

# Governing Board Workshop

Quebec Provincial Association of Teachers and the  
Eastern Townships School Board

Presented by Daniel Zigby and Éric Campbell  
October 26, 2016

**MOVING  
AHEAD  
TOGETHER**

**ALLEZ  
DE L'AVANT  
ENSEMBLE**



COMMISSION SCOLAIRE  
**Eastern Townships**  
SCHOOL BOARD



# Objectives

- ✦ Outline the principal rules concerning the composition and operation of the Governing Board (GB).
- ✦ Provide basic information on the mandate and the types of powers of the GB.
- ✦ Explain the mechanisms of parent participation at the school and school-board levels.



# Governing boards



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# Governing Boards

- ✦ On July 1, 1998, linguistic school boards were formed as part of a wide reform of the educational system in Quebec.
- ✦ GBs are a component of the educational reform. They were created to decentralize powers so that they are concentrated at the school level.



# Governing Boards (cont.)

- ✦ A Governing Board is a group of people, either **elected** or **appointed**, who are genuinely interested in education. Every member has or should have the same goal, which is to **promote student success**.
- ✦ The Governing Board has an important role to play in interpreting and achieving school success through the school's **educational project** and its **success plan**.



# Composition and Operation of the Governing Board



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# General Assembly and Election of Governing Board Members

Each year before September 30<sup>th</sup>, the chair of the GB or, if there is none, the principal, shall, by written notice, call a meeting of the parents of the students who attend the school to elect parents' representatives to the GB. The notice shall be sent at least four days before the meeting is held.

\*Schools with fewer than 60 students: The school board may, after consulting the parents and staff, vary the rules governing the composition of the GB (art. 44).



# General Assembly and Election of Governing Board Members (cont.)

## All representatives must be elected by September 30<sup>th</sup>

- ✦ The general assembly of parents: i) elects parent representatives and alternates (art. 47); ii) decides if it wishes to form a PPO, decides on the number of members and elects them (art. 96).
- ✦ Staff members hold meetings in September to elect their representatives (art. 48, 49, 50).
- ✦ Students are appointed by the students' council or the association representing the students; if they do not exist, students meet in September to elect their representatives (art. 51).

\*The community representatives are not appointed by the elected members; therefore, they are not included in the September 30<sup>th</sup> timeline.





# Governing Board composition

**GBs must be composed of no more than 20 members (art. 42):**

- At least four parents
- At least four school staff members (two must be teachers)
- One daycare representative (elementary level)
- Two students (high school level)
- Two community representatives (who are not members of school staff)



# Governing Board composition (cont'd)

Parents, students and staff members can vote. Representatives of the community and the principal cannot vote.

The Principal: He/She ensures that the proposals required are prepared and submitted to the GB and that the GB is provided all necessary information before making decisions.



## Governing Board composition (cont'd)

- ✦ The composition of the GB is **determined by the school board** (art.43).
- ✦ The total number of seats for staff representatives **must be equal** to those for parents' representatives (art. 43).
- ✦ The term of office for parent representatives is **two years**; the term for representatives from other groups is **one year** (art. 54).



# Substitution

A GB member cannot be temporarily replaced by a substitute (art. 54).

- ✦ A member is replaced only when there is vacancy created by a resignation.
- ✦ A vacancy resulting from the departure of a parent representative is filled by a parent appointed by the other parent representatives (art. 55).



# Observers

- ✦ Do not take part in GB meetings.
- ✦ Are given an opportunity to ask questions during question period.



# General Assembly Agenda (cont.)

- (Before starting) Greeting and presences.

## 1) Adoption of the agenda

## 2) Nomination of the General Assembly Chair

## 3) Nomination of the General Assembly Secretary

## 4) Adoption of the minutes of the last General Assembly of Parents

## 5) Business arising

## 6) Information about opportunities for parents participation (Governing Board (GB), composition, functioning, number of parents to be elected (art. 42 ...).

*N.B. 2 year mandates.*

## 7) Governing Board Annual Report (EA 83)

## 8) Parents' Committee (PC) (composition, functioning, election of the school representative at Parents' Committee (art. 189 ...).

*N.B. 1 year mandate*

## 9) Parent Participation Organization (PPO) (Does the General Assembly want one? role, composition, functioning and nomination (art. 96..).

*N.B. 1 year mandate*



# General Assembly Agenda (cont.)

## 10) Adoption of the election rules

*N.B. show of hands or secret ballots?*

## 11) Nomination of the President of Election

## 12) Nomination of 2 scrutineers

## 13) Election of the representative for the Parents' Committee and an alternate (art. 47).

*N.B. From among of the parents of the GB.*

## 14) Parent Participation Organization (art. 96).

- Does the General Assembly want one?
- Election of the members

## 15) Information from the Principal

- MESA
- Events
- Etc.

## 16) First Governing Board meeting date

## 17) Adjournment



# Quorum

A majority of the members of the GB, who are in office, including **at least half the parents**, is a quorum of the GB (art. 61).





# Example of Quorum

A GB consists of 13 members	A quorum consists of seven members
Six parents	Three parents (half)
Four teachers	Two teachers
One member of support staff	
One daycare worker	One daycare worker
One community representative	One community representative



# Example of Quorum

A GB consists of 10 members	A quorum consists of five members
Four parents	Two parents (half)
Two teachers	One teacher
One member of support staff	One support staff
One daycare worker	One daycare worker
Two community representatives	No community representatives*

\*In this situation, the GB had the possibility of having 10 members. There were only 8 active members due to the fact that no community members came forward. Quorum is now based on 8 members.



# Election of the Chair

- ✦ The GB chooses its chair from among the parents' representatives on the GB who are not members of the personnel of the school board. The term of office of the chair is one year (art. 56 & 58).



# Governing Board Decisions

- ✦ The decisions of the GB are made by a majority vote of the members present and entitled to vote (sect. 63).



# Role of the Chairperson



# Role of the Chairperson

- ✦ Prepares the meetings with the principal.
- ✦ Presides over meetings of the GB (art. 59).
- ✦ Follows the agenda, confers the right to speak, prepares a summary of opinions and ensures that a decision is made.
- ✦ Calls the annual general assembly (art. 47).
- ✦ Has the deciding or casting vote in the event of a tie (art. 63).
- ✦ Is free to vote for or against the motion, regardless of the way he or she voted previously.
- ✦ Acts as spokesperson for the GB at the school board or during public relations activities.



# What Constitutes a Good Chair?

- ✦ Is well prepared for the meeting.
- ✦ Respects the rules of internal procedure; keeps a speaker list, keeps order and ensures speakers remain on topic.
- ✦ Listens attentively and encourages all members to speak up and explain their views.
- ✦ Clarifies interventions and summarizes the various opinions.
- ✦ Speaks no more than is necessary, but helps to clarify and gives information.
- ✦ Starts and ends meetings on time.



## What Constitutes a Good Chair? (cont'd)

- ✦ Ensures that all pertinent information circulates properly to all members.
- ✦ Is concerned with the needs and expectations of the community.
- ✦ Develops a good working relationship with the school principal.
- ✦ Demonstrates leadership.
- ✦ Team Player.
- ✦ Never forgets the needs of the students.





# Rules of Internal Management

- ✦ The GB establishes its own rules of internal management. These rules should reflect the needs of the members of the GB and should be reviewed every year.
- ✦ Must provide for at least five meetings
- ✦ Rules for questions from the public must be determined by members of the GB and be included in the rules of internal management.



# Activity 1

## Questionnaire on the Composition and Operation of the Governing Board

# Governing Board Meeting's Agenda

- ✦ Agendas create an order, and once adopted, belong to the assembly.
- ✦ Agendas must be balanced (variety of items).
- ✦ Agendas should be methodological, moving from general to specific issues.
- ✦ It helps when agendas give an indication of the action needed (information, decision and deliberation).



# Example of a Meeting's Agenda

## September

- Prepare and call a general meeting of parents (art. 47)
- Annual Report (presentation and adoption) (art. 82)

## October

- Election of the Chair (art. 56)
- Governing Board budget (art. 66)
- Calendar of meetings
- Declaration of interests
- Community members (criteria)
- Educational Activities (art. 87)

## November

- School Success Plan and Educational Project (art. 74 & 75)
- Nomination of the community members
- Anti-bullying and Anti-violence Plan (art. 75.1)
- Educational activities (art. 87)
- Action plan – Goal to attain

## December

- Other consultations
- Fundraising activities (optional) (art. 94)
- Educational activities (art. 87)



# Example of a Meeting's Agenda

## January

- Follow-up of the school budget (revised budget)
- Follow-up of the daycare budget
- Follow-up of the noon hour supervision budget
- Fundraising activities (assessment)
- Follow-up of the action plan
- Educational activities (art. 87)

## February

- Framework Policy – rules of conduct (deposit)
- Framework of daycare organization (deposit)
- Information meeting on the budgetary process
- Subject time allocation (elementary)
- School programs (secondary)
- Follow-up of the Action Plan
- Educational activities (art. 87)

## March

- School calendar
- Selection criteria for the appointment of a principal (art. 79)
- Model of daycare organization (sharing)
- Educational activities (art. 87)
- Recognition – Choose a volunteer

## April

- Framework Policy – rules of conduct (approval)(art. 76)
- Framework of daycare organization (approval)
- End-of-year activity
- Educational activities (art. 87)

## May

- Fees charged to parents - guidelines (study)
- School budget (adoption) (art. 95)
- Daycare budget (adoption)
- Noon-hour supervision budget (adoption)
- Educational activities (art. 87)
- Planning for next year (project)

## June

- Annual report (preparation) (art. 82)
- List of materials to purchase (approval) (art. 77)
- Back-to-school activity
- General meeting (schedule the date)



# Minutes of the meetings

- Designating a Governing Board meeting secretary
- Minutes
  - ✓ Concise
  - ✓ Not a word to word
  - ✓ Must be sent to all GB members at least 6 hours before the meeting for approval (art.69)
  - ✓ Names of all participants (quorum) must appear in the minutes
  - ✓ Must be signed by the chair and the principal
  - ✓ Minutes must be kept in a register at the school
  - ✓ Register is public
  - ✓ Fees can be charged for having an extract
- Approved minutes have to be sent to the School Board (electronic copy)



# Activity 2

## Questionnaire on Meeting Content

# Break

(5 minutes)



# Role of the Governing Board



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# Role of the Governing Board

- ✦ The Education Act divides the powers and responsibilities of the school between the GB and the principal and staff members.
- ✦ The GB powers are defined in the Education Act (art. 74-95) while those of the principal are formulated in more general terms (art. 96.12, 13, 26).
- ✦ The GB is the focal point for decisions that affect the life of the school.
- ✦ The GB acts within the scope of its functions and powers with care, prudence, diligence, honesty and loyalty.



## Role of the Governing Board (cont'd)

- ✦ The GB members represent the opinions of their groups.
- ✦ The GB discusses general orientations.
- ✦ The GB recognizes the collective power of the teaching staff regarding questions of a pedagogical nature and respects the teacher's professional autonomy to select their own instructional methods.
- ✦ The GB works in a collegial manner.



# Role of the Governing Board (cont'd)

- ✦ The GB works in the students' best interests.
- ✦ The GB encourages cooperation among people having an interest in the school.
- ✦ The GB meetings are public (art. 68).



# “Governance” and “Management”

- ✦ Governing is setting goals.
- ✦ GBs govern; they do not manage.
- ✦ Managing is taking action to ensure that these goals are met and ensuring that the decision of the GB are implemented.
- ✦ School administrators manage and serve as resources to help guide you in setting goals.



## “Governance” and “Management” (cont'd)

- ✦ GBs determine what the school should achieve through the educational project.
- ✦ School administrators ensure that the objectives of the educational project are achieved; they coordinate the analysis of the school situation and the work related to the educational project.
- ✦ School administrators are the academic and administrative directors of the school; they ensure that the decisions of the GB are implemented.
- ✦ Teachers carry out educational activities based on the school's objectives.



# Different Nature (or Types) of Power



# Different Nature (or Types) of Power

The Education Act and the mission of schools, as well as the powers of the GB and principals (art. 36 to 96.26)

Generally, the GB will be consulted either for adoption, approval, information or consultation.





# Different Nature (or Types) of Power (cont'd)

## Adoption

The GB has the power to change, adapt, add, or remove one or more elements of a proposal submitted by the principal.

There are only two items where GB has an adoption right:

- ✦ The Educational Project
- ✦ The Budget



# Different Nature (or Types) of Power (cont'd)

## Approval

The GB accepts or rejects the proposal without the possibility of making changes (the power to say yes or no). If rejected, a new proposal should be submitted to the GB for approval before its implementation.

Due to the fact that the proposals to be approved are connected to the responsibilities attributed to the school staff, the nature of this power is more limited (restrictive) than the power of adoption.

Before a proposal of this nature is presented to the GB, the principal has an obligation to develop the proposal with the participation of the staff.



# Different Nature (or Types) of Power (cont'd)

## Consultation

The GB provides an opinion on any matter with the possibility of influencing the final decision.

The GB has to be consulted by the school board and the principal on certain issues related to the operation of the school.

The GB may also take the initiative to advise the school board.



# Different Nature (or Types) of Power (cont'd)

## Information

The GB receives information after a decision is made by the principal with no possibility to reconsider the decision.

## Other GB Powers

The GB should agree with the school board on the manner in which some services will be organized.







# Activity 3

## Exercise on the Types of Power

# Subjects Outside the Mandate of the Governing Board (not exhaustive)

- ✦ Personnel management (hiring, assignment of workload, choice of substitution teachers, discussion about members of staff)
- ✦ The situation of a particular student
- ✦ Teaching methods: choice of approaches, activities and types of homework to achieve the objectives of the programs
- ✦ Class size and organization
- ✦ School Calendar
- ✦ Professional improvement of the staff





# Conclusion

- ✦ Providing guidance and positive influence is the GB's principal function.
- ✦ The exchange of information and expertise helps to break down barriers.

**“Open collaboration encourages greater accountability, which in turn fosters trust.”**

— [Ron Garan](#), *The Orbital Perspective: Lessons in Seeing the Big Picture from a Journey of 71 Million Miles*

**“For collaboration to be effective; when we come together we must put aside our interests and agendas, and unite.”**

— [JA Perez](#)

- ✦ Teamwork is the key to a successful operation of the GB.

**“Collaboration is about “team work.” It's not a cliché, it's a practical reality.”**

— [JA Perez](#)

**Teamwork can't be legislated; it can only be built!**



# Interesting Links

Julie and Éric

- ✦ Eastern Townships School Board: [www.etsb.qc.ca](http://www.etsb.qc.ca) - 819-868-3100
- ✦ Appalachian Teachers' Association: 819-843-2630
- ✦ *Fédération des comités de parents du Québec*: [www.fcpq.qc.ca](http://www.fcpq.qc.ca)
- ✦ *Ministère de l'Éducation, de l'Enseignement supérieur et de la Recherche* : <http://www.education.gouv.qc.ca>
- ✦ Poster of Functions and Powers of GBs:  
<http://www.education.gouv.qc.ca/en/teachers/administratif/governing-boards/frequently-asked-questions/governing-boards-of-a-school/functions-and-powers/>
- ✦ *Education Act*:  
[http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/I\\_13\\_3/I13\\_3\\_A.html](http://www2.publicationsduquebec.gouv.qc.ca/dynamicSearch/telecharge.php?type=2&file=/I_13_3/I13_3_A.html)



# The end

# Thank you!



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