### Forum Meeting Agenda

**ACARA offices**  
Level 10, 255 Pitt Street  
Sydney

**Phone on the day:** 0401 123 372  
Saturday 5 March 2016  
8.30am for a 9.00am start  
Finish: 3.00pm

**AAAE Forum Meeting 6 – Sydney**  
5 March 2016

#### ARRIVAL

**1. WELCOME & OPENING**  
Acknowledgement of Country (MM)

**2. GENERAL BUSINESS: Reports**
- Minutes of previous meeting
- Chair’s Report (MM)
- Secretary’s Report (SW)
- Treasurer’s Report (WM/SW)

**3. Guest speaker: Rob Randall, ACARA CEO**  
Where next for ACARA

**4. Introductions to ACARA staff attending – roles and responsibilities**

**Morning Tea**

**5. The big questions for associations and the work of ACARA**  
AAAE members working with relevant ACARA offices to share work and propose future collaboration

**Lunch**

**6. AAEE/ACARA offices groups reporting back to Forum on the big questions for the future**

**7. Association sharing – reports as per template please**

**8. Summit progress and other plans to progress the work of AAEE**

**9. AOB and next meeting**

**AGM to follow at 2.25 – see separate Agenda. Concludes at 3pm.**

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**ACTION LIST TO BE REVIEWED AT AAAE FORUM MEETING 7 (5 March 2016)**

| Action 1: | Associations to recommend to SAW any other associations for AAAE to contact re: membership. |
| Action 2: | SAW to email 2016 renewal form to current members. |
| Action 3: | Associations to review AAAE website and make recommendations for improvements – send feedback to SAW |
| Action 4: | SAW to try and facilitate Facebook & Twitter access. |
| Action 5: | SAW to post Lisa Hayman’s and Susan Mann’s presentations on AAAE website for members to access |
| Action 6: | Associations to submit brief reports for website |
| Action 7: | MM to meet with Geoff Riordan to develop an MOU for the Summit and confirm dates. |
| Action 8: | MM to contact Margery and Susan to arrange follow-up meetings in early 2016. |
| Action 9: | WM to draft up a risk management plan for the Summit. |
| Action 10: | AAAE Positions Statements to be further developed:  
  - CC Priorities (Monica W)  
  - Pedagogy (Libby T)  
  - Professional Learning (Leslie H & Stephen W) |
| Action 11: | MM to update AAAE Key Message document. |
| Action 12: | Members to consider possible Patron candidates. |
AGM Agenda
2.25-3.00pm Saturday 5 March 2016

The AGM of the Australian Alliance of Associations in Education (AAAE) will be held as part of the Saturday 5 March 2016 Members Forum Meeting and be known henceforth as the 2016 AAAE AGM.

Agenda

1. Welcome and opening

2. Minutes of the 28 February 2015 AGM (Stephen Wilson, AAAE Secretary)

3. Annual Report: (Malcolm McInerney, AAAE Chair)

4. Financial report: (Will Morony, AAAE Treasurer)

5. Election of Directors: Under AAAE’s constitution, specifically Part IV, Directors are elected for a period of 2 years, with one third of Directors retiring each year - Part IV, 13b. For the 2013 Election there are 7 vacancies to be filled.

   Board members to be retired after two years’ service, with the option of being re-nominated:
   - Malcolm McInerney (re-nominating)
   - Stephen Wilson (re-nominating)
   - Katherine Schoo (re-nominating)
   - Will Morony (re-nominating)
   - Jo Padgham (tba)
   - Simone White (tba)

   Board Director continuing (to serve a second year)
   - Libby Tudball

6. Any other business

Stephen Wilson, Company Secretary. 10 February 2016
**You will be met on the Ground Floor of the Pitt Street entrance to 255 Pitt Street, Sydney (the Hilton Sydney building) and taken to the ACARA Offices on Level 10 for the meeting.**