



ST MARTIN'S CATHOLIC
PRIMARY SCHOOL

**ANNUAL GENERAL MEETING
TUESDAY, 12th MARCH 2019 AT 7.00PM
IN CLASSROOM 5B**

Dear Parents,

The Annual General Meeting (AGM) is an opportunity for the School Board to present 2018 reports to the school community. Over the past few years, a full written report has been sent home to families including Principal, School Board, Treasurer, School Board Chairperson, P&F Committee Chairperson, Out of School Hours Care and Work Health and Safety reports.

Week 4	Monday, 18 February	Nomination forms distributed – see overleaf
Week 7	Wednesday, 6 March	Nomination forms due
Week 8	Tuesday, 12 March	7.00pm Annual General Meeting (no reports read). Election of 2019 Board Representatives, counting of votes, AGM question time. (Any questions relating to Board matters need to be forwarded prior to the meeting.)

I believe that this process fulfils all of the necessary functions of the AGM. Furthermore, if you have any questions and are unable to attend the meeting on Tuesday, 12 March, please write to the Board and we shall respond promptly.

Yours sincerely,

Christine Comas
PRINCIPAL

✂ _____

PLEASE RETURN THIS FORM TO THE OFFICE BY WEDNESDAY, 6 MARCH 2019

Parent/Guardian Name/s: _____ Contact Class: _____

- I/we **will be** attending the School Board AGM I/we **will not** be attending the School Board AGM
- I/we **would like** to receive a copy of the AGM booklet

I/we would like to include the following item under General Business on the Agenda:

**Please see next page for nomination forms for
School Board and Parents Network Committee**

**PLEASE RETURN SCHOOL BOARD AND PARENTS NETWORK COMMITTEE NOMINATION FORMS
TO THE OFFICE BY WEDNESDAY, 6 MARCH 2019**

SCHOOL BOARD

The School Board:

- provides policy direction for the staff to develop educational programmes
- accounts for and administers finance
- plans for the future development of the school
- pastorally cares for all members of the community
- evaluates the effects of policy decisions made by the Board.

Meetings

Meetings are held at the school on the fourth Tuesday of each month during the school term at 7.00pm.

Membership

All parents are eligible to nominate. Voting will take place at the Annual General Meeting. There are six elected members of the School Board. Each year there are **three** positions that become vacant. Each position has a two year tenure.

NOMINATION FOR THE SCHOOL BOARD

Nomination: _____

Signature of Nominee: _____

Nominated by: _____

Signature of Nominator: _____

PARENTS NETWORK COMMITTEE

The Parents Network Committee:

- supports the development of a strong community spirit by providing parents with the opportunity for social interaction and some FUNdraising activities like Kids Discos, Mother's Day and Father's Day Gift Stalls
- supports the School Board in their direction for the school

Meeting

Meetings are held at the school monthly – times to be determined.

Membership

All parents are eligible for membership to the Parents Network Committee and are invited to the meetings throughout the year. New parents who wish to join the Committee may do so at a regular monthly meeting. We are looking for an increase in our Committee membership for 2019.

NOMINATION FOR THE PARENTS NETWORK COMMITTEE

Nomination: _____

Signature of Nominee: _____