Supporting & Reporting on the School’s/Centre’s Success Plan, Management and Educational Success Agreement and Contribution to the Board’s Strategic Plan.
Format of the Evening

Full Group Session
- The Annual Report
  - Guide to reporting
  - Timeframe
  - Templates
  - Questions and answers

Breakout Sessions
- Supporting Success Plans
  - Dealing With Data
  - Digital Citizenship
  - Pathways to Success
  - Healthy Schools Approach
Goals of the Workshop

- An idea of how reporting is organized and structured at the board
- An understanding of who reports on what and to whom
- An understanding of the functions of the annual report
- Answer any questions you may have about reporting on the success plan and management and educational success agreement
What is your school’s/centre’s current practices on reporting to the public?
The Governing Board General Powers & Functions:

- analyzes the school’s situation and, based on the analysis and the school board’s strategic plan, adopts the educational project and oversees its implementation and periodic evaluation (s. 74)
- approves the school’s success plan, rules of conduct and the safety measures (s. 75 and 76)
- advises the school board on certain matters (s. 78 and 79)
- may pool goods and services or activities with other schools (s. 80)
  - prepares and adopts an annual activity report and transmits a copy to the school board (s. 82) (110.4)
  - informs the community of the services provided by the school, makes public the educational project and the success plan of the school, and distributes to parents and staff a document explaining the educational project and reporting on the evaluation of the implementation of the success plan (s. 83) (110.3.1)
- approves the Management and Educational Success Agreement of the school (s. 209,2)
Is clearly described in page 42 of the LBPSB Resource Manual, with a template in the appendix.

Is completely different from the Report on the Implementation of the Success Plan. Although a summary could be included or it could be referred to.

Is not the focus of this workshop. This workshop will focus on the Report on the Implementation of the Success Plan.
Section (83) (110.3.1) of the Education Act sets out the obligations of educational institutions to inform and report to parents, the community and staff members. This section is aimed at helping schools better explain their situation and “game plan” and to ensure all work together for student success.
The Law

83. (Youth)

- Each year, the governing board shall inform the parents and the community served by the school of the services provided by the school and report on the level of quality of such services.
- The governing board shall make public the educational project and the success plan of the school.
- Each year, the governing board shall report on the evaluation of the implementation of the success plan.
- A document reporting on the evaluation of the implementation of the success plan shall be distributed to the parents and the school staff. The governing board shall see to it that the wording of the document is clear and accessible.
Each year, the governing board shall inform the community served by the centre of the services provided by the centre and report on the level of quality of such services.

The governing board shall make public the policies, objectives and the success plan of the centre.

Each year, the governing board shall report on the evaluation of the implementation of the success plan.

A document reporting on the evaluation of the implementation of the success plan shall be distributed to the students and the staff. The governing board shall see to it that the wording of the document is clear and accessible.
The Big Picture

Strategic Plans and Agreements

Key:
- Produced by
- Must be included
- Must be taken into account

MELS

Strategic Plan

School Boards

Educational Project/Policies and Objectives

Success Plan

Partnership Agreement (PA)

Schools Centres

5 Goals

MESA
## General Responsibilities

<table>
<thead>
<tr>
<th>GENERAL TERMS</th>
<th>GOVERNING BOARD</th>
<th>PRINCIPAL</th>
<th>STAFF MEMBERS</th>
<th>SCHOOL BOARD</th>
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</thead>
<tbody>
<tr>
<td>Educational project and success plan</td>
<td>Adopts, oversees the implementation of and evaluation (s. 74) Informs the community (s. 83)</td>
<td>Coordinates the development, implementation and periodical evaluation (s. 96.13)</td>
<td>Participate (s. 74)</td>
<td>Facilitates its accomplishment (s. 218)</td>
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Reporting

MELS

School Boards

School & Centres

Report

MELS Annual Report

School Board Annual Report

School/Centre Annual Report

Reports to

National Assembly

MELS and Public

School Board and Public

MELS Strat Plan

Board Strat Plan

PA

Success Plan

MESA
The Law gives no specific date for reporting

Recommendation:

- Report no later than 6 months after the end of the school year
Format

- The Law gives no specific format for reporting
- The school Board is providing a template based on recommendations from the MELS services à la communauté anglophone
Functions

1. Provide context
   - School board & school/centre

2. Report on results
   - Success plan, MESA & contribution to school board’s strategic plan

3. Assessment of results
   - Understanding what worked, what didn’t work, and why

4. Implementation of corrective measures
   - Adjusting strategies, discontinuing strategies, and/or replacing strategies.
A Shift

New Annual Report substantially transformed from an information and public relations document:

- To a tool for reporting results on success plan/MESA
- To a tool for improving results on an ongoing basis
- It becomes a tool for Results-Based Management.
Parents and Community

- should be easy to read, concise
Principal’s/Centre Director’s Role

Coordinates the development:

- Staff involvement
- Tracking & interpretation of data
- Connections between success plan, MESA, contribution to Board’s strategic plan etc...
- GB progress reports
- Written document
- Adjustments to Success Plan/MESA
Governing Board’s Role

- Ensure report is completed in timely fashion
- Ensures wording is clear and accessible
- Informs Public (informs parents and community)
- Copy to School Board
- Adopts adjusted success plan/MESA if necessary
Facilitate its accomplishment:
- Admin training/support
- Admin tools
- GB training
- Template
Remember! This is year one of a five year plan
Templates

- Elementary
- Secondary
- AVE
Template Format

- Context within school board
  - School/centre (portrait)
  - Results (tables)
  - Level of accomplishment
  - What worked, what did not, what lies ahead.
  - Template is developed around 5 MELS goals
  - Other school/centre goals
Questions

Rooms Breakout Sessions
Supporting Success Plans 8:00 – 9:00 PM

1. Dealing With Data  Boardroom
2. Digital Citizenship  Room 106
3. Pathways to Success  Room 219
4. Healthy Schools Approach  Room 123