



**BOARD OF EDUCATION OF  
SCHOOL DISTRICT NO. 46 (SUNSHINE COAST)**

**POLICY COMMITTEE**

**AGENDA**

October 27, 2015 from 10:30-12:00 p.m.  
School Board Office – Gibsons, BC

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1. Role of the Chair
2. Role of Board Committees

#### **4 ROLE OF THE CHAIR**

The Chair shall protect the integrity of Board process, co-ordinate the business of the Board through agenda-setting, represent the Board to outside parties, and speak on behalf of the Board. Consequently, the Chair shall:

- 4.1 Maintain a strong understanding of the Board's policies, bylaws, rules of order and strategic plan, and hold the Board to its rules.
- 4.2 Ensure that meeting agendas and discussions are limited to those issues which, according to Board and provincial policy, are clearly in Board jurisdiction.
- 4.3 Facilitate reasonable opportunity of every trustee to be heard and understood by the Board, and take responsibility for developing and articulating a collective Board position.
- 4.4 Chair Board meetings with all the commonly accepted powers (e.g. ruling, recognizing), and keep deliberation timely, fair, orderly, thorough and efficient.
- 4.5 Vote while presiding over a meeting only when it will change the outcome of the decision.
- 4.6 Make decisions and representations on behalf of the Board which fall within and are consistent with any reasonable interpretation of Board policy, motions and planning, and keep the Board informed of such decisions and representations.
- 4.7 Coordinate and encourage input, concerns, ideas and information from trustees and senior administration, and oversee either the placement of these items on Board agendas, or appropriate delegation of them to the Superintendent, Secretary-Treasurer or Board committee in accordance with Board policy.
- 4.8 Establish a professional, working relationship with the Superintendent that emphasizes the clarification of Board directives; the sharing of information and trustee/community concerns; determination of accurate, thorough and up-to-date information to support Board decision-making; and a coherent and consistent division of district leadership.
- 4.9 Upon consultation with all trustees, appoint members and chairs of Board Standing Committees and Ad-hoc Committees, and representatives/liasons to external organizations and committees.
- 4.10 Coordinate and provide oversight of trustee professional development activities and expenditures.
- 4.11 Delegate duties to the Vice-Chair, including facilitating the transfer of all duties when the Chair is to be absent.

Excerpted from the Minutes of the Regular Meeting of September 8, 2015:

*“Trustees discussed two recommended changes to Policy 5 (Role of Board Committees) and agreed to defer the recommendation to change policy 5.4 for discussion at the Policy Standing Committee, once formed.”*

The recommended change to 5.4, presented at that meeting, was as follows:

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## **5       ROLE OF BOARD COMMITTEES**

The Board may meet as a Committee of the Whole and will appoint Standing Committees and Ad Hoc Committees to help carry out its governance responsibilities in accordance with its Procedural Bylaw. Consequently,

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- | 5.1       Shall have their agendas managed ~~and set~~ by Committee chairs, but every item must be either assigned by the Board, or by the Board’s agenda-setting process.
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## 5 ROLE OF BOARD COMMITTEES

The Board may meet as a Committee of the Whole and will appoint Standing Committees and Ad Hoc Committees to help carry out its governance responsibilities in accordance with its Procedural Bylaw. Consequently, committees:

- 5.1 Are constituted to directly assist the Board by preparing policy alternatives, considering implications and recommending possible actions to be taken by the Board.
- 5.2 Shall not interfere with the wholeness of the Board's job, nor speak or act for the Board except when formally given such authority for specific, time-limited purposes.
- 5.3 Shall operate within the Terms of Reference approved by the Board, except when given other assignments by Board motion.
- 5.4 Shall have their agendas managed and set by Committee chairs, but every item must be either assigned by the Board, or by the Board's agenda-setting process.
- 5.5 Should provide a means of receiving stakeholder/community input, when appropriate, in an open, inviting and efficient manner.
- 5.6 May serve as venues for staff, external or trustee presentations, within each committee's Terms of Reference.
- 5.7 Shall be appointed by the Chair annually at the January regular Board meeting.
- 5.8 Shall include but not be limited to:

(i) Education Standing Committee

Terms of Reference: The Education Committee shall review and consider the governance of education issues including curriculum; programs; education policy; student assessment; and student achievement.

(ii) Operations Standing Committee

Terms of Reference: The Operations Standing Committee shall review and make recommendations on budget issues including the annual budget and consultation process; proposed plans related to school sites and buildings; the Annual Facilities Grant budget and Carbon Neutral Action Report/Plan; the Annual Capital Plan budget submission to the Ministry of Education; matters related to community use of school facilities; finance and facilities policy; local government land-use and planning referrals; and transportation service levels and costs.

(iii) Policy Standing Committee

Terms of Reference: The Policy Standing Committee shall review existing policies and consider amendments or new policies to enhance the effectiveness of Board governance.

(iv) Superintendent Evaluation Committee

Terms of Reference: The Superintendent Evaluation Committee shall be responsible for promoting professional growth and development through ongoing dialogue with the Superintendent, providing opportunities for reflection and collaboration. The Committee shall be chaired by the Board Chair, and will include two other trustees. Its meetings, called in coordination with the Superintendent Evaluation Cycle, will be Closed Sessions due to personnel matters.

(v) Trustee Honorarium Ad-Hoc Committee

Terms of Reference: At the beginning of the second year of each Board's term, the Chair will strike an Ad Hoc committee to review trustee honorariums and the committee shall bring recommendations to the Board on or before the regular Board meeting in March of that year.

## **Policy 4, Role of the Chair**

### **Section 4.2**

This section is vague in its intent. If "provincial policy" means the School Act, which is the Provincial Act that governs Boards of Education, it should say the "School Act". I also draw to our attention the wording "clearly in Board jurisdiction". All Board policy should always be cognizant of what is within the jurisdiction of the Board. Please see my previous recommendations regarding Sections 3.15, 3.17, 3.18 and 3.19.

### **Section 4.5**

This section is in conflict with Section 3.14. As the Board Chair is a trustee and as such, is entitled to express their opinions during Board debate, the Chair should be expected to vote on every motion before the Board. There is nothing in the School Act which limits the right of the Chair to vote. I recommend that this section be removed from Policy 4.

### **Section 4.6**

This section is vague in its intent. It does not make clear on what matters or to whom the Board Chair is making decisions and representations on behalf of the Board. In the preface to Policy 4, it states that the Chair shall "represent the Board to outside parties". Also unclear is the time frame as to when the Chair will inform the Board of such decisions and representations. This section needs clarification as to its meaning and intent.

### **Section 4.8**

This section is vague in its intent. The role of the Chair when it comes to a working relationship with the Superintendent is to ensure that Board motions giving direction to the Superintendent are followed or completed in a timely manner. The Chair has no authority to give direction to the Superintendent other than by Board motion., which is what I believe is the proper intent of the policy wording that states "clarification of Board directives". This section needs clarification as to its meaning and intent.

### **Section 4.9**

This section is unclear as to what constitutes "consultation with all trustees". All trustees are equal in their place at the table of the School Board and should be allowed to volunteer to serve on Board Committees that best suit their individual skills and interests. The Chair is not in charge of the Board, but rather the servant of the Board and appointments should be made in co-operation with the trustees.