ST. GABRIEL SCHOOL GOVERNING BOARD

Wednesday, September 21, 2016, 6:30 p.m.

1. Approval of Agenda (5 min.)
   - 1.1 Election of Governing Board President
   - 1.2 Election of Governing Board Treasurer and Secretary

2. Approval of minutes of the June 14, 2016 meeting and business arising (see annex) (5 min)
   - 2.1
   - 2.2

3. A word from the Chair (10 min.)
   - 3.1 Other information
     - 3.1.1 Rules of Operation (see annex)
     - 3.1.2 Internal Rules of Management (see annex)
     - 3.1.3 Guidelines for Conduct of Members (see annex)
   - 3.2 Correspondence

4. Period reserved for non-members of the board (10 min.)
   - 4.1
   - 4.2

5. Reports (25 min.)
   - 5.1 Consultations and Decisions
   - 5.2 Information
     - 5.2.1 Report from Principal
     - 5.2.2 Report from Teachers
     - 5.3.3 Report from Regional Delegate
     - 5.3.4 Report from Daycare
     - 5.3.5 Report from Community Reps
     - 5.3.6 P.P.O.
     - 5.2.7 Report from Home and School

6. Business Arising (25 min.)
   - 6.1 Field Trips
   - 6.2 e-mail and Contact Information
   - 6.3

7. Adjournment Date Place and Time of Meetings (3 min.)

Annexed Documents

Minutes from June 14, 2016 meeting (4 pages)
Duties of Governing Board Members (3 pages)
Rules of Operation (1 page)
Internal Rules of Management (3 pages)
Guidelines of Conduct (1 page)

Duties of Governing Board Members

THE ROLE OF THE CHAIRPERSON

The chairperson

- prepares the agenda with the principal (see page 5.3)
- calls the meeting to order
- keeps the meeting to the agenda
- ensures that internal procedures are respected
- ensures that information required for the meeting is available
- ensures that a motion is seconded before discussion begins
- states each motion before it is debated and again before it is voted on
- casts a vote in case of a tie

A good chairperson

- is well prepared for the meeting
- gives each member a chance to speak
- tactfully keeps speakers on the subject
- listens well
- speaks no more than necessary but helps to clarify and gives information
- is fair and impartial
- is flexible
- makes sure everyone knows what the decisions are and what action is to be taken
- starts and ends meetings on time

Guidelines for the Chairperson are included in Appendix A on page 4.15.

THE ROLE OF THE SECRETARY

The secretary keeps an accurate record of the meetings. Only what is done, not what is said, is recorded, e.g., the motion and the vote but not who said what during the discussion prior to the vote. Section 5 of this manual provides more details on the recording of minutes.

The secretary may also assist the chairperson in handling correspondence, notifying members of meetings, preparing and distributing agendas, etc.

THE ROLE OF THE TREASURER

The treasurer keeps track of the operating budget allocated to the governing board by the school board (s. 66). This allocation is included in the school's budget and identified by an account code.

At the beginning of each year, the governing board should decide how the budget will be used. The allocation is intended for **operating** expenses, such as: postage, photocopying, meeting refreshments, etc.

Participation on a governing board is of a voluntary nature. However, a governing board may decide to defray some baby-sitting or transportation costs if the need arises. This is **a decision of the governing board** and should be discussed early in the year. It is important that all members understand what expenses will be covered by this operating budget in order to avoid any misunderstanding later.

The treasurer must oversee the claims for operating expenses and keep a record of these. A report should be given at each meeting of the governing board.

Upon request from the school board, the governing board must submit an annual expense report (s. 81). A sample reporting form is on page 4.16.

Note: The treasurer is also responsible for keeping account of any monies received through its solicitation of donations as outlined in Section 94 of the Education Act.

THE ROLE OF THE REGIONAL DELEGATE

The delegate (or substitute) to the Regional Parents' Committee (RPC) represents his/her school at all meetings of this Committee.

The delegate acts as a liaison between the parents of the school and the Regional Parents' Committee and should attend the meetings regularly.

If the delegate is unable to attend, he/she must notify the appointed substitute and give him/her any documents relevant to the meeting.

When the substitute replaces the delegate at the RPC meeting, the substitute has the right to vote.

The delegate (or substitute, if applicable) is expected to give a report on the business of the RPC to the governing board.

The Regional Parents' Committee from time to time may ask delegates to bring issues back to the parents on the governing board and PPO for discussion and feedback.

Similarly, a governing board may wish to gather information about what other schools are doing in regard to certain issues and request the delegate to raise the matter at a Regional Parents' Committee meeting.

CENTRAL PARENCOMMITTEE

The Central Parents' Committee is established by the school board. It is composed of representatives from the Regional Parents' Committees and a representative from the Advisory Committee on Special Education Services (ACSES) (s.189).

Each year, regional meetings of delegates are held in early October. At these meetings, the delegates elect their executive and seven representatives to the Central Parents' Committee.

The Central Parents' Committee is consulted by the School Board on a number of matters as outlined in Section 193 of the Education Act.

GENERAL RULES OF OPERATION

(Education Act, Sections 56-73)

- The governing board chooses its chairperson from among the parent members who are not employed by the school board. The term of office is one year.
- If the chairperson is absent, the governing board designates an eligible parent to act in his/her place.
- Quorum is the majority of members and must include at least half of the parent representatives.
- If the governing board is unable to hold a meeting due to a lack of quorum after three consecutive notices have been sent, with at least seven days in between, the school board may order that the powers and functions be exercised by the principal.
- Decisions are by majority vote of the members present and entitled to vote. This includes the chairperson. In case of a tie, the chairperson casts a deciding vote.
- The governing board must hold at least five meetings a year.
- The governing board informs parents and school staff of the schedule of meetings for the year.
- Meetings are open to the public; however, a meeting may be closed if the matter to be discussed could cause injury to a person.
- Minutes are recorded in a register kept by the principal or by a person designated by the principal. The register is public.
- A conflict of interest must be disclosed in writing to the principal. (See page 4.9).
- The governing board receives an annual operating budget from the school board (included in the school budget). It establishes expense rules, oversees the administration of this budget and gives an account to the school board.
- The governing board establishes its own operational rules while respecting the rules set out in the Education Act. (See page 5.1 for some suggestions).

St. Gabriel School Governing Board

RULES OF INTERNAL MANAGEMENT

A governing board is a legally established body, mandated by Section 42 of the Quebec Education Act. Furthermore, it is also mandated by Section 67 that rules for the internal management of the governing board shall be adopted and Sections 70 and 71 establish a standard to be followed by members of a governing board.

1. **Composition** The governing board is composed of:
(Section 42, EA)

   5 parents who are not members of the school staff
   5 members of the school staff (2 teachers, 1 Daycare representative, 1 support staff, 1 professional staff)
   2 members of the community

2. **Term of Office** – The term of office of the parent representatives is two years and the term of office of the representatives of the other groups is one year.

3. **Chair**
   - **Election of Chair –** The chair is elected by the governing board from amongst the parents' representatives who are not members of the personnel of the school board. (Section 56, EA)
   - **Term of Office –** The term of office of the chair is one year. (Section 58, EA)
   - **Meetings –** The chair presides at the meetings of the governing board (S59, EA)
   - **Substitute Chair –** Should the chair be absent or unable to act, the governing board will designate a person from among the eligible members for office to chair that meeting. (Section 60, EA)
   - **Role of the Chair**
     - The Chair prepares the agenda in collaboration with the school principal and ensures that meetings unfold in accordance with the rules of procedure that are in place.
     - The Chair maintains order and decorum at meetings. The Chair is the official spokesperson for the governing board.

4. **Quorum** – A quorum is the majority of the members in office, including at least half of the parents' representatives.

5. **Vote** - Decisions of the governing board are made by majority vote of the members present and entitled to vote. If the vote is equally divided, the chair has a casting vote. Every decision must be made in the best interest of the students. (Sections 63 & 64)

6. **Meetings**

- Meetings are held on the school premises. (Section 65, EA)
- Regular meetings are held every first Thursday of each month (must be at least 5) times per year (or once a month) from 6:30 p.m. to 8:30 p.m. and may be extended by 15 minutes by resolution.
- The annual calendar of meetings is adopted with the plan of action and is distributed to all parents.
- A meeting may be adjourned to a specific date and time if it appears that important business will not be concluded within the time limit of a regular meeting.
- A special meeting may be called to consider a matter that cannot wait until the next regular meeting. A notice shall go out to the GB members and parents 2 days prior to the special meeting. If the GB is unable to hold a special meeting within the time required to consider the **urgent topic**, all members will be contacted by email or telephone to state their opinions on the urgent matter. The topic **must be voted on** at the next regular meeting of the governing board. Members cannot vote by email. *Decisions of the governing board are made by a majority vote of the members present and entitled to vote.* (Section 63, EA)

7. **Closed Session Meetings** – The meetings of the governing board are public and may move into closed session if the matter to be discussed may cause injury to a person. This is done by resolution. (Section 68, EA).

8. **Public Question Period** – A public question period is included on the agenda at the beginning or at the end of the meeting. The period will not exceed 10 minutes and is for questions to be addressed to the Chair of the governing board only. Persons interested in making a presentation must make a request to the school principal at least one week prior to the meeting.

9. **Rules of Decorum** – Members of the GB and of the public must:
   - Be recognized by the Chair for the right to speak
   - Address the chair when speaking
   - Show respect for the points of view of others
   - Respect the right to speak of others
   - Refrain from speaking out of turn
   - Refrain from using profanity
   - Maintain a respectful tone at all times

10. **Reports**
    Oral reports from the principal, commissioner or regional delegate will be permitted and the GB sets aside 5 minutes for each report.

11. **Agenda**

- The agenda is sent to the members 3 days prior to the meeting (by email, etc.) and is posted in the school.
- The items are listed on the Agenda by order of priority
  - Decisional items first
  - Consultation items second
  - Information items, third
- Items can be added to the agenda at the meeting subject to approval by the members.

12. **Minutes of the governing board**

- The minutes of the proceedings of the GB must be sent to the members with the documents for the following meeting.
- The minutes of a meeting are approved at the beginning of the following meeting and will be modified if they are inaccurate.
- After being approved by the GB, the minutes should be signed by the chair that adopted them and countersigned by the principal or a person designated by the principal, who keeps them in the register of the minutes.
- The principal or a person designated by the principal is responsible for the registers and documents of the GB.

13. **Modifications to the Rules of Internal Management** – The Rules of Internal Management are reviewed in October of each school year and any modifications deemed necessary are proposed at that time. Proposals for changes to the rules must be approved by the members.

CODE OF CONDUCT

The governing board has the responsibility to ensure that every decision it makes is in the best interests of the students.

Members of the governing board are in a position of trust. They must take their role seriously and be willing to give the time and effort needed. A responsible member will:

- attend meetings regularly and participate fully
- be willing to listen and learn
- be open-minded
- respect others' points of view
- work co-operatively with the other members
- place the interests of the school before any personal interest. Section 71 of

the Education Act specifically states:

> "The members of the governing board must act within the scope of the functions and powers conferred on them, and exercise the care, prudence and diligence that a reasonable person would exercise in similar circumstances; they must also act with honesty and loyalty and in the interest of the school, the students, the parents, the school and the community."

Governing boards should also develop their own guidelines as to how they want members to conduct themselves. If everyone understands what is expected on them and acts accordingly, meetings will be more productive and the work of the governing board will be more easily accomplished in an atmosphere of trust and collaboration.