

## ■ Section 7 – Reporting and Communicating

### Annual Reporting

[Section 82](#) and [section 110.4](#) of the [Education Act](#) state: "The governing board shall prepare and adopt an annual activity report and shall transmit a copy of the report to the school board".

#### What is an Annual Report?

The annual activity report serves as a communication and planning tool as well as ensuring accountability. The governing board's activities include the decisions it made throughout the school year, from whom it sought and received funding, agreements signed, consultations responded to, information transmitted to the school board, approved facilities use and any accomplishments. The annual report can be used not only to report to the school board as required by law but also to share information with parents, the school staff and the public.

While there is no requirement for copies of the annual report to be distributed to the parents or staff members at large, you may decide to have copies available for those who wish to see it (e.g. at the Annual General Assembly of Parents) or to post it on the school's website.

#### Content of the Annual Report

- The annual report should include the following information and descriptions:
- name and address of the school/centre
- names of the members of the governing board, the groups they represent and position (e.g., chairperson, secretary)
- number of meetings held (regular and special)
- attendance record (optional)
- message from the chairperson (optional)
- issues and concerns addressed by the governing board
- new programs, activities, services approved by the governing board
- actions taken by the governing board
- sub-committees that were established, if any, and their mandates
- method(s) used to inform parents
- plans and/or recommendations for the coming year.

The annual report must be adopted by the governing board and submitted to the school board.

Please note that, once adopted, the annual activity report should be forwarded to the school board by September 30th. The entire report must be sent to Legal Services and the Financial Report must be sent to Financial Services.

The forms and guidelines provided by the LBPSB for the completion of the annual report are included on the following pages.

### Completing the Governing Board Annual Report

#### Members

List each member of the governing board and identify the group each member represents, e.g., parents, teachers, other staff, daycare, students, community, socio-economic, enterprise, etc.

### **Number of Meetings Held/Comments**

Identify the number of regular and special meetings held during the year and the reasons for the special meetings.

### **Chairperson's Message**

This is optional but might include the accomplishments, the challenges, the general functioning of the governing board, etc.

### **Activities, Programs, Services & Issues/Actions Taken**

List the major topics that were dealt with and the associated actions taken.

### **Sub-Committees and their Mandates**

If your governing board established sub-committees to look at issues and make recommendations, please identify.

### **Informing the School Community**

The school community includes parents, staff and often the larger community. Briefly describe the method(s) used, e.g, newsletters, notices, etc.

### **Success Plan Evaluation of Implementation**

Refer to the approved report covering the evaluation of the implementation of the school's success plan.

### **Recommendations**

Indicate any recommendations for next year's governing board in terms of actions to be taken, issues to be addressed, method of operation, etc. You may wish to identify specific measures you would like the school board to take which would assist the functioning of the governing board.

### **Informing the Community**

[Section 83](#) of the [Education Act](#), referring to youth sector schools states:

- "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 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 explaining the educational project and 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".

For continuing education centres, [section 110.3.1](#) of the [Education Act](#) states:

- “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 success plan of the centre”
- “Each year, the governing board shall report on the evaluation of the implementation of the success plan”
- “A document explaining the policies and objectives of the centre and 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”.

This is a separate responsibility from that of the preparation and adoption of the annual report.

The key words in these sections are "inform" and "report". The governing board can provide information on services to the community on a regular basis through the public meetings of the governing board, the school website, newsletters, local newspaper ads, etc. A flyer or pamphlet promoting the school's services and their level of quality could be made available to visitors and anyone making inquiries.

Both the educational project (youth sector) and the success plan must be made public. The governing board must also report annually on the evaluation of the implementation of the success plan and a document explaining the educational project and reporting on the evaluation of the success plan must be distributed to the parents and the school staff. ([s. 83](#), [s. 110.3.1](#)).

The [Education Act](#) ([s. 37.1](#)) specifies that the success plan shall reflect the strategic plan of the school board and must include methods for evaluating its implementation and must be reviewed annually. The act doesn't state who does the review. The governing board reports on the evaluation of the implementation.