
Venue	ISH Petri Building, Conference Room

AGENDA

Order	Items	Est. Duration
1.	Open Meeting and Preliminaries	1 mins
2.	Notation of who is present at the Meeting	1 mins
3.	Official Status of the AGM and Eligibility to vote at the AGM, including Proxies	2 mins
4.	Determination of a Quorum	1 mins
5.	Approval of the Agenda	1 mins
6.	Minutes of the previous AGM	2 mins
7.	PTA Report – Chairperson with other members	15 mins
8.	Treasurer’s Report and 2018 Budget	10 mins
9.	Vote to adopt the Draft new PTA Constitution	5 mins
10.	Vote to discharge the PTA Board Members from any and all liability of the Accounts and of any other obligation or agreement or contract entered into on behalf of the PTA.	1 mins
11.	<p>Election of 2018 PTA Board:</p> <ul style="list-style-type: none"> ▪ Chairperson ▪ Treasurer ▪ Secretary ▪ Events Coordinator ▪ Afterschool Activities Coordinator ▪ Communications Coordinator ▪ Class Parent Coordinator <p>Confirmation of School Principals appointment:</p> <ul style="list-style-type: none"> ▪ DP Principal ▪ MYP Principal ▪ PYP Principal ▪ Teacher Coordinator 	15 mins
12.	Any Other Business	4 mins
13.	Next AGM	1 mins
14.	Meeting Closure	1 mins
		60 mins