



## THE ANNUAL REPORT

Section 82 of the Education Act states: "*The governing board shall prepare and adopt an annual activity report and shall transmit a copy of the report to the school board.*"

The annual activity report serves as a communication tool as well as an accountability and planning tool. The annual report can be used not only to report to the school board as required by law but also to share information with parents, the school staff and the public.

While there is no requirement for copies of the annual report to be distributed to the parents or staff members at large, you may decide to have copies available for those who wish to see it.

## INFORMING THE COMMUNITY

Section 83 of the Education Act states: "*The governing board shall inform the parents and the community served by the school of the services provided by the school and report on the level of quality of such services.*"

*The governing board shall make public the educational project and the success plan of the school.*

*Each year, the governing board shall report on the evaluation of the implementation of the success plan.*

*A document explaining the educational project and reporting on the evaluation of the implementation of the success plan shall be distributed to the parents and the school staff. The governing board shall see to it that the wording of the document is clear and accessible.*

This is a separate responsibility from that of the preparation and adoption of the annual report.

The key words in section 83 are "*inform*" and "*report*". You can provide information on services to the parents and the community on a regular basis through the public meetings of the governing board, newsletters, information documents, etc.



## CONTENT OF THE ANNUAL REPORT

The annual report should include the following information and descriptions:

- ✓ name and address of the school
- ✓ names of the members of the governing board, the groups they represent and position, e.g. chairperson, secretary, treasurer
- ✓ number of meetings held (regular and special)
- ✓ attendance record (optional)
- ✓ message from the chairperson (optional)
- ✓ issues and concerns addressed by the governing board
- ✓ new programs, activities, services approved by the governing board
- ✓ actions taken by the governing board
- ✓ sub-committees that were established, if any, and their mandates
- ✓ method(s) used to inform parents
- ✓ plans and/or recommendations for the coming year

*The annual report must be adopted by the governing board and submitted to the Director General of the English Montreal School Board, c/o the Communications Division, Room 109, before October 31<sup>st</sup> of each year.*



**COMPLETING THE GOVERNING BOARD ANNUAL REPORT**

**Page 4**

**Members**

Please list each member of the governing board and identify the group each member represents, e.g., parents, teachers, other staff, daycare, students, community, socio-economic, etc.

**Page 5**

**Number of Meetings Held/Comments**

Identify the number of regular and special meetings held during the year and the reasons for the special meetings.

**Chairperson's Message**

This is optional but might include observations about the general assembly, the accomplishments, the challenges, the general functioning of the governing board, etc.

**Page 6**

**Attendance Record**

This is optional but will provide information to the school community that could assist them in the election or selection of members to sit on the governing board.

**Pages 7, 8**

**Activities, Programs, Services & Issues /Actions Taken**

List the major topics that were dealt with and the associated actions taken.

**Page 9**

**Sub-Committees and their Mandates**

If your governing board established sub-committees to look at issues and make recommendations, please identify.

**Informing the School Community**

The school community includes parents, staff and sometimes the larger community. Briefly describe the method(s) used, e.g, newsletters, notices, etc.

**Recommendations**

Please indicate any recommendations for next year's governing board in terms of actions to be taken, issues to be addressed, method of operation, etc. You may wish to identify specific measures you would like the school board to take which would assist the functioning of the governing board.

GOVERNING BOARD ANNUAL REPORT

2011-2012

Name of School/Centre: \_\_\_\_\_

Address: \_\_\_\_\_

M E M B E R S

Name	Position	Group Represented
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		
19.		
20.		

Number of Meetings Held: *Regular* \_\_\_\_\_ *Special*\* \_\_\_\_\_

**Comments\***

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**Chairperson's Message**

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## GOVERNING BOARD ANNUAL REPORT - ATTENDANCE RECORD 2011-2012

NAME	POSITION/ GROUP REPRESENTED	MEETINGS ATTENDED												TOTAL
		1	2	3	4	5	6	7	8	9	10	11	12	
1.														
2.														
3.														
4.														
5.														
6.														
7.														
8.														
9.														
10.														
11.														
12.														
13.														
14.														
15.														
16.														
17.														
18.														
19.														
20.														

Activities, Programs, Services and Issues	Actions Taken
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

Activities, Programs, Services and Issues	Actions Taken
11	
12	
13	
14	
15	
16	
17	
18	
19	
20	



**Sub-Committees and their mandates**

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**Informing the School Community**

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**Recommendations**

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Adopted by the \_\_\_\_\_ governing board

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chairperson