

A blurred background image showing several people in a modern office or meeting room. The scene is brightly lit, with vertical lines suggesting window frames or columns. The people are out of focus, appearing to be in conversation or working.

Governing Board Training

November 2, 2023



Agenda

- Update on English school boards
- Overview of a Governing Board for Schools and Centres
- Roles and responsibilities
- Operations
- Budgets
- Partnership for student success
- Questions



Update on English School Boards

What's new in 2023?

Governing
Boards

Schools and
Centres

Composition of Governing Boards

	SCHOOL	CENTRE
Members	<p>Parents School staff Students (high schools) Daycare representative (elementary schools) Community representative</p> <p>Principal – must take part in meetings but is not a member and does not have the right to vote.</p>	<p>Students attending the Centre Staff Members of the community Parents of students (vocational centres) Representatives from local enterprises</p> <p>Centre Director - must take part in meetings but is not a member and does not have the right to vote.</p>
Substitutes	<p>Do not take part in discussions and can only vote when replacing a member who could not attend. Provided with the same documentation as any GB member and must respect confidentiality.</p> <p>Each category of members can elect the same number of substitutes – except community members.</p>	<p>There are no substitutes</p>

Terms and Vacancies

	School	Centre
Term	<p>Parents are elected for a 2-year term (with the exception of the GB's first year).</p> <p>All other members are elected for 1 year.</p>	<p>All members are elected or appointed for a 2-year term.</p>
Vacancies	<p>If a parent resigns, another parent is appointed for the remainder of the term. The parent GB members determine the replacement process.</p> <p>Vacancies of other members are filled according to procedure for the election of the member.</p> <p>A parent whose child no longer attends the school can remain a GB member until the next AGA. If one year was left in the term, the election at the AGA will be for a 1-year term.</p>	<p>Vacancies of any member are filled according to procedure for the election of the member.</p>

Roles and Responsibilities

Every decision of the GB must be made in the best interest of the student.

Expectation of members

- Conduct of members:
 - Acting within the scope of the function and powers conferred on them and exercise care, prudence and diligence
 - Acting with honesty and loyalty in the interest of the school, parents, staff, school board and the community.
- Role of principal
 - Assists the GB in its function and powers
 - Ensures the implementation of decisions of GB
 - Ensure that proposals are prepared and submitted to the GB
 - Ensures that the GB is provided with the necessary information
 - Consults the staff and makes proposals required by the EA
 - Encourages concerted action between parents, staff and students.

Powers and Functions

The Governing Boards must execute the mandate given to them by the Education Act or any function or power specifically delegated to them. Governing Boards do not manage the daily operations of schools or centres.

Powers and Functions

- The School Board is obligated to consult the GBs on certain matters:
 - Amendment or revocation of a deed of establishment.
 - Selection criteria of Principal or Centre Director
 - School Board Budget
- The GB may also advise the School Board on certain matters, ie, any matter:
 - That the School Board is required to submit to it
 - That may facilitate the operation of the school/centre
 - That may improve the organization of services provided by the School Board.



Definitions

To approve: Means that the Governing Board can only vote yes or no on a proposal, it cannot change the content of the proposal.

To adopt: Means that the Governing Board can modify the document, in whole or in part.

Necessary collaboration in the best interest of students: The power of the GB to approve or adopt a proposal is limited in the case of proposals which must be developed with the participation of staff, as they relate to responsibilities assigned to them, as well as in time-sensitive matters which must be approved or adopted in acceptable delays. The expertise and experience of all involved must be recognized and considered.



Summary of Powers and Functions

ACTION	ITEMS
Approves	<ul style="list-style-type: none">• Subject time allocation• Approach for implementing the Basic School Regulation• Rules of conduct and safety measure of the school• School fees• Use of premises• Field trips
Acts	<ul style="list-style-type: none">• Analyses the school's situation• Prepares an annual report of its activities
Consults	<ul style="list-style-type: none">• Parents of the school on matters related to education
Is consulted on	<ul style="list-style-type: none">• Criteria for Selection of School principal• Selection of textbooks and instructional materials• Policies and By-laws of the school board
Adopts	<ul style="list-style-type: none">• Educational Project• School budget• Annual Activity report

Operations

Meetings, elections, duties, voting,
rules of internal management,
minutes

Running effective meetings

- Well-planned agenda and established process for setting agenda
- Meeting documents available prior to the meeting
- Clear expectations for rules of conduct
- Regular attendance
- Chairperson who:
 - Respects internal rules
 - Listens and encourages all to speak
- Discussions respect mandate of GB
- Communicate with the community:
 - GB annual report
 - School's Educational Project
 - Posted agenda – time – date of meeting
 - Posted minutes



Governing Board meetings

- GB meetings are public. However, the meeting has to be closed to the public (in camera) if a matter examined could cause injury to a person.
- All members must be informed of the time, date and place of GB meetings. The public may attend the meetings and must be given the opportunity to speak at appropriate times.
 - If a member of the public begins to make comments or complaints about a member or staff, the speaker must be interrupted immediately and directed to the Principal or Centre Director.
- Copies of the agenda and minutes of meetings should be made accessible.
- Decisions are made in public and are recorded in the minutes.
- GB minutes must be signed by the chair and the principal and are archived forever (official documents of the school board).



Election of Chair and Quorum

	SCHOOL	CENTRE
Election of chair	<p>A parent member is elected as Chair to preside over the meetings for a 1-year term.</p> <p>If the chair is absent or unable to act, another parent must be designated as chair by the GB.</p>	<p>The chair is elected among community representative, parents of vocational students or representative of local enterprises, to preside over the meetings for a 1-year term.</p>
Quorum	<p>Quorum is double: a majority of members and at least half of the parent members.</p> <p><i>Ex 1: 15 GB members: 6 parents, quorum requires at least 8 members, with 3 parents.</i></p> <p><i>Ex 2: 15 members: 5 parents, quorum requires at least 8 members, with 3 parents.</i></p>	<p>Quorum is majority of members.</p> <p>The temporary absence of a member to the meeting may not end it for lack of quorum but may affect a decision taken by vote.</p>

Duties of Chair

- To preside over the meetings
- To follow the agenda prepared with the Principal/Centre Director
- To keep discussions on track
- To render information accessible to members in due time
- To ensure internal procedures are respected
- To grant the right to speak to members or guests
- To frame a debate by summarizing positions
- To help members reach a common position
- To be fair, impartial, polite, flexible and keep the meeting under control and within the agreed timeframe as much as possible
- The Chair has a casting vote (in case of a tie, the Chair can vote a second time not necessarily in the same way as the first time)



Duties of other members

-
- To speak
 - To receive information and ask questions on issues discussed
 - To bring up proposals
 - To raise points of order
 - To vote
 - To respect the authority of the Chair
 - To let others speak freely
 - To respect the decision taken by the majority of members
 - To respect confidentiality



For all Governing Board members

Decisional solidarity:

Once a decision has been reached, a member who disagrees must still abide by the decision and avoid causing prejudice to anyone or to the SB in discussing it.

Conflict of interest: Must be disclosed in writing to the school principal/centre director.

Conflict of loyalty

Right to privacy and reputation:

GB members must respect and protect the right to privacy and reputation of other members, the school or centre, the SB and its employees.



Voting

- A GB is composed of a maximum of 20 members (all voting for Centres, 18 voting for Schools) representing different groups. Each vote carries a weight.
- The power to vote is granted only to those members who are present at the meeting.
- Abstention from voting is allowed by any member.
- The representatives from each group must make an effort to understand and reflect the attitude of their peers through their vote.
- All members should be free from repercussions stemming from their vote or the discussion.
- Once a decision is taken by the majority, it must be respected and commented on respectfully.



Rules of Internal Management (RIM)

RIM are required by the Education Act. They are a tool to make meetings more effective.

RIM do not supersede the EA. They address matters not already regulated by the EA in order to establish rules of operation for the GB.

Examples of items that are relevant:

- How and when to bring up a proposal
- Frequency and duration of members' interventions
- Process regarding the question period for the public
- Rules of procedures for meetings
- Guidelines for conduct of members
- Procedures for calling special meetings
- Process to manage substitutions

Examples of items that may **NOT** be addressed:

- Term of office for members
- Consequences of repetitive absences from meetings for any member
- Voting outside of public attendance

Minutes

The minutes are the official recording of proceedings, not all discussions held at the meeting.

Once approved, the minutes are accepted as a true representation of the proceedings they record. They must be signed by the Chair and the Principal/Centre Director and must be kept in a register open to the public.

- Date, time, and place of meeting
- Names of members present and regrets from those absent
- Verification of quorum
- Adoption of agenda
- Adoption of minutes from the previous meeting
- Exact wording of motions/resolutions as adopted
- Record of votes
- Brief summary of items of discussion and reports (not detailed)
- Items tabled or deferred
- Time of adjournment



GB Budget

Each Governing Board is allocated a budget used to operate the Governing Board.

Typical expenses include:

- Postage, photocopies
- Meeting refreshments
- Training materials
- Babysitting
- Transportation, mileage
- Consultations

Funds are not intended for donations to any activities, funds, bursaries, etc.





Budgets for Schools & Centres



As presented to Governing Boards

Governing Boards and Budgets

- To advise the principal on the needs of the school/centre
- To adopt the school's annual budget proposed by the Principal and submit the budget to the School Board

To Note:

- The budget is a public document
- Schools/Centres are not permitted to run deficits
- The Allocation of Resources Committee makes yearly recommendations to Council on the use of school/centre surpluses for the following year



Organization of funds

Fund	Type	Examples
1	Operating	<ul style="list-style-type: none"> • Consumable materials • Printing, paper, • Administrative expenses • ...
2	Capital Funds	<ul style="list-style-type: none"> • Desks, chairs • Furniture • Playground equipment • Building upgrades • ...
3	Salaries	Not presented to GB
4	Daycare	<ul style="list-style-type: none"> • Lunch fees and daycare services...
5	Special Programs	<ul style="list-style-type: none"> • In-and-out budgets • Mesures, PELO, student teacher funds...
6	NTIC	<ul style="list-style-type: none"> • New technology in the classroom

LESTER B. PEARSON SCHOOL BOARD						
BUDGET 2023-2024						
School or Centre	102-Vardun	INITIAL	Carry Over	Projected Expenses	AVAILABLE	GL
Building no.	4145					
Terrain no.	0					
Region	Region 3					
CATEGORY	B					
Enrollment						
NA						
OPERATING BASIC ALLOCATIONS						
Basic Allocation		114 \$			- \$	XXX-1-12000-401
15103 Operating Library (MEQ \$14 + Board \$6)		20.00 \$			- \$	XXX-1-22100-421
Podet of Poverty - COTSM					- \$	XXX-1-24562-589
Director's Dept		4 \$			- \$	XXX-1-12001-180
Governing Board Allocation + \$5 per student		229 \$			- \$	XXX-1-51301-589
Surplus/Deficit (per summary below)					- \$	XXX-1-17020-457
In trust (per summary below)					- \$	XXX-1-23212-589
Revenues - School Fees/Field Trips					- \$	XXX-1-12000-98023220-981
TOTAL OPERATING		- \$	- \$	- \$	- \$	
SUPPORT TO STUDENT SUCCESS						
11024 M-Parent meetings & material for New Groups			- \$		- \$	XXX-5-11100-401
15015 Lecture et exhortation au primaire			- \$		- \$	XXX-5-15015-589
15084 Formation usage technologie numeriques					- \$	XXX-5-22201-589
15023 On bouge au table					- \$	XXX-5-23023-589
15186 Cultural Outings/Sorties Culturelles					- \$	XXX-5-23186-589
15175 EP non- Teacher Release					- \$	XXX-5-23146-160
15374 EP Teacher Release					- \$	XXX-5-23144-180
15025 Seal Minimal - Support to schools					- \$	XXX-5-23426-160
M15021 V1 Pedagogical support to Students YOUTH					- \$	XXX-5-24021-589
M15021 V5 Pedagogical support to Students "milieu d'alternance"					- \$	XXX-5-24023-589
15230 Inspiring Schools/School Initiatives					- \$	XXX-5-24230-589
15220 Sexual Education					- \$	XXX-5-24512-589
15024 Aide aux Parents					- \$	XXX-5-24515-589
15013 École Mont-Violaine					- \$	XXX-5-24520-589
15182 Culture in Schools					- \$	XXX-5-24535-589
15012 Aide Alimentaire					- \$	XXX-5-24556-444
15063 Resilience Education Activities					- \$	XXX-5-24568-589
15031 Anti-bullying Program					- \$	XXX-5-24598-589
15111 Entrepreneurship Contest					- \$	XXX-5-24599-589
15142 Split Class Allocation					- \$	XXX-5-24600-589
15154 Occasional Release Teacher Mentees					- \$	XXX-5-26254-180
15157 Aide à la Classe					- \$	XXX-5-23197-160
15171 Elementary Supervision					- \$	XXX-5-23236-160
15103 Elementary Homework Classroom Set					- \$	XXX-5-22103-421
Professional Development - PD Teachers					- \$	XXX-5-26200-589
30020 Student Teacher Fund					- \$	XXX-5-13001-589
TOTAL ALLOCATIONS SUPPORT TO STUDENT SUCCESS		- \$	- \$	- \$	- \$	
CAPITAL ALLOCATION						
Fund 2 Capital		87 \$			- \$	XXX-2-61000-710
M16014 Perseverance Invest Equipment			- \$		- \$	XXX-2-27014-710
NTIC (Fund 6)					- \$	XXX-6-22210-720
TOTAL CAPITAL ALLOCATION		- \$	- \$	- \$	- \$	
TOTAL DECENTRALIZED BUDGET (INCLUDING CARRY OVER)		- \$	- \$	- \$	- \$	
2022-2023 YEAR SUMMARY						
TOTAL FUND 1 AND FUND 2		-				
LESS FUND 5 OBLIGATIONS		-				
	Subtotal	-				
LESS PLAYGROUND CAPITAL (IF APPLICABLE)		-				
LESS IN TRUST		-				
TOTAL		-				
TOTAL SURPLUS/DEFICIT 15%		-				

IF THE SCHOOL IS IN A DEFICIT, THE FULL DEFICIT IS CARRIED OVER. IF SCHOOL HAS SURPLUS 15% IS CARRIED OVER.



LESTER B. PEARSON SCHOOL BOARD							
BUDGET 2023-2024							
School or Centre	102-Vardun	Site no	4145	Terrain no	0	Region	3
CATEGORY	INITIAL	Carry Over	Projected Expenses	AVAILABLE	GL		
Enrolment							
OPERATING BASIC ALLOCATIONS							
Basic Allocation	114 \$					XXX-1-12000-401	
15103 Operating Library (MEQ \$14 + Board \$6)	20.00 \$					XXX-1-22100-421	
Podet of Poverty - CGTSM						XXX-1-24562-589	
Director's Dept	4 \$					XXX-1-12001-180	
Governing Board Allocation + \$5 per student	229 \$					XXX-1-51301-589	
Surplus/Deficit (per summary below)						XXX-1-17020-457	
In trust (per summary below)						XXX-1-23212-589	
Revenues - School Fees/Field Trips						XXX-1-12000-980G3220-981	
TOTAL OPERATING	- \$	- \$	- \$	- \$	- \$		
SUPPORT TO STUDENT SUCCESS							
11024 IM-Parent meetings & material for New Groups						XXX-5-11100-401	
15015 Lecture et exhortation au primaire						XXX-5-15015-589	
15084 Formation usage technologie numeriques						XXX-5-22201-589	
15023 On bouge au table						XXX-5-23023-589	
15186 Cultural Outings/Sorties Culturelles						XXX-5-23186-444	
15175 EP non- Teacher Release						XXX-5-23144-444	
15374 EP Teacher Release						XXX-5-23144-444	
15025 Sex Ed/Minist - Support to schools						XXX-5-23426-160	
M15021 V1 Pedagogical support to Students YOUTH						XXX-5-24021-589	
M15021 V5 Pedagogical support to Students "milieu defavorise"						XXX-5-24023-589	
15230 Inspiring Schools/School Initiatives						XXX-5-24230-589	
15220 Sexual Education						XXX-5-24512-589	
15024 Aide aux Parents						XXX-5-24515-589	
15013 Ecole Mont-Violaine						XXX-5-24520-589	
15182 Culture in Schools						XXX-5-24535-589	
15012 Aide Alimentaire						XXX-5-24556-444	
15063 Reusable Education Activities						XXX-5-24568-589	
15031 Anti-bullying Program						XXX-5-24598-589	
15111 Entrepreneurship Contest						XXX-5-24599-589	
15142 Split Class Allocation						XXX-5-24600-589	
15154 Occasional Release Teacher Mentees						XXX-5-26254-180	
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TOTAL DECENTRALIZED BUDGET (INCLUDING CARRY OVER)	- \$	- \$	- \$	- \$	- \$		
2022-2023 YEAR SUMMARY							
TOTAL FUND 1 AND FUND 2	-						
LESS FUND 5 OBLIGATIONS	-						
	Subtotal						
LESS PLAYGROUND CAPITAL (IF APPLICABLE)	-						
LESS IN TRUST	-						
TOTAL	-						
TOTAL SURPLUS/DEFICIT 15%	-						

1

2

3

4



Partnership For Student Success

The proper functioning of the Governing Boards permits co-operation between those providing educational services and those receiving them.

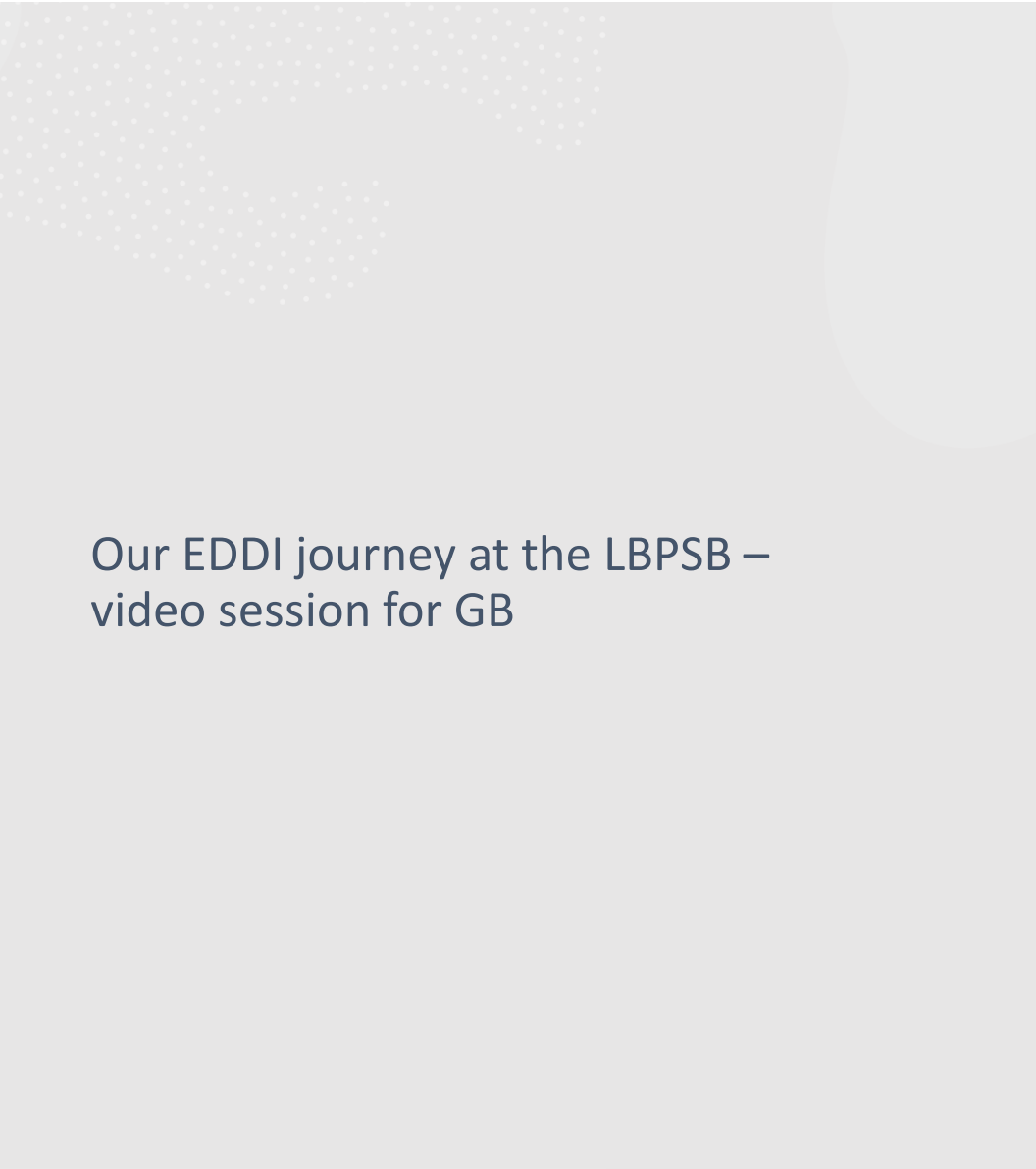
Overview of GB priorities

September	October - December	February - March	April - June
<ul style="list-style-type: none"> • AGA <p><i>To note: The AGA is not a GB meeting</i></p>	<p>First meeting of GB:</p> <ul style="list-style-type: none"> • GB budget • Review of Internal Rules of Management • Review school/centre budget • Review Educational Project 	<ul style="list-style-type: none"> • Capital budget priorities • Selection criteria for principal/centre director • SB budget consultation • Review GB composition • 3-year plan of allocation • Review ABAV plan 	<ul style="list-style-type: none"> • Approve rules of conduct • Approve school fees • Approve subject time allocation and implement BSR • Annual report on GB activities • GB financial report





Equity, Diversity, Dignity and Inclusion (EDDI)



Our EDDI journey at the LBPSB –
video session for GB

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References

- LBPSB Website
- Governing Board Resource Manual
- Parent Committee and SNAC Websites
- *Education Act (and unofficial version integrating the modifications of Bill 9 on LBPSB's Website); Basic School Regulation, Basic Adult General Education Regulation, Basic Vocational Training Regulation*
- Other relevant regulations : *Childcare Services provided at School, Transportation*
- Complaint Process



Time for Questions

What else would you like to know?

