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## **SCHOOL COUNCILS**

### **Background**

Parents, the child's primary advocate, have a lifelong interest in their children and must have meaningful involvement in the education of their children. Other members of the community have a responsibility to contribute to the education of young people and an important role to play in education. In exercising its role in ensuring the implementation of the provisions of Section 55 of the Education Act, the Division recognizes the right of parents to be involved in the education of their children and for community members and staff to be involved in decisions about the education of students; therefore, in each school an opportunity will be provided for parents and members of the community to form a School Council. It is recommended that a GYPSD employee whose children attend the school in which they work should not hold the positions of school council chair or vice-chair. Such relationships can create a conflict of interest between the principal and employee as the principal is the supervisor of all employees within the school.

### **Procedures**

1. Effective communications between School Councils and the school, and School Councils and the Board are important in the achievement of an effective system of education. Methods of good communication will be established.
  - 1.1 The Superintendent will arrange, where appropriate, opportunities for dialogue with School Councils through meetings between the Board and School Council chairs or designate(s).
  - 1.2 The Board will initiate meetings with School Council chairs or designate(s).
    - 1.2.1 School Councils will be notified of the meeting schedule.
    - 1.2.2 Schools Councils will be informed of the agenda prior to the scheduled meeting date.
      - 1.2.2.1 School Councils will submit their agenda items two (2) weeks prior to the scheduled meeting date.
      - 1.2.2.2 The Superintendent, in consultation with the Board Chair, will prepare and circulate the agenda to the Board and School Council five (5) days prior to the scheduled meeting date.
    - 1.2.3 Following the meeting, the Superintendent will ensure that an accurate summary of the discussion is provided to the Board, School Council chairs and principals.
  - 1.3 School Councils are required to follow a formal route to inform the Board of a concern on a specific matter.
    - 1.3.1 School Councils will determine whether an issue can be resolved within the administrative structure of the school and central office or must, in their opinion, be discussed with the Board.
    - 1.3.2 Communication will be School Council – Principal - Secretary Treasurer – Superintendent – Board.

- 1.3.3 If the School Council decides that an appearance before the Board is necessary, the School Council Chair may request a delegation before the Board by following the process outlined in Appendix B of Board Policy 7.
2. It is expected that School Councils demonstrate proper fiscal management.
3. The education standard of the school and of the school system is to be maintained or improved.
  - 3.1 The Superintendent requires the Principal to solicit input from the School Council regarding ways to improve education at the school level. The Principal will provide the School Council with a summary of data of:
    - 3.1.1 Results of achievements tests; and
    - 3.1.2 Results of diploma examinations.
  - 3.2 The Principal will make available to the Board through the Superintendent, a written report containing recommendations and feedback regarding the summary of local test results and any community concerns respecting the results.
  - 3.3 The School Council may consult with the Principal so that the Principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister.
    - 3.3.1 The Superintendent requires the Principal to provide summaries of test data to the School Council within ten (10) days of a request.
4. Periodic or annual reports from School Councils are important to the Board in carrying out its responsibilities.
  - 4.1 The School Council is required to submit a report to the Superintendent by October 31 of each year, for the preceding school year, copies of:
    - 4.1.1 Financial statements of any money handled by the School Council
    - 4.1.2 A report outlining the activities of the School Council; and
    - 4.1.3 Minutes of each meeting
  - 4.2 The information in the report should be provided in the prescribed order:
    - 4.2.1 Table of Contents, see Appendix A;
    - 4.1.2 Letter from School Council Chair, see Appendix B;
    - 4.1.3 A report outlining the activities of the School Council, see Appendix C;
    - 4.1.4 Minutes of each meeting, see Appendix D; and
    - 4.1.5 Financial statements of any money handled by the School Council, see Appendix E.
5. The Board may request that the Minister dissolve a School Council if the Board is of the opinion that the School Council is not carrying out its responsibilities.
  - 5.1 The Board will request the Minister to dissolve a School Council if one (1) of the following negative conditions prevail:
    - 5.1.1 Fraudulent, criminal or unethical behaviour;
    - 5.1.2 Internal dissention affecting morale;

- 5.1.3 Adversarial relationships with staff;
- 5.1.4 Refusal to follow the policies of the Board or to carry out its responsibilities in accordance with the Education Act and Regulations;
- 5.1.5 Disruption of the educational climate; or
- 5.1.6 Unresolved disputes between the School Council and the Principal.

6. School Councils are required to follow Education Act Section 55 regarding School Councils.

Reference: Section 33,52,53,55,197,222,251 Education Act  
School Councils Regulation 2019  
School Council Resource Guide (2019) School Councils Handbook (2019)

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