



## ST. GABRIEL SCHOOL GOVERNING BOARD

Tuesday, October 16, 2018, 6:30 p.m.

1. Approval of Agenda (5 min.)
  - 1.1
  - 1.2
  
2. Approval of minutes of the September 25 meeting and business arising (15 min)
  - 2.1 Governing Board contact information
  - 2.2 Internal Rules of Management
  - 2.3 Approval of MESA Annual Report
  - 2.4
  
3. A word from the Chair (10 min.)
  - 3.1 Other information
    - 3.1.1
    - 3.1.2
    - 3.1.3
  
  - 3.2 Correspondence
    - 3.2.1
    - 3.2.2
  
4. Period reserved for non-members of the board (10 min.)
  - 4.1
  - 4.2
  
5. Reports (35 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 Parent Committee Delegate
    - 5.3.4 Report from Daycare
    - 5.3.5 Report from Community Reps
    - 5.2.6 Report from P.P.O.
    - 5.2.7 Report from Home and School
  
6. Business Arising (10 min.)
  - 6.1 Indigenous Studies
  - 6.2 Feminisms and Diversity
  
7. Adjournment Date Place and Time of Meeting (5 min.)

Annexed Documents

Rules of Internal Management (3 pages)

# 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 on Tuesdays of each month (must be at least 5) times per year (or once a month) from 6:30 p.m. to 8:00 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 2 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.