

## AP 105 – School Planning Councils

### Background

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The Board of Education recognizes its responsibility to consult with the School Planning Council on matters set out in the [School Act](#) and to ensure that the School Planning Councils (SPC's) function effectively, efficiently, ethically, and in accordance with the [School Act](#).

### Procedures

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#### 1. The Role of the School Planning Council

1.1 The primary responsibility of the SPC is to consult with the school community in developing and approving school plans and annual school budgets in order to improve student achievement.

1.2 Pursuant to Section 8.2 of the [School Act](#),

A Board must consult with a SPC in respect of the following:

- (a) the allocation of staff and resources in the school;
- (b) matters contained in the Board's accountability contract relating to the school;
- (c) educational services and educational programs in the school;
- (d) school safety, including the installation and operation of video surveillance cameras.

#### 2. Membership

2.1 A SPC must fulfill the requirements set out in the [School Act](#) when establishing membership.

Members of the SPC include:

- a. the principal of the school;
  - b. one of the teachers of the school, elected annually, by secret ballot, by the teachers who teach in the school;
  - c. three representatives of the Parent Advisory Council who are:
    - i. parents of students enrolled in the school,
    - ii. elected annually by the Parents Advisory Council, and
    - iii. one of whom must be an elected officer of the Parent Advisory Council (PAC);
  - d. If the school enrolls students in grades 10, 11, or 12, one student of the school age enrolled in one of those grades at the school, appointed annually by the principal of the school after consulting with the students enrolled in those grades at the school.
- 2.2 The term of office of a person appointed or elected under this section, to the SPC, must not be more than one year.

- 2.3 Pursuant to Section 8.1 of the [School Act](#), an employee of any board is not eligible for election under subsection (3) (c) or an appointment in the circumstances referred to in subsection (5) (a) or (b) of the *Act*.
- 2.4 Annually;
  - 2.4.1 The principal will work with the PAC in electing three representatives by secret ballot.
  - 2.4.2 If there is no PAC for that School, or the PAC does not elect three representatives to the SPC, the principal will:
    - 2.4.2.1 notify the parents that he/she is prepared to make a recommendation to the Board for the appointment of the required representatives; and
    - 2.4.2.2 make a recommendation to the Board for the appointment of parent representatives to the SPC.
  - 2.4.3 The principal will coordinate the election for the teacher representative to the SPC, as a staff member.
  - 2.4.4 If the teachers do not elect a representative to the SPC, the Principal may:
    - 2.4.4.1 notify the teachers on staff that he/she is prepared to make a recommendation to the Board for the appointment of a teacher representative; and
    - 2.4.4.2 make a recommendation to the Board for the appointment of a teacher representative to the SPC.
  - 2.4.5 Where a school contains grades 10, 11 and/or 12, the principal will appoint one student representative, from any of the grades, as a student representative to the SPC.
  - 2.4.6 The principal will conduct a bi-election, by secret ballot within thirty (30) days of an elected member's official notice of resignation, in the event that a member of a SPC is unable to complete his/her term.
3. Mandate
  - 3.1 The mandate of the SPC is outlined in the [School Act](#). It may also include:
    - 3.1.1 Preparation of a proposed school plan
    - 3.1.2 Consultation on matters referred to it by the School Board, the superintendent or the superintendent's designate
    - 3.1.3 Consultation on matters referred to it by the principal
    - 3.1.4 Consultation on matters referred to it by the Parent Advisory Council
  - 3.2 The following are beyond the mandate of the SPC:
    - 3.2.1 Personal and confidential information on students, parents, teachers and other employees
    - 3.2.2 Performance or conduct of individual employees, students and parents
    - 3.2.3 Terms and conditions of individual employment contracts
    - 3.2.4 Activities beyond the advisory and consultative roles set out in the [School Act](#), Ministry of Education and this policy.
  - 3.3 Any complaint about the functioning of the SPC should be made through the principal to the entire SPC. If the complaint is not resolved, then the complainant may address the complaint to the superintendent or designate.
4. Operations
  - 4.1 Items for discussion with SPC members include:

- 4.1.1 a review of the mandate of the SPC.
  - 4.1.2 the duties of Council members including the selection of the Chair and the Secretary.
  - 4.1.3 timelines for preparation of the school plan.
  - 4.1.4 a review of the school budget.
  - 4.1.5 a review of the District Accountability Contract.
  - 4.1.6 a review of all information/data relevant to student achievement and a review of pertinent school information, on an ongoing basis, (with a minimum of three SPC Meetings).
  - 4.1.7 the scheduling of regular meeting dates to fulfill the mandate of the SPC.
  - 4.1.8 The Chair shall ensure that a record is kept in the custody of the school of the meetings held and subjects discussed (in general terms), and decisions made. Minutes shall be made available upon request.
5. Conducting Meetings
  - 5.1. SPC's are open meetings. A person attending a meeting, who is not a member of the SPC, may participate in the discussion and ask questions.
  - 5.2. A quorum shall be the principal and two (2) other members (one of which must be a parent).
  - 5.3. Meetings are to be arranged for dates and times that are mutually convenient and agreed upon by SPC representatives.
  - 5.4. Any member may place an item on the proposed agenda of the next meeting by request to the Chair. As much as is feasible, agendas and supporting documents should be made available to SPC members in advance of the meeting. Items may be added to the agenda at the beginning of the meeting.
6. Decision Making
  - 6.1 SPC's shall operate on the basis of consensus.
  - 6.2 All members of the SPC must vote on the school plans that are submitted to the Board.
  - 6.3 All members of the SPC have the option to sign (indicating their agreement) or not sign these school plans.
7. Finances
  - 7.1 Meeting expenses of the SPC are the responsibility of the school.
  - 7.2 No member of the SPC shall receive any remuneration for acting as a member of the Council.
  - 7.3 The SPC has no power to raise or expend money.
8. Timeline for School Plans
  - 8.1 The school plan is a living document which is revised by the school on an ongoing basis throughout the school year. Adjustments and revisions are made based on the information gathered which informs instruction to enhance student achievement.

- 8.1.1 October 15<sup>th</sup> – all School Planning Councils must be in place at each school
- 8.1.2 January/February – Trustees/Senior Management staff visit schools to review School Plans
- 8.1.3 May/June – Draft school plans to be submitted to the District Office, followed by senior management visits
- 8.1.4 June 30<sup>th</sup> – Final draft of School Plans to be submitted to the District Office
- 8.1.5 September 15<sup>th</sup> – Board approves individual School Plans

Reference [School Act](#)

Section 8.1 School Planning Council  
Section 8.2 Role of a School Planning Council  
Section 8.3 School Plan

Last Revised: May 2013