

Policy Number and Name: 205 School Community Councils

Policy Section: 200 Stakeholder Relationships

Effective Date: November 23, 2023

Revised Date:

Purpose:

The Board believes School Community Councils (SCCs) are an integral, purposeful, and valued component of school division governance. The Board ensures policies and processes are in place for the Board to receive advice and information from the SCCs to enhance the learning success and wellbeing of all children and youth.

Policy:

A SCC is one mechanism where shared responsibility will enhance the learning success and wellbeing of all children and youth. SCCs provide advice and recommendations to the Board, school staff and other organizations about the learning needs and wellbeing of students. The Board believes in ensuring that parents, families, and community members have opportunities for engagement in children's learning and in school planning. In accordance with *The Education Act, 1995*, the Board's policy will adhere to the legislation and regulations for SCCs.

1) Role and Responsibilities of the Board

- a) The role of the Board is to embrace the opportunity that SCCs represent and receive advice and information from the SCC where appropriate.
- b) The Board shall:
 - i) Provide a Board policy for SCCs and companion policies that form the parameters of the work of SCCs as required.
 - ii) Delegate appropriate responsibilities with respect to SCCs to the Director of Education.
 - iii) Determine and approve an annual grant to each SCC.

2) Role and Responsibilities of SCCs include:

- a) Encouraging parent and community participation in education.
- b) Developing a good understanding of their community including its needs, resources, supports, and goals for student learning and wellbeing.
- c) Cooperating with school staff to develop school-level plans.
- d) Communicating annually with families and community members about their activities and accomplishments.

- e) Accounting publicly for money they spend.
- f) Participating in orientation, training, development, and networking opportunities related to SCCs.
- g) Upholding confidentiality; and,
- h) Following legislation, regulations, and Board policies.

3) Linkage to the Board

- a) To facilitate communication, Trustees shall make an effort to attend three (3) SCC meetings per year of each SCC in their subdivision. The Trustee shall inform the SCC's chairperson or administrator of their wishes to attend a council meeting prior to the meeting date.
- b) The Board approves of individual Trustees attending SCC meetings in order to:
 - i) Enhance communication with SCCs.
 - ii) Enhance the development of educational governance across the Division.
 - iii) Create, develop, and maintain an effective network between the various groups that are part of the Division.
 - iv) Help clarify and reinforce the Board's role, Division protocols, Board directions and initiatives.
- c) When individual Trustees attend SCC meetings, they do so in a non-voting role and as observers; and do not have the authority to speak for the Board, unless provided with such authority by motion of the Board. No Trustee can serve as a voting member of a SCC.
- d) The Board will seek input from SCCs on items that the Board deems appropriate.

4) Accountability and Reporting Procedures

- a) The Board is accountable to the Province of Saskatchewan for the implementation and operation of SCCs and will report on the status of the councils to the Ministry of Education as required.
- b) The Board is accountable to SCCs for providing direction through policy development and strategic planning, as well as the provision of resources through the budget process.
- c) The Director will annually complete a monitoring report regarding the initiatives and accomplishments of the SCCs in the Division.
- d) SCCs are accountable to the Board. Each SCC shall prepare and provide to the Director and the parents, guardians, and community members by September 30 of each year:

- i) A one-page report summarizing its initiatives and accomplishments for the preceding school year on the template provided by the Division; and
 - ii) A financial statement outlining the expenditure of funds related to the operation of the SCC for the preceding school year on the template provided by the Division.
- e) A SCC must retain the minutes for each Council meeting and the annual fiscal statements for at least seven (7) years in the school, making them available to the Board upon request.

5) Confidentiality

- a) Trustees and SCC members shall not engage in discussion or provide advice regarding personal confidential information or complaints about any student, employee of the Division, family member or guardian of any student or any member of the Board.
- b) All members of the SCC and the SCC will be subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*.

6) School Community Council Assemblies

- a) The Board approves the planning of School Community Council Assemblies for the purpose of providing orientation, training, development, and networking opportunities. Specifically, the School Community Council Assemblies will:
 - i) Support the operation of the SCCs.
 - ii) Support the SCCs orientation and development regarding their roles and responsibilities.
 - iii) Ensure alignment of school strategic plans with Board priorities.
 - iv) Provide a mechanism for two-way communication between the Board and SCCs; and
 - v) Provide an opportunity for networking among SCCs.
- b) The Director shall appoint an administrative liaison.
- c) SCC assemblies shall be attended by at least two (2) representatives from each SCC in the Division.
- d) Trustees shall attend the School Community Council Assemblies.
- e) School Community Council Assemblies shall be chaired by the administrative liaison.
- f) The School Community Council Assemblies shall be held a minimum of two (2) times per school year. The agenda for each meeting will provide an opportunity for Board updates, networking opportunities with the Board and networking opportunities among SCCs. The agenda will be developed by the administrative liaison and will focus on the following topics:

- i) Late fall – orientation and development to support council operations.
- ii) Late spring – overview of Division priorities and strategic planning development (Division and school level) and information on Division budget, annual plans, and reports.
- g) Additional School Community Council Assemblies may be held at the discretion of the administrative liaison.

References:

The Education Act, 1999, s. 140

The Education Regulations, 2015, Part 4, s. 5-14

Administrative Procedures AP-201, 202 and 203

Prairie Spirit SCC Handbook