

MODELS AND EXAMPLES

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MODEL RULES OF INTERNAL MANAGEMENT

GOVERNING BOARD

(school name)

RULES OF INTERNAL MANAGEMENT

A governing board is a legally established body, mandated by Section 42 of the Quebec Education Act. Furthermore, it is also mandated by Section 67 that rules for the internal management of the governing board shall be adopted and Sections 70 and 71 establish a standard to be followed by members of a governing board.

1. **Composition** The governing board is composed of (Sect.42, EA):
 - Parents who are not members of the school staff;
 - Members of the school staff;
 - Daycare representative (elementary level);
 - Students of the second cycle (secondary only);
 - Members of the community.

2. **Term of Office** - The term of office of the parent representatives is two years and the term of office of the representatives of the other groups is one year.

3. **Chair**
 - **Election of Chair** - The chair is elected by the governing board from amongst the parents' representatives who are members of the personnel of the school board (Sect. 56, EA).
 - **Term of Office** - The term of office of the chair is one year (Sect.58, EA).
 - **Meetings** - The chair presides at the meetings of the governing board (S59, EA).
 - **Substitute Chair** - Should the chair be absent or unable to act, the governing board will designate a

person from among the eligible members for office to chair that meeting (Sect.60, EA).

▪ **Role of the Chair**

- The Chair prepares the agenda in collaboration with the school principal and ensures that meetings unfold in accordance with the rules of procedure that are in place. A staff representative can also be included in the preparation of the agenda.
- The Chair maintains order and decorum at meetings. The Chair is the official spokesperson for the governing board.

4. **Quorum** – A quorum is the majority of the members in office, including at least half of the parents’ representatives.

5. **Vote** - Decisions of the governing board are made by majority vote of the members present and entitled to vote. If the vote is equally divided, the chair has a casting vote. Every decision must be made in the best interest of the students (Sect.63 & 64, EA).

6. **Meetings**

- ✓ Meetings are held on the school premises (Sect.64, EA).
- ✓ Regular meetings are held _____ (must be at least 5) times per year (or once a month) from _____ p.m. to _____ p.m. and may be extended by 10 (or 15, etc) minutes by resolution.
- ✓ The annual calendar of meetings is adopted at the October meeting and is distributed to all parents.
- ✓ A meeting may be adjourned to a specific date and time if it appears that important business will not be concluded within the time limit or a regular meeting.
- ✓ A special meeting may be called to consider a matter that cannot wait until the next regular meeting. A notice shall go out to the GB members and parents _____ days prior to the special meeting. Members cannot vote by email.

- ✓ Decisions of the governing board are made by a majority vote of the members present and entitled to vote (Sect. 63, EA).
- ✓ In order to provide a welcoming atmosphere for the public, the members of the governing board will have name cards placed in alphabetical order. The tables will be set up in a u-shape in order so that all members are facing the public.

7. **Closed Session Meetings** – The meetings of the governing board are public may move into closed session if the matter to be discussed may cause injury to a person. This is done by resolution. (Sect.68, EA).

8. **Public Question Period** – A public question period is included on the agenda at the beginning or at the end of the meeting. The period will not exceed ____ minutes and is for questions to be addressed to the Chair of the governing board only. Persons interested in making a presentation must make a request to the _____ at least _____ prior to the meeting. Issues questioned by the community will be dealt with in a timely fashion and will be accorded due consideration. However, they will not be considered items for discussion by the members in general. Should a member wish to discuss the issue, that member shall move that the item be placed on the agenda of a subsequent meeting.

9. **Rules of Decorum** – Members of the GB and of the public must:

- Be recognized by the Chair for the right to speak;
- Address the chair when speaking;
- Show respect for the points of view of others;
- Respect the right to speak of others;
- Refrain from speaking out of turn;
- Refrain from using profanity;
- Maintain a respectful tone at all times.

10. **Reports**

Oral reports from the principal or parents' representative will be permitted and the GB sets aside _____ minutes for each report.

11. **Agenda**

- The agenda is sent to the members one week prior to the meeting (by email, etc.) and is posted in the school.
- The items are listed on the Agenda by order of priority
 - Decisional items, first
 - Consultation items, second
 - Information items, third
- Items can be added to the agenda at the meeting subject to approval by the members.

12. **Minutes of the Governing Board**

- The minutes of the proceedings of the GB must be sent _____ in advance to the members with the documents for the following meeting.
- The minutes of a meeting are approved at the beginning of the following meeting and will be modified if they are inaccurate.
- After being approved by the GB, the minutes should be signed by the chair (art. 59) that adopted them and countersigned by the principal or a person designated by the principal, who keeps them in the register of the minutes.
- The principal or a person designated by the principal is responsible for the registers and documents of the GB (open to public).

13. **Modifications to the Rules of Internal Management** – The Rules of Internal Management are reviewed in October of each school year and any modifications deemed necessary are proposed at that time. Proposals for changes to the rules must be adopted by the members.

Example

School X Action Plan 2014-2015 Main Topics

- October:** Selection of the chairperson and the secretary; approval of the calendar meetings; selection of community representatives; adoption of the GB's budget; approval of the programming of educational activities, review of internal rules.
- November:** Decision about fund-raising activities for the year; follow-up on the annual school budget; approval of the use of premises.
- December:** First revision of the educational project.
- January:** Approval of the rules of conduct and safety measures; discussion on the possibility of organizing extra-curricular activities in the school for the next school year.
- February:** Approval of time allocation for compulsory and elective subjects; final revision of the educational project.
- March:** Decision on the organization of extra-curricular activities for the next school year; consultation on textbooks and instructional materials.
- April:** Review current budget; discussion on the content of the annual report for the school board; discuss the method and the content of the information to be given to the community about the services offered by the school.
- May:** Presentation of the school's annual budget for the following year; decision on the information to be given to the community; prepare the annual report for the school board.
- June:** Adopt the school budget for the following year; approval of the approach for the implementation of student services; approval of the year-end financial report.

The discussion about content and the timeline of the action plan should be done, if possible, at the first meeting, understanding that it could be modified over the course of the year.

**Example
Agenda
School Governing Board
Wednesday January 14, 2015 at 7:30 p.m.**

1. Call to Order: 7:30 p.m.
2. Public Question Period (5 minutes)
3. Adoption of Agenda - **D** (5 minutes)
4. Adoption of Minutes from the previous meeting - **D** (5 minutes)
5. Rules of Conduct and Safety - **D** (30 minutes)
6. Criteria to select the principal - **C** (30 minutes)
7. Proposal approved by the principal on the evaluation of learning - **I** (10 minutes)
8. Correspondence - **I** (10 minutes)
9. Reports - **I** (15 minutes)
10. Public Question Period (5 minutes)
11. Adjournment - **D**

*The initials following agenda items indicate if these items are for **D**ecision, **I**nformation, or **C**onsultation

Example Meeting Evaluation

Date of Governing Board Meeting: _____

| | Yes | No |
|---|-----|----|
| We discussed general orientation rather than details related to day-to-day management. | | |
| The chairperson guided the meeting, following the rules of internal procedure established by the Governing Board. | | |
| Materials relevant to the discussions were sent in advance. | | |
| Members were prepared to discuss materials they received in advance. | | |
| Reports were clear, concise, well-prepared and provided adequate information. | | |
| Printed materials the board received were easy to understand and use. | | |
| Discussion was confined to agenda items only. | | |
| The agenda was well balanced and included positive issues as well as problems. | | |
| The meeting was business-like, results-oriented, and we functioned as a team. | | |
| We dealt successfully with controversial items and attempted to come up with solutions acceptable to all members. | | |
| All members contributed to the discussion (not dominated by only a few members). | | |
| Members were in attendance and on time, and the meeting began and ended on time. | | |

This form could be filled out after each meeting, or even after every two or three meetings. It could be filled out by the group together at the end of the meeting or on an individual basis. If it is on an individual basis, the chairperson could wrap-up the results and make a presentation at the following meeting to allow discussion, if need be, on the aspects that need to be improved in order to have efficient meetings.

P.S. Include the procedure to evaluate the meetings in your rules of internal management (suggestion).

Notes:

Examples of Different Powers of the Governing Board

| Decision | Adoption | Approval | Consultation | Information | Other |
|--|--|--|---|--|---|
| Encourage information, concerted action and participation in the educational project. (art. 74) | Educational project. (art. 36.1, 37, 74) | Success plan. (art. 75) | Is consulted on the amendment or revocation of the deed of establishment. (art. 79) | Local program of studies. (art. 96.15) | Conditions related to lunchtime supervision. (art. 292) |
| Analyze the situation prevailing in the school. (art. 74) | School budget. (art. 95) | Approach for implementing the basic school regulation. (art. 84) | Is consulted by the school board on the criteria to select the school principal. (art. 79) | | Conditions related to day care services. (art. 256) |
| Prepare an annual report about the GB's activities for the school board. (art. 82) | School's annual report. (art. 82) | Programming of the educational activities (e.g.: field trips). (art. 87) | Is consulted by the principal on the choice of textbooks and instructional material and on how the parents are to be informed on the student's academic progress (art. 96.15) | Rules governing the placement of students. (art. 96.15) | |
| Inform parents and the community about the services offered by the school and report on their quality. (art. 83) | | Implementation of student and special education services. (art. 88) | Is consulted on the needs of the school in goods and services, as well as needs related to premises or buildings. (art. 96.22) | Criteria for the introduction of new instructional methods. (art. 96.15) | |
| Prepare a document for parents and staff to explain the educational project and report on how the success plan is being evaluated. (art. 83) | | Overall approach for the enrichment or adaptation of the objectives and suggested content of the programs. (art. 85) | May advise the school board on any matter likely to facilitate the operation of the school and improve the organization of the services provided by the school board. (art. 78) | Criteria for enrolment of students. (art. 239) | |

Examples of Different Powers of the Governing Board

| Decision | Adoption | Approval | Consultation | Information | Other |
|--|-----------------|--|--|--------------------|--------------|
| Organize educational services other than those prescribed in the basic school regulation and contract with a person or body to that effect. (art. 90.91) | | Time allocation for subjects. (art. 86) | Is consulted by the school board on the establishment of objectives and principles governing the allocation of subsidies, school tax proceeds and its other income among its educational institutions (art. 275) | | |
| Pool services and activities with other educational institutions within the school board. (art. 80) | | Rules of conduct and safety. (art. 76) | | | |
| Principles for determining the costs of materials charged to parents or students. (art. 77.1) | | Use of premises. (art. 93) | | | |
| | | List of consumable material charged to parents or students. (art. 77.1, 7) | | | |
| | | Draft of the Management and Educational Success Agreement (art. 209.2) | | | |

Examples of Different Powers of the Governing Board

| Decision | Adoption | Approval | Consultation | Information | Other |
|-----------------|-----------------|-----------------|---------------------|--------------------|--|
| | | | | | Solicit and receive gifts, legacies, grants and other voluntary contributions from any person or public or private organization wishing to provide funding for school activities (art. 94) |