

# SCHOOL GOVERNING BOARDS

## Role and Powers\*

SUBJECT	THE GOVERNING BOARD	COLLABORATORS		
		PRINCIPAL	SCHOOL BOARD	STAFF MEMBERS CONCERNED

### GENERAL TERMS

#### ADMINISTRATIVE STRUCTURE AND ORGANIZATIONAL TOOLS

Deed of establishment	Is consulted (s. 79) May ask the school board to amend or revoke the school's deed of establishment (s. 40)		Can automatically amend or revoke the deed of establishment (s. 40)	
Criteria for the selection and appointment of the principal	Is consulted (s. 79 et 96.8)		Establishes the criteria and appoints the principal (s. 96.8)	
Analysis of the situation at the school	Carries out this analysis (s. 74)	Coordinates the analysis (s. 96.13)		
Educational project	Adopts the educational project, oversees its implementation and periodically evaluates it (s. 74) Makes it public (s. 83)	Coordinates the development, implementation and periodic evaluation of the school's project (s. 96.13)	Ensures that every school has an educational project implemented by a success plan (s. 221.1)	
Success plan	Approves the success plan (s. 75) Approves updated versions of the success plan (s. 75) Makes it public (s. 83)	Coordinates the development, review and updating of the success plan (s. 96.13) Ensures that a proposal is prepared (s. 96.13) Submits a proposal regarding the success plan to the governing board for approval (s. 75 and 96.13)		Participate in the development of the principal's proposal (s. 77)
Management and educational success agreement	Approves this agreement (s. 209.2)	Agree every year on the measures required to achieve goals and measurable objectives set out in the partnership agreement between the school board and the Minister		Are consulted regarding the proposed agreement (s. 209.2)

#### SUPPORT AND SUPERVISION MEASURES

Rules of conduct and safety measures <sup>1</sup>	Approves these rules (s. 76)	Ensures that a proposal for these rules is prepared (s. 96.13) Submits a proposal regarding these rules to the governing board for approval (s. 76 and 96.13)		Participate in the development of the principal's proposal (s. 77)
Anti-bullying and anti-violence plan	Approves this plan (s. 75.1) Approves updated versions of the plan (s. 75.1)	Coordinates the development, review and updating of the plan (s. 96.13) Ensures that a proposal is prepared (s. 96.13) Submits a proposal regarding the plan to the governing board for approval (s. 75.1 and 96.13) Sees to the implementation of the plan (s. 96.12)	Sees to it that each of its schools provides a healthy and secure learning environment that allows every student to develop his or her full potential, free from any form of bullying or violence (s. 210.1) Supports the principals of its schools in their efforts to prevent and stop bullying and violence (s. 210.1)	Participate in the development of the principal's proposal (s. 77) Collaborate in the implementation of this plan (s. 75.3) See to it that no student in the school is a victim of bullying or violence (s. 75.3)
Training in good citizenship		Must hold a civics session each year (s. 76)		Collaborate in the organization of this activity (s. 76)
Report or complaint concerning bullying or violence		Receives and promptly deals with all reports or complaints concerning bullying or violence (s. 96.12)		

<sup>1</sup> The rules of conduct and the safety measures must be presented to the students during a civics session, and must be sent to the parents at the beginning of each school year (s. 76).

#### TEXTBOOKS AND OTHER SUPPLIES

Textbooks and instructional material required for the teaching of programs of studies	Is informed of the proposal approved by the principal (s. 96.13) Is consulted regarding the teachers' proposal (s. 96.15)	Approves the choice (s. 96.15) Submits the teachers' proposals to the governing board for consultation (s. 96.15)	Ensures that schools place at the disposal of the students, free of charge, the textbooks and instructional material used for the teaching of the programs of studies, and ensures that students have access, free of charge, to reference and reading material (s. 230) Ensures that only the textbooks, instructional material or class of instructional material approved by the Minister are used by schools for the teaching of any program of studies established by the Minister (s. 230)	Propose the choice (s. 96.15)
Principles for determining the cost of the documents in which students write, draw or cut out	Establishes these principles based on the proposal of the principal (s. 77.1) Takes into consideration the policy of the school board adopted under section 212.1 and the other financial contributions that may be claimed for services referred to in sections 256 and 292 (s. 77.1)	Ensures that a proposal is prepared (s. 96.13) Submits the proposal to the governing board for approval (s. 77.1 and 96.13)	Adopts a policy on the financial contributions that may be made for the documents in which students write, draw or cut out, and for pencils, paper and other objects of a like nature (s. 212.1)	
List of pencils, papers and other objects of a like nature	Approves the list (s. 77.1) Takes into consideration the policy of the school board adopted under section 212.1 and the other financial contributions that may be claimed for services referred to in sections 256 and 292 (s. 77.1)	Ensures that a proposal is prepared (s. 96.13) Submits the proposal to the governing board for approval (s. 77.1 and 96.13)	Adopts a policy on the financial contributions that may be made for the documents in which students write, draw or cut out, and for pencils, paper and other objects of a like nature (s. 212.1)	

#### INFORMATION, COMMUNICATION AND ACCOUNTABILITY

Services provided by the school	Each year, informs the parents and the community served by the school about the services provided (s. 83)			
Document explaining the educational project and reporting on the evaluation of the implementation of the success plan	Sees to it that the wording of the document is clear and accessible (s. 83)			
Document explaining the anti-bullying and anti-violence plan	Sees to it that the wording of the document is clear and accessible (s. 75.1)			
Evaluation of the results achieved by the school with respect to preventing and dealing with bullying and violence	Carries out an annual evaluation (s. 83.1)			
Annual activity report	Prepares and adopts an annual activity report and transmits it to the school board (s. 82)			

### SPECIFIC ASPECTS – EDUCATIONAL SERVICES

#### STUDENT ENROLLMENT

Enrollment criteria	Receives a copy of the criteria (s. 239)		Establishes and adopts them (s. 239)	
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#### RULES OF ORGANIZATION<sup>2</sup>

Implementation of the <i>Basic school regulation</i>	Approves the approach proposed (s. 84)	Ensures that a proposal is prepared (s. 84 and 96.13) Submits the proposed approach to the governing board for approval (s. 84 and 96.13)	Ensures that the <i>Basic school regulation</i> established by the government is implemented (s. 222)	Participate in the development of the principal's proposal (s. 89)
Overall approach proposed by the principal for the enrichment or adaptation by the teachers of the objectives and suggested content of the programs of studies established by the Minister	Approves the approach (s. 85)	Ensures that a proposal is prepared (s. 85 and 96.13) Submits the proposed approach to the governing board for approval (s. 85 and 96.13)	Ensures that the <i>Basic school regulation</i> established by the government is implemented (s. 222.1)	Participate in the development of the principal's proposal (s. 89)
Overall approach for the development of local programs of studies to meet the specific needs of the students	Approves the approach (s. 85)	Ensures that a proposal is prepared (s. 85 and 96.13) Submits the proposed approach to the governing board for approval (s. 85 and 96.13)		Participate in the development of the principal's proposal (s. 89)
Time allocation for each compulsory or elective subject	Approves the time allocation (s. 86)	Ensures that a proposal is prepared (s. 86 and 96.13) Submits the proposal to the governing board for approval (s. 86 and 96.13)		Participate in the development of the principal's proposal (s. 89)

<sup>2</sup> Parents on the governing board may consult the parents of the children in the school on this matter (s. 89.1).

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SUBJECT	THE GOVERNING BOARD	COLLABORATORS		
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<b>SPECIFIC ASPECTS – EDUCATIONAL SERVICES (CONT.)</b>				
<b>RULES OF ORGANIZATION (CONT.)</b>				
Programming of educational activities that entail changes in the students' regular time of arrival and departure or require the students to leave school premises	Approves the programming (s. 87)	Ensures that a proposal is prepared (s. 87 and 96.13) Submits the proposal to the governing board for approval (s. 87 and 96.13)		Participate in the development of the principal's proposal (s. 89)
Implementation of the student services and special educational services programs prescribed by the Basic school regulation and determined by the school board, or provided for in an agreement entered into by the school board	Approves the implementation (s. 88)	Ensures that a proposal is prepared (s. 88 and 96.13) Submits the proposal to the governing board for approval (s. 88 and 96.13)	Establishes a program for each student service and special educational service contemplated in the Basic school regulation except in matters coming under the jurisdiction of a minister other than the Minister of Education, Recreation and Sports (s. 224)	Participate in the development of the principal's proposal (s. 89)
Local program of studies designed to meet the specific needs of students	Is informed concerning the proposal approved by the principal (s. 96.13)	Approves the teachers' proposal (s. 96.15)		Propose the local programs of study (s. 96.15)
Criteria for the introduction of new instructional methods	Is informed concerning the proposal approved by the principal (s. 96.13)	Approves the teachers' proposal (s. 96.15)		Propose the criteria (s. 96.15)
<b>ACADEMIC PROGRESS AND EVALUATION</b>				
Rules governing the placement of students and their promotion from one cycle to the next at the elementary level	Is informed concerning the proposal approved by the principal (s. 96.13)	Approves the proposal of the members of staff concerned (s. 96.15)		Propose the rules (art. 96.15)
Standards and procedures for the evaluation of student achievement Report card Other ways to inform parents of their child's academic progress	Is informed concerning the proposal approved by the principal (s. 96.13) Is consulted regarding the teachers' proposal (s. 96.15)	Approves the teachers' proposals (s. 96.15) Takes into account the prescriptions of the <i>Basic school regulation</i> (s. 96.15) Consults with the governing board concerning proposals for standards and procedures for the evaluation of student achievement, the report card and other means of communication (s. 96.15)	Ensures that the school evaluates student achievement and administers the examinations imposed by the Minister (s. 231)	Propose standards and procedures for the evaluation of student achievement and how parents are to be informed of the academic progress of their children (s. 96.15)
<b>SPECIFIC ASPECTS – EXTRACURRICULAR SERVICES</b>				
Educational services other than those prescribed by the <i>Basic school regulation</i>	May organize them itself (s. 90) May allow other persons or organizations to organize such services on school premises (s. 90)			
Social, cultural or sports services	May organize them itself (s. 90) May allow other persons or organizations to organize such services on school premises (s. 90)			
Contract with a person or body for the provision of goods or services	May contract with a person or body in the name of the school board (s. 91) Sends a draft of the contract to the school board (s. 91)		May indicate its disagreement on the ground of non-compliance with the standards governing the school board; in the absence of such indication, the contract may be concluded (s. 91)	
Financial contribution from users of such goods and services	May require a financial contribution (s. 91)			
Childcare for preschool and elementary school students	May request that the school provide childcare (s. 256) Agrees with the school board on the manner in which the childcare will be provided (s. 256)		Agrees with the governing board on the manner in which the supervision will be provided (s. 256) Must provide childcare (s. 256)	
Supervision of the students who stay at school	Agrees with the school board on the manner in which the supervision will be provided (s. 292)		Agrees with the governing board on the manner in which the noon time supervision is provided (s. 256) Ensures supervision, in the manner agreed upon with the governing board (s. 292)	
Organization of cultural, social, sports, science-related or community services on the school premises	Approves the organization of the services by the school board (s. 93)		May organize such services (s. 93) May provide such services (s. 93 and 255) May entrust the management of all or any part of the activities referred to in section 255, to a committee it establishes or to a body it designates (s. 255.1)	
<b>SPECIFIC ASPECTS – PHYSICAL AND FINANCIAL RESOURCES</b>				
<b>BUDGET</b>				
School's annual budget	Adopts the budget (s. 95) Submits it to the school board for approval (s. 95) Is consulted by the school board concerning the objectives and principles governing the allocation of subsidies, school tax proceeds and its other income among its educational institutions (s. 275)	Ensures that proposals are prepared (s. 95 and 96.13) Prepares them (s. 96.24) Submits them to the governing board for adoption (s. 96.24) Administers the budget (s. 96.24) Reports to the governing board on the administration of the budget (s. 96.24)	Establishes the objectives and principles governing the allocation of subsidies, school tax proceeds and its other income among its educational institutions (s. 275) Approves the budget (s. 276)	
<b>INFRASTRUCTURE</b>				
Use of the premises or immovables placed at the disposal of the school	Approves the use (s. 93)	Ensures that a proposal is prepared (s. 93 and 96.13) Submits the proposal to the governing board for approval (s. 93 and 96.13)	Authorizes, if applicable, any agreement entered into by the governing board for the use of the premises or immovables placed at the disposal of the school if the term of the agreement exceeds one year (s. 93)	
Requirements of the school as regards goods and services, and of any required improvement, equipment, construction, conversion or repair of the premises or immovables placed at the disposal of the school	Is consulted (s. 96.22)	Consults the governing board (s. 96.22) Informs the school board of the requirements of the school as regards goods and services, and of any required improvement, equipment, construction, conversion or repair of the premises or immovables placed at the disposal of the school (s. 96.22)		
<b>FINANCIAL CONTRIBUTIONS</b>				
Gifts, legacies, grants and other voluntary contributions from any person or public or private organization wishing to provide funding for school activities	May solicit and receive them in the name of the school board (s. 94) May not solicit or receive gifts, legacies, grants or other contributions to which conditions incompatible with the mission of the school are attached, particularly conditions relative to any form of commercial solicitation (s. 94) Supervises the management of the fund (s. 94)		Creates for the school a designated fund into which will be paid the contributions received (s. 94) Keeps separate books and accounts for the operations of the fund (s. 94) Discloses any sum received by any of its schools in a schedule appended to its financial statements, indicating the object for which the sum of money was granted (s. 287)	

\* This document summarizes the functions and powers of the governing boards. It is based on the *Education Act* (RSQ, c I-13.3). Should the wording in this document be inconsistent with that in the *Education Act*, it is the wording of the law that prevails.