



**St MARTIN'S CATHOLIC
PRIMARY SCHOOL**

**ANNUAL GENERAL MEETING
TUESDAY, 8 MARCH 2022 AT 7.00PM
(THE MEETING WILL BE CONDUCTED ONLINE VIA MICROSOFT TEAMS)**

Dear Parents and Caregivers,

The Annual General Meeting (AGM) is an opportunity for the School Board to present 2021 Reports to the school community. Over the past few years, a full written report has been sent home to families including Principal, APRIM, School Board Treasurer, School Board Chairperson, Parent Network Chairperson, Parent Network Treasurer, Out of School Hours Care and Work Health and Safety reports.

Week 3	Thursday, 17 February	Nomination forms distributed – see overleaf
Week 5	Tuesday, 1 March	Nomination forms due
Week 6	Tuesday, 8 March	7.00pm The Annual General Meeting will be conducted via Microsoft Teams. Reports will be available prior to the meeting. Election of 2022 School Board representatives and Parent Network Committee members, counting of votes and question time will be conducted throughout the meeting. Any questions relating to School Board matters need to be forwarded prior to the meeting using the form below.

I believe that this process fulfils all the necessary functions of the AGM. Furthermore, if you have any questions and are unable to attend the online meeting on Tuesday, 8 March 2022, please write to the School Board and we shall respond promptly.

Yours sincerely,

Christine Comas
PRINCIPAL

ST MARTIN'S CATHOLIC PRIMARY SCHOOL - ANNUAL GENERAL MEETING - TUESDAY, 8 MARCH 2022 AT 7.00PM

PLEASE RETURN THIS FORM TO THE OFFICE BY TUESDAY, 1 MARCH 2022

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

I/we **will be** attending the **online** School Board AGM **A Microsoft Teams invitation will be sent to you. Please provide your email address: _____

I/we **will not** be attending the online 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 overleaf for nomination forms for School Board and Parent Network Committee

PLEASE RETURN SCHOOL BOARD AND PARENT NETWORK COMMITTEE NOMINATION FORMS
TO THE OFFICE BY TUESDAY, 22 FEBRUARY 2022

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 School 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/caregivers 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: _____

PARENT NETWORK COMMITTEE

The Parent Network Committee:

- supports the development of a strong community spirit by providing parents/caregivers with the opportunity for social interaction and some FUNdraising activities like 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/caregivers are eligible for membership to the Parent Network Committee and are invited to the meetings throughout the year. New parents/caregivers 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 2022.

NOMINATION FOR THE PARENT NETWORK COMMITTEE

Nomination: _____

Signature of Nominee: _____