



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

**POLICY COMMITTEE NOTES
Held on November 24, 2015 at 11:00 a.m.
At the School Board Office, Gibsons, B.C.**

PRESENT: TRUSTEES: Lori Pratt, Chair; Betty Baxter; Dave Mewhort; Pammila Ruth; Christine Younghusband

STAFF/OTHERS: Patrick Bocking, Superintendent; Nicholas Weswick, Secretary-Treasurer; Paul Bishop, Director of Instruction; Vanessa White, Director of Instruction; Phil Luporini, District Principal; Erica Reimer, Recording Secretary; Marnie Baba, CUPE 801

REGRETS: Lori Dixon, Trustee; Greg Russell, Trustee; Sarah Bradley, DPAC

The meeting was called to order at 11:10 a.m.

1. Policy 5 (Role of the Board Committees)

The committee discussed a recommendation from a previous meeting to modify item 5.4 and made additional suggestions to better reflect the practice of the board.

The committee agreed to strike item 5.7 as the appointment process is described in procedural bylaw 62.2.

The committee reviewed the terms of references for board committees and agreed to edits to the terms for the Education Standing Committee. Trustee Mewhort and Trustee Baxter agreed to submit suggestions for edits to the terms of reference for the Operations Standing Committee prior to the board meeting in December for consideration. The committee agreed that the terms of reference for the Trustee Honorarium Ad Hoc remain in policy despite not typically requiring terms of reference for ad hoc committees.

Suggested revisions to the policy are attached to these notes.

2. Policy 3 (Role of the Trustee)

The committee agreed to defer discussion of the policy to a future meeting.

The meeting adjourned at 12:31 p.m.

Next Meeting: December 15th from 11:30 a.m. to 1:30 p.m. at the School Board Office.

Upcoming agenda item(s):

- Policy 3 (Role of the Trustee)

The recommended revisions to Policy 5 are as follows. Suggested edits to the terms of reference for the Operations Standing Committee were submitted for consideration by Trustees Baxter and Mewhort after the committee meeting took place.

*Note: additions are highlighted in **bold, blue underlined text**, edits are highlighted in ~~red strikethrough text~~.*

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. **Every item must be assigned by the Board's agenda setting process and approved by the Board.** ~~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 ~~5.7~~ Shall include but not be limited to:

(i) Education Standing Committee

Terms of Reference: The Education Committee **shall discuss educational opportunities and challenges;** 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 **discuss,** review and make recommendations on **governance issues including the annual budget consultation and development; the long range facilities plan and policies on facility use; personnel; sustainability policies; and transportation services. Local government land-use and planning referrals will be reviewed when community consultation is needed and timeframe for feedback permits.** ~~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 all 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.

(vi) Committee of the Whole

Terms of Reference: The Committee of the Whole shall consider board orientation and evaluation; review the Governance section of board policies and bylaws; strategic planning and public consultation; appeals bylaw review and review school calendar and school growth plans each year. The Committee of the Whole shall act as the Audit committee for the school district. The Committee of the Whole is also the forum where the Board as a whole may discuss emerging issues in the structure and planning of provincial education and educational organizations and authorities, e.g.: BCPSEA, BCSTA or Ministry of Education consultations or initiatives.