

CEN Annual General Meeting Notice

22 - 23 March 2025

Dear Board Members and Principals,

We are looking forward to welcoming and hosting you at our National Conference and AGM, in Sydney, on 22-23 March 2025. As we gather as Christian school boards and leaders, it will be good for us to consider how to manage the unique challenges and opportunities that arise in times of growth, change, and tension. The conference is open to all members of CEN including, Board Members, Principals and Business Managers.

The theme is ***Learning in the Stretch***. This gathering invites leaders to explore what it means to “stretch” – to extend beyond comfort zones, adapt to evolving needs, and embrace the complexities of leading faith-based schools in today’s rapidly shifting landscape. Our 2025 Conference will empower boards and executive leaders to navigate their roles with a renewed sense of purpose and confidence, equipping them to lead with strength and integrity amid the demands of modern Christian schooling.

We are excited to be welcoming Rev. Dr. Matthew Kaemingk (Fuller Theological Seminary), A/Professor Chris Watkin (Researcher, lecturer and author), and Sam Burrows (CEN Director of Professional Learning) as conference speakers. Further details about other speakers and the full program will be available on the CEN website.

The National Conference and AGM will take place from **9am Saturday 22 March and concludes by 1pm on Sunday 23 March**. The venue for the conference is Sydney Central Hotel (Managed By The Ascott).

We will also be holding our Executives Conference *‘Leaders Stay at the Table’* on Thursday 20 and Friday 21 March, and this year, AACCS will be holding their inaugural Advocacy and Policy Summit, at NSW Parliament House in Sydney, 2-9pm Friday 21 March 2025. We encourage Principals to attend all conference days, and for board members to perhaps arrive earlier than usual to attend the AACCS evening.

Please take the time now to read through the steps to registration, in particular the details around voting delegates, and nominations for our National Board.

Please register through the CEN website by **Monday 3 March 2025**.

[Click here to register now](#).

If you have any questions, please contact Melinda (melinda.simson@cen.edu.au) or call our national office on 02 4773 5800.

We look forward to gathering together in March!

Yours Faithfully,
CEN National Board

ATTENDANCE

The Annual General Meeting is the official decision-making vehicle for member associations of Christian Education National. Official representatives are entitled to speak on behalf of their associations. However, additional members of associations and other interested persons are encouraged to attend as observers. Observers may speak with the special approval of the meeting.

The following are invited to attend the AGM in an official capacity:

- one representative from each member association;
- state/territory executive officers;
- directors of Christian Education National;

During your online registration, please indicate whether you will be an official/voting delegate or observer during the AGM.

Please ensure that the required form for the voting delegate attending the AGM is submitted to the national office by the due date.

EXPENSES

A levy according to school size and location is invoiced to each member association to help cover expenses for this conference. This levy includes the conference fee of one official voting delegate from your association, and a reduced conference cost for other non-official delegates.

TRAVEL & ACCOMMODATION

All delegates are required to make their own transport arrangements. The hotel, Sydney Central Hotel, Managed By The Ascott (Thomas St, Haymarket), is approximately 20 minutes from Sydney Airport. An easy way to get to the venue is taking a train from the airport to Central Station, then just a short walk to the hotel. The hotel is conveniently located in Sydney's Central Business District and within walking distance of Central Train Station and the Darling Harbour Precinct.

The National Conference & AGM is residential. It is anticipated that all attendees will take advantage of this unique opportunity to spend time together building the vital, healthy, national CEN community envisaged by our biblical values and vision.

You are able to book additional nights of accommodation before or after our conference – just request this during your online registration. This is particularly relevant for those attending the CEN Executives Conference, and/or the AACS Advocacy and Policy Summit.

VOTING

One representative from each CEN member association is entitled to vote. State/territory executive officers and directors of the National Board are entitled to participate in debate but are not entitled to vote.

CREDENTIALS AND PROXIES

Please note that official (voting) representatives are required to email a completed credentials form to the CEN office prior to the AGM. Official representatives will not be recognised without completed credentials, so please ensure that the form is returned before the due date.

[Click here](#) to download the Representatives Credential form. Please email the completed form to melinda.simson@cen.edu.au by **Monday 10 March 2025**.

If your association is unable to send an official representative, they may appoint a proxy to act on its behalf. The completed proxy form must be completed and returned to the CEN office by **Monday 10 March 2025**. [Click here](#) to download the proxy form.

BOARD VACANCIES AND NOMINATION INFORMATION

Nomination of Directors

The Constitution of Christian Education National Limited provides for the election of eight directors to serve on its board and up to two appointed directors. Directors may be re-elected or reappointed as Directors provided their period of service as a Director does not exceed a period of nine (9) consecutive years. Appointed directors serve until the AGM following their appointment.

Directors who have served during 2024-2025 are:

CUTCHIE, Mark	Director	VIC	Elected 2018, 2021, 2024
DE JONG, John	Director	TAS	Appointed Sept 2023, elected 2024
DELPOR, Marzelle	Director	SA	Elected 2020, 2023
FLETCHER, Tanya	Secretary	VIC	Elected May 2022, Eligible for re-election 2024
GOELST, Andrew	Chair	TAS	Elected 2020, 2023
METCALFE, John	Director	VIC	Board appointed May 2018 by virtue of his AACS Directorship
SPENCE, Andrew	Deputy Chair	NSW	Elected 2020, 2023
UNWIN, Carol	Treasurer	NSW	Board appointed February 2020, elected 2020, 2023

Call for nominations

In accordance with the Constitution, any member association may nominate a person or persons to be elected to the board. A ballot of ordinary members is to be conducted during the 2025 AGM.

Accordingly, the Board of Directors is calling for nominations to fill **TWO vacancies**. Director nominations should be submitted using appropriate form **by Friday 21 February 2025**. Members must obtain approval of the nominee prior to nomination.

[Click here](#) to download the nomination form.

Please note that the following must be emailed to the national office:

1. A brief summary of the nominee's background, including any qualifications and experience pertaining to the position of director;

2. Answers to the questions noted in the nomination form to assist members in their decisions;
3. A digital head and shoulders photo to publish with nominee information.
4. Confirmation the nominee has or will be able to obtain a DIN (Director Identification number) prior to appointment as a Board Member.

CHECKLIST

- 1) **Register** online through our website.
- 2) Book your flights / make travel arrangements.
- 3) Ensure your association's official (voting) representative has completed a **credentials form** and this has been scanned and emailed to the CEN Office prior to the meeting.
- 4) Submit your association's **nomination/s** for the national board.
- 5) Submit any **motions** your association wishes to place on the agenda.

Do you have any questions?

Please email melinda.simson@cen.edu.au or contact the national office on 02 4773 5800.