

1 May 2018

## NOTICE OF ANNUAL GENERAL MEETING

Notice is given that the Annual General Meeting (AGM) of Melbourne Montessori School Ltd ("MMS") will be held:

**Date:** Tuesday 29 May 2018 at 7.30pm  
**Venue:** Hall, Brighton Campus, 741 Hawthorn Road, Brighton East, Victoria, 3187

## ORDINARY BUSINESS

- 1. Consideration of Chairman's Report**  
To table and consider the Chairman's Report.
- 2. Financial Statements, Director's Report and Auditor's report**  
To table and consider the MMS Financial Statements, Director's Report, and Auditor's Report for the year ended 31 December 2017.
- 3. Resolution 1: 2017 AGM minutes**  
To accept the minutes from the 2017 AGM.
- 4. Resolution 2(a): Re-election of Director.**  
To Re-elect: Nicole Seuret-Batterham

### **Resolution 2(B): Election of Director**

To elect: Joshua Murnane

Both being eligible, offer themselves for election as directors of the MMS Board

- 5. Resolution 3: Appointment of Auditors**  
On recommendation of the Board, the School appoints new auditors for the year ending 31 December 2018

To consider any other ordinary business that may be brought before the meeting in accordance with the MMS Constitution

## By order of the Board

**John Bourikas**  
Company Secretary  
MMS Board

**Caulfield Campus**  
6 Roselea Street  
Caulfield South 3162  
Victoria, Australia

**Brighton Campus**  
741 Hawthorn Road  
Brighton East 3187  
Victoria, Australia

P 03 9528 4478  
F 03 9528 4031  
admin@mms.vic.edu.au  
www.mms.vic.edu.au



Inspiring our children  
to create a better world  
with their *own* two hands

**Melbourne  
Montessori  
School**

## EXPLANATORY NOTES

### ORDINARY BUSINESS

#### Item 1: 2017 AGM Minutes

Refer to **Annexure A** to this Notice of Meeting - **2017 AGM Minutes**, which will be an attachment sent via email.

**Item 2: Chairman's Report** - Refer to **Annexure B**

**Item 3: Principal's Report** - Refer to **Annexure B**

**Item 4: Melbourne Montessori School Foundation Report** - Refer to **Annexure B**

**Item 5: Financial Statements, Director's Report and Auditor's report** - Refer to **Annexure B**

**Annexure B** to this Notice of Meeting – **2017 Annual Report**, is posted on the School website. A hard copy is available at reception at both Caulfield and Brighton campuses

#### Item 6: Election of Directors

- Nicole Seuret-Batterham
- Joshua Murnane



## VOTING & PROXIES

### Eligibility

Under the terms of the MMS Constitution, you are eligible to attend and vote at the meeting, or to appoint a proxy to attend and vote on your behalf, if all money due and payable to MMS has been paid.

**The Parent whose name first appears in the register of members will be deemed to be the Parent exercising the right to vote.** If any monies due and payable to MMS are outstanding, you are not entitled to attend and vote at the meeting.

### Proxies

If you are entitled to attend and vote at the meeting, you can appoint a proxy to attend and vote on your behalf. A proxy need not be a member. No person attending as proxy may exercise more than 5 proxy votes at any one time.

The notice appointing a proxy must be received in the form attached as Annexure C with this Notice of Meeting by the School at the Caulfield campus no later than 5pm on 28 May 2018, being 24 hours before the commencement of the meeting.

If you appoint a proxy you may still attend the meeting. However, your proxy's rights to speak and vote are suspended while you are present. Accordingly, you will be asked to revoke your proxy if you register at the meeting.

Refer to **Annexure C** to this Notice of Meeting – **Appointment of Proxy Form**, which will be an attachment sent via email.

**Caulfield Campus**  
6 Roselea Street  
Caulfield South 3162  
Victoria, Australia

**Brighton Campus**  
741 Hawthorn Road  
Brighton East 3187  
Victoria, Australia

P 03 9528 4478  
F 03 9528 4031  
admin@mms.vic.edu.au  
www.mms.vic.edu.au



Inspiring our children  
to create a better world  
with their *own* two hands

**Melbourne  
Montessori  
School**