



Sample P&F ACM Agenda

PARENTS AND FRIENDS'

Insert name of your school

ANNUAL COMMUNITY MEETING

Insert time and date Insert place of meeting

AGENDA

1. Welcome, Acknowledgement of Country and Prayer
2. Apologies
3. Adoption of previous Annual Community Meeting minutes
4. Business arising from the minutes
5. Reports:
 - Chair
 - Treasurer including a year-to-date summary of receipts/income and payments/expenses
 - Sub-committees
6. Setting of P&F Levy for next financial year
7. Other motions
8. Election of Office Bearers
9. General Business
10. Prayer and Close (include time meeting should finish)

Please note this is a suggested draft agenda - please adjust to suit local requirements.

To organise an information session at your school or to find out more information about CSPWA and how we can assist your parent group, please contact our office on (08) 9338 9985 or visit our website www.csp.wa.edu.au