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# **SCHOOL COUNCILS ANNUAL GENERAL MEETING (AGM)**

As per Section 148 of the Education Act, each School Council is required to hold an Annual General Meeting.

## **The purposes of the AGM are:**

- to inform the school community about the Council's activities and issues from the previous year;
- to allow for community input; and
- to approve the previous year's reports (e.g., Treasurer's Report, Superintendent's Report, etc.).

## **Section 148 of the Education Act:**

(1) An annual meeting of the electors of an education area or attendance area shall be held by each School Board, Council, and school committee during the month of September in each year.

(2) The School Board, Council, or school committee shall, at least 14 days before the annual meeting, post notices giving the day, place, and hour of the meeting in at least four conspicuous places in the education area or attendance area.

(3) The Chair or designate of the School Board, Council or school committee shall chair the annual meeting unless the electors at the meeting elect another person to chair the annual meeting.

(4) The business of the annual meeting shall be conducted in the following form:

- the election of a chair for the meeting if the electors at the annual meeting so choose;
- the reading and adoption of minutes of the last annual meeting;
- a written and oral report from the School Board and a written or oral report from the Council or school committee on the educational activities during the preceding 12 months;
- a written or oral report from the director or superintendent;
- a review of the audited financial statement if the annual meeting is called by a School Board;
- business arising from the meeting; and
- any other business determined by a trustee of a School Board or a member of a Council or school committee.

(5) The secretary-treasurer shall record the proceedings of the annual meeting and shall provide a copy to the Minister within 30 days of the meeting.

*Reference: <http://www.gov.yk.ca/legislation/acts/education.pdf>*

## **Sample Agenda:**

- Call to Order
- Welcome and introductions

- Approval of previous AGM minutes
- Chair's Report
- Secretary/Treasurer's Report
- Administrator's Report
- Superintendent's Report
- Questions
- Adjournment for refreshments and visiting