



ST. GABRIEL SCHOOL GOVERNING BOARD
Wednesday, September 27, 2023, 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
 - 1.3 Elections of Secretary

2. Approval of minutes of the June 7, 2023 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)
 - 3.1.4
 - 3.1.5
 - 3.1.6
 - 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
 - 5.2.3 Report from Regional Delegate
 - 5.2.4 Report from Daycare
 - 5.2.5 Report from Community Reps
 - 5.2.6 Report from 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
 - 6.4

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

Annexed Documents

Rules of Operation, Internal Rules of Management, Duties of Governing Board Members (8 pages)

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).