



# GUIDELINES

## ACM Guidelines

The Annual Community Meeting (ACM) must be called **“The [School/College] P&F Annual Community Meeting.”**

**Who attends?** All P&F Members (Committee/General/Associate/Ex-Officio) are invited to attend.

As stated in the P&F Terms of Reference, all parents of enrolled students at the school are considered general members of the P&F.

**How often do they occur?** Annually, between 1 November in one year and 28 February of the following year. The P&F and Advisory Council, if local circumstances provide, can hold a joint ACM.

**What is discussed?** Annual Report from the Chair, Annual Financial Report from the P&F Treasurer and Election of P&F Committee members.

**What is recorded?** Attendees, election nominees, votes and successful candidates, and minutes.

The **Chair’s Report** may include an overview of the work of the Parent Group over the year and is an opportunity to acknowledge the support of all P&F members, and school staff. The Chair may like to highlight the events the P&F has organised and the contributions they have made to the school over the year, and provide an indication of future events planned for the following year.

The **Treasurer’s Report** should include a summary of the P&F income and expenditure for the year, and may also discuss the proposed budget or forecast of expenditure for regular and/or big ticket items for the following year. The Treasurer should consult with the schools Finance Officer/Bursar to complete their report.

Some Parent Groups operate with a number of sub-committees, for example Faith Formation, Education, Fundraising, Parish Coordinator and Dad’s Groups. The Chair of each sub-committee may also prepare and present a report at the ACM.

The Parent Group should also discuss any motions they may like to move at the ACM, and have these included on the agenda. There should also be a discussion on the current parent levy, and if that needs adjusting.

### 21 days prior to the ACM:

Notification of the ACM and any P&F committee vacancies must be communicated to the school community 21 days prior to the meeting. The preparation of the ACM agenda is undertaken by the Chair and the Principal and shared with the school community. You must include a call for nominations from the community advising:

- when nominations are due (one week prior to ACM);
- number of vacant positions; and
- the process for nomination.

Advise retiring P&F committee members whether they are eligible to stand. Only General members are eligible to be nominated for the P&F Committee.

### One week prior to ACM:

ACM nominations are due and must be counted. If there are an equal number of nominees to vacant positions, all nominees will be appointed, and a vote will not be required. If there are more nominees than vacant positions, an election will need to be held.

### On the day of the ACM

**Who is eligible to vote?** All members of the P&F Group attending the ACM have equal voting rights. A register of attendees must be taken as part of the ACM.

**What is the election process?** The Principal must outline the election process to the meeting attendees:

- Introduction of nominees, opportunity to speak if applicable
- votes cast via a ballot
- votes counted by two independents (one x staff, one x community)
- successful candidates are announced at the ACM
- record of nominees and votes received to be recorded in the minutes within the ACM.

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Election to the office bearer roles must occur within two weeks of the ACM nomination. The date of this election must be communicated to the community. All general and associate members in attendance at the meeting are eligible to vote. A quorum is the minimum number of attendees required at a meeting for decisions to be made. For P&Fs, a quorum means one half plus one of all P&F Committee members.

Example: Total number of Elected or Co-opted Members - Quorum required

4 - 3

5 - 4

6 - 4

7 - 5

8 - 5

Ensure the names and contact details of the new Committee Members is communicated to the school, to enable their records to be updated, **and for the P&F Chair to gain access to their CEWA-approved email address.** Please also forward this information to CSPWA via the Office Bearer form.

Although the minutes of the ACM do not need to be tabled until the following meeting, CSPWA recommend sending out the draft minutes to all attendees within 2 weeks of the meeting for endorsement.

Please remember, it is really important to try and attend your ACM and make your vote count. ACMs are a great opportunity to get to know the staff outside the classroom, and find out how the school has spent monies over the year, and hear about any projects they may be working towards.

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