

# Governing Board Workshop

Presented by:  
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Terry

# Objectives



- ✦ Outline the principle 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.
- ✦ Clarification questions are welcome. Specific questions will be answered after the presentation.

Julie



# Activity 1



# 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.

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# Governing Boards (cont.)



- ✦ A Governing Board is a group of people, either **elected** (*art 42, art 57*) or **appointed** (*art 42*), who are genuinely interested in education. Every member has or should have the same goal, which is to **promote student success** (*art 37*).
- ✦ The Governing Board has an important role to play in interpreting and achieving school success through the school's **educational project** (*art 74*) and its **success plan** (*art 75*).



# **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. (*art 47*)

\*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*).



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# 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 appointed by the elected members; therefore, they are not included in the September 30<sup>th</sup> timeline (*article 42*).

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# 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)

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# Composition (cont.)



Parents, students and staff members can vote.

Representatives of the community and the principal cannot vote (*art 42*).

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 (*art 96.13*).

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# Composition (cont.)



- ✦ 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*).

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# 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*).

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# 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*).

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# Observers



- ✦ Do not take part in GB meetings (*art 68*).
- ✦ Are given an opportunity to ask questions during question period.

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# 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*).



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# 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

Julie

# Governing Board Decisions

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

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# Activity 2

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# 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.

Terry

# The Meetings: Preparing the 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).

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# 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.

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# What Constitutes a Good Chair? (cont.)

- ✦ 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 (*art 67*).
- ✦ Must provide for at least five meetings (*art 67*).
- ✦ Rules for questions from the public must be determined by members of the GB and be included in the rules of internal management.





# **Role of the Governing Board**


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# Role

- ✦ 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 (*art 71*).

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# Role (cont.)



- ✦ 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.

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# Role (cont.)



- ✦ 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*).
- ✦ The minutes of the GB are kept by the principal, or a designated person in a registry (*art. 69*).

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# “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.

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# “Governance” and “Management” (cont.)


*(art. 56, art. 96.8 - .27)*

- ✦ 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 Powers**

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The Education Act defines the role 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.



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**Decision (*art 63, art 64, art 96.12*)**

The GB has certain responsibilities (obligations) that it should assume and on which it should make a decision without necessarily having received a proposal.

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## 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 (*art. 36, art. 37*)
- ✦ The Budget (*art 66*)

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### **Approval (*art 96.13*)**

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.



### **Consultation (*art. 37.2*)**

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.

Julie

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### **Information (*art. 96.13*)**

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.

# 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

Julie



# Activity 3

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# Conclusion



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

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