



Annual General Meeting 28 November 2017

**Hedley Beare Centre for Teaching and Learning,
51 Fremantle Drive, Stirling
6.45pm for 7pm**

Agenda

- 1. Opening, Welcome and Acknowledgement of Country**
- 2. Apologies**
- 3. Presentation by Guest speaker Martin Fisk CEO of Menslink ACT on the issues facing male students (from year 5 to 12 students) and the services/programs available to support them.** Unfortunately, young males are overwhelmingly represented in adverse community statistics:
 - their school dropout rates are nearly double females
 - young male unemployment is 15% higher than other categories
 - juvenile justice system has a 9:1 ratio, rising to more than 50:1 in the adult system
 - 4 in 5 suicides are men and it remains the leading cause of male death in every age group from 15 years of age to 44 years. Each year, more young men die by their own hand than our entire national road toll.
- 4. Confirmation of & business arising from the AGM Minutes of 22 November 2016**
- 5. President's Report and Annual Report to Members** –see the report at http://www.actparents.org.au/images/Annual_report_2017FINALSmall.pdf
- 6. Treasurer's Report including Financial Statements** as shown in the Annual Report to Members, Affiliation Fees and Auditor's Report- see above link
- 7. Appointment of Auditor** – proposed to appoint new auditor for 2018. The Executive recommends the appointment of Tailored Accounts as auditors for the next year.
- 8. Approve amendments to the Council's Constitution** – see reverse of this page.
- 9. Election of Returning Officer** (for this night only)
- 10. Election of Office bearers and other members of the Executive** - see attached
- 11. Election of representatives to Committees & Other Bodies** – see attached
- 12. Other business will be covered in the General Meeting to follow the AGM**
- 13. Close**

Amendments to ACT Council of P&C Associations Constitution – 2017

The general purpose of these amendments is to bring the Constitution up to date with the realities of current meeting attendance and the difficulty of achieving quorums at meetings.

CHANGES TO CLAUSES

Clause 21. Other General Meetings

Current Wording:

- (a) Other General Meetings
 - (i) The Secretary shall convene a General Meeting of the Council at least twice every school term.
 - (ii) Subject to clause 22(c) (i) the Executive Committee may convene a meeting of the Council when it considers it necessary.

New Wording shown in italics:

- (a) Other General Meetings
 - (i) The Secretary shall convene a General Meeting of the Council at least *once* every school term.
 - (ii) The Executive Committee may convene a meeting of the Council whenever it considers it necessary *and should aim to hold 2 additional meetings beyond those required under (i) above.*

Justification

Attendance at General Meetings has varied significantly over the last two years with anything from 8 to 38 attending depending on the time of the year, the weather, the topics to be discussed or the guest speakers attending.

We do not wish to waste delegates' time by holding meetings when there is little substantial business to transact or business which can be done by email out of session. Reducing the constitutionally required number of General Meetings to one per term will avoid this, while leaving the Executive with the flexibility to call additional General Meetings when there is real need or a guest speaker of significance available. Special General Meetings can also be called if delegates feel the Executive is not providing sufficient meetings.

Clause 22. Quorum

Current Wording

- (b) At any meeting of the Executive Committee six (6) members shall constitute a quorum provided two are office bearers, one of which is the President or a Vice President.

New Wording shown in italics

- (b) At any meeting of the Executive Committee *five (5)* members shall constitute a quorum provided two are office bearers, one of which is the President or a Vice President.

Justification

The number of delegates volunteering for the Executive has diminished over the years making it difficult to find a quorum on a number of occasions. This is exacerbated by Executive members travel for work and other meeting commitments. A reduction to five (5) will avoid failing to have a quorum at most meetings, while maintaining a suitable level of discussion and decision making.

ACT Council of P&C Associations Executive Committee

Nominations invited for 2018 (elected at AGM on 28 Nov 17)

Annual elections and term of office

The members of the Executive Committee are elected annually at the Annual General Meeting and take office from and including the day after their election. No person may occupy the position of President for more than three (3) consecutive years.

Skills, knowledge & experience

Nominees for P&C Council Executive ordinary member positions need not be delegates of their P&Cs at the time of election. They can be parents or citizen members.

However, nominees for the officer positions of President, Vice President, Secretary and Treasurer must be delegates (delegate or alternate delegate) of their school P&C association at the time of the election. They do not need to have any specific skills, knowledge or experience but we highly value all relevant skills, knowledge or experience that a nominee may bring to the Executive.

New Committee members will receive an **Executive Member's Induction Handbook** and have access to advice and support from senior Executive members as well as the Council Office staff.

Positions

- (a) The Council Constitution clause 17d. states that "the Executive Committee of the Council shall comprise the following:
 - (i) the President;
 - (ii) two (2) Vice-Presidents.
 - (iii) the Secretary;
 - (iv) the Treasurer;
 - (v) the Immediate Past President;
 - (vi) nine (9) other members and persons appointed to peak committees."

Basic duties of the above P&C Council Office bearers & Members

President – Chairs Council meetings, represents Council in the media and at meetings with EDU and the Minister, oversees the management of the Council generally.

Vice Presidents – Chair Council meetings in the absence of the President, may assist the President in representing Council in the media and at meetings with EDU and the Minister.

Secretary (Honorary) – reviews meeting agendas, minutes & papers prepared by the CEO and other officers, may represent the Council in external meetings or in the media.

Treasurer (Honorary) – reviews annual budget drafted by the CEO and Finance Officer, reviews monthly & annual financial statements prepared by the Finance Officer.

Member – attend Council meetings, provide input to and review draft papers & submissions prepared by the CEO and other Officers, may represent the Council in external meetings.

Participation requirements & calendar

The requirements can be flexibly applied to committee members according to their circumstances but basically the requirements for participation are:

- To attend two (2) Executive Committee meetings each school term (starting 7.30pm and ending no later than 9.30pm on the second Tuesday in the month), with additional time to review agenda papers and other occasional emailed correspondence etc in between meetings.
- Desirably to attend Council General or Hot Topics Meetings once a term (always held on the 4th Tuesday in the selected month).
- When invited attend occasional external meetings as representatives of the Council eg Education Directorate senior executive team or Minister meetings.

Nominations

All nominations must be made in writing on the below Nomination Form. Emailed intentions to nominate can also be sent to Terry Sanders at the Council Office and he will arrange for the Form to be completed. Nominations close 30 mins after the AGM opening.

Questions?

If you have any questions, please contact Terry Sanders, on phone 62415759 or via email at tsanders@actparents.org.au

Document downloads

P&C Council Constitution

http://www.actparents.org.au/images/Council_Constitution_amended_23_Feb_16.pdf

P&C Council Calendar of meetings

<http://www.actparents.org.au/index.php/news1/events-calendar/month.calendar/2018/04/19/>



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NOMINATION FORM

POSITION.....

NOMINEE..... SIGNATURE OF NOMINEE.....

NOMINATED BY..... SIGNATURE OF NOMINATOR.....

SECONDED BY..... SIGNATURE OF SECONDER.....

DATE.....DATE RECEIVED.....TIME RECEIVED.....

Please note: Nominations shall be in writing signed by a nominator and a seconder, both of whom must be delegates of an affiliated body financial at the date of nomination, accepted in writing by the nominee, and be in the hands of the Secretary by the close of nominations.

ACT COUNCIL OF P&C ASSOC – NOMINATED/ELECTED REPRESENTATIVES FOR 2018
 (Please note that nominees need not be Executive members)

	P&C COUNCIL EXECUTIVE POSITIONS		Nominated for 2018	Elected for 2018
1	President	Annual	Kirsty McGovern Hooley	
2	Vice President & Immediate Past President	Annual	John Haydon	
3	Vice President	Annual	Vacant	
4	Secretary	Annual	Cecilia Shlegel (Re- nominated)	
5	Treasurer	Annual	Vacant	
6	Member	Annual	Sharon Ding (Re- nominated)	
7	Member	Annual	Andrew Bidwell (Re-nominated)	
8	Member	Annual	Vivienne Pearce (Re-nominated)	
9	Member	Annual	Crystal Cox	
10	Member	Annual	Vacant	
11	Member	Annual	Vacant	
12	Member	Annual	Vacant	
13	Member	Annual	Vacant	
14	Member	Annual	Vacant	

No.	External organisation requiring a P&C representative	Period of Appointment	2017 Rep	Nominated for 2018	Elected for 2018
1	Australian Council of State School Organisations (ACSSO)	2 years	John Haydon	John Haydon	
2	ACT Council of Social Service ACTCOSS	Annual	Viv Pearce	Viv Pearce	
3	ACT Curriculum Advisory Group	Minister	Xiaoyan Lu		
4	ACT Community Health Reference Group formerly Mind Matters/Kids Matter Reference Group	Annual	Kirsty McGovern Hooley,	Crystal Cox	
5	ACT Schools' Animal Ethics Committee	3 to 4	Vivienne Pearce Richard Lucas	Richard Lucas	
6	Australian Early Development Index Consultative Committee (AEDI)	Annual	Kirsty McGovern Hooley		
7	Board of Senior Secondary Studies – elected to 2018	2 years	Adam Miller		
8	Board of Senior Secondary Studies – Assessment & Certification Committee	2 years	Vacant		
9	Board of Senior Secondary Studies – Curriculum Advisory Committee	2 years	Xiaoyan Lu		
10	Board of Senior Secondary Studies – Vocational Education Sub Committee	2 years	Adam Miller		
11	Board of Senior Secondary Studies – Innovation Committee	2 years	Terri Reichman	Terri Reichman	
12	Careers Transitions Advisory Framework	Annual	Vacant		
13	Collaborative Working Group on Healthy Eating		Janelle Kennard	Rachel McGrath	
14	College Appeals Review Committee – changed process advised by Edu 15/2/17	Annual	Inactive		
15	Child Protection Policy Review Advisory Group	Annual	John Haydon	John Haydon	
16	Disability Education Reference Group	2 year	Sharon Ding, Kirsty McGovern Hooley, V Pearce	Sharon Ding, Kirsty McGovern Hooley	
17	Healthy Kids Association (HKA)	2 year	Xiaoyan Lu		
18	Healthy Schools Network	Annual	Xiaoyan Lu		
19	Preschool Consultative Committee		Vacant		
20	EALD/Literacy and Numeracy Reference Group – no longer convened by EDu	Annual	Xiaoyan Lu, alt Viv Pearce		
21	Safe Schools Roundtable	Annual	John Haydon	John Haydon	
22	School Transport Liaison Committee	Annual	Viv Pearce	Amanda Bichard	
23	School Sports ACT	Annual	Adam Miller		
24	Suspension, Exclusion and Transfer Policy Review Advisory Group	Annual	Kirsty McGovern-Hooley	Kirsty McGovern-Hooley	

DESCRIPTION OF REPRESENTATIVE POSITIONS FOR ACT P&C COUNCIL ELECTED MEMBERS

All ACT P&C Council elected representatives to the below bodies are required to provide a short written report (using a simple template provided) after any meetings they attend and a brief summary report at the end of the year for the Council's AGM.

The frequency of meetings varies between bodies and depends on their level of activity. Email communication is the norm and helps to reduce the need for face to face meetings. *Grey entries* indicate it is inactive or under review. **For more information on these, see pages 12 to 15 of the Annual Report to members at: http://www.actparents.org.au/images/Annual_report_2017FINALSmall.pdf**

<p>Australian Council of State School Organisations (ACSSO) ACSSO meets 2 or 3 times a year face to face and by teleconference a number of times. It conducts a national education conference each year to which our representatives attend. Reps are expected to become a director of ACSSO and contribute to their activities. The rep reports regularly to the P&C Council Executive. Our rep is usually a member of the P&C Council Executive.</p>
<p>ACT Council Of Social Service (ACTCOSS) Primarily our rep attends the ACTCOSS annual general meeting, reviews their correspondence, liaises with them by email and reports as needed to the P&C Council Executive.</p>
<p>ACT Curriculum Advisory Group There are 4 meetings each year held at CTL. They oversee the introduction of the national curriculum and other related matters. The representative reports as necessary to the P&C Council Executive.</p>
<p>ACT Mind Matters/Kids Matter Reference Group Meets occasionally as required and oversees the activities of the group and its programs in ACT schools.</p>
<p>ACT Schools' Animal Ethics Committee Meets up to 8 times each year at various schools to oversee the treatment of animals in ACT schools.</p>
<p>ACT School Drug Education Coordinating <i>Meets occasionally as required by EDU – now inactive.</i></p>
<p>Australian Early Development Index Consultative Committee (AEDI) <i>Meets once or twice a year, which includes a conference.</i></p>
<p>Board of Senior Secondary Studies – 3 year appointment This is an Education Directorate sponsored advisory body, primarily responsible for overseeing the development and conduct of secondary school and college studies. It has an overall board (the BSSS) and three (4) sub committees. There are different representatives appointed to each of these, although duplication of nominees is allowed. The BSSS meets occasionally through the year either at 220 Northbourne Ave Braddon or at CTL Sterling. Most communication is by email.</p>
<p>Board of Senior Secondary Studies – Assessment & Certification Committee Meets occasionally during year to review the ACT school assessment & certification standards & processes.</p>
<p>Board of Senior Secondary Studies – Curriculum Advisory Committee Meets occasionally during the year to consider curriculum issues in ACT school.</p>
<p>Board of Senior Secondary Studies – Vocational Education Sub Committee Meets 2 or 3 times a year to consider vocational education issues facing years 10-12 students.</p>

<p>BSSS Innovation Committee New this year, considers what & how innovation in teaching can be introduced to high schools & colleges.</p>
<p>Careers Transitions Advisory Advises EDU on transitions strategies & programs for students moving from school to careers/employment.</p>
<p>Collaborative Working Group on Food in Schools Includes all stakeholders to co-ordinate activities advancing healthy food in schools.</p>
<p>College Appeals Review Committee Annually considers appeals by students/parents against college placements. A new advisory body is being formed to replace this one.</p>
<p>Digital Citizenship Reference Group Ministerial special interest group, currently inactive.</p>
<p>Disability Education Reference Group Meets quarterly to advise EDU on issues relating to special needs students, access and inclusivity issues.</p>
<p>Healthy Kids Association (HKA) Provides information, services & support for school canteens. Council nominates a member to the HKA board.</p>
<p>Healthy Schools Network A collaboration of ACT government & Not-For-Profit organisations that actively promote health and wellbeing in ACT schools and early childhood. Meets once a term and corresponds regularly via email.</p>
<p>EALD/Literacy and Numeracy Reference Group An EDU sponsored advisory group, responsible for overseeing the literacy & numeracy programs available to schools. Meets once or twice a year at either 220 Northbourne Ave or CTL Stirling. Communication by email.</p>
<p>Pre School Matters Consultative Committee Meets once each term to oversee EDUs grants to preschools and considers matters effecting preschools.</p>
<p>Safe Schools Roundtable Assists EDU to manage safety issues in schools. Meets 1 or 2 times a year.</p>
<p>School Transport Liaison Committee Includes ACTION, EDU, TAMS, P&C Council & other stakeholders. Should meet twice a year to consider all issues about busing of students and safety including bus services, timetables, routes, impact of light rail etc</p>
<p>School Sports ACT Meets occasionally as required to oversee the conduct of school sports and related issues.</p>
<p>U-Can Read Management Committee Meets occasionally to provide input for EDU and to oversee the program in schools.</p>
<p>Youth Commitment Reference Group Meets occasionally to provide EDU with advice on youth related matters and educational considerations.</p>