

Calendar of GB Functions

Revised 2018

The following is a suggested calendar of recurring events that governing board members should expect to work with on an annual basis. Some board consultations consistently come out at the same time of the year. Other events on this calendar will likely take place within the suggested calendar period. Please consider this calendar as a guideline only. References to the relevant sections of the Education Act are in parentheses where applicable. Please note that the GB needs to meet at a minimum 5 times per year and that monthly meetings are not a requirement under the law. The different items below are organized into tentative meeting groupings.

Please note that a decision of a majority of the votes cast by GB members entitled to vote present in a meeting where quorum has been established is required for every proposal that the GB must approve or adopt as per the Education Act.

September
• Final meeting of the previous year's GB will adopt annual report and approve financial report to be submitted to the school board • Annual GB AGM to elect all GB members and GB substitutes (51.1), as well as nominate representative and alternate representative to Parent Committee from elected GB members
October through December
• First meeting of new GB for current school year • Election of Chair and other positions (s. 56, 107) • Appoint community reps * (s. 42(5)) and industry reps for vocational centres (s.102, 106, 107) • Internal rules of management are reviewed and adopted with any changes • Prepare and adopt annual GB operating budget (s. 66) • Establish daycare advisory committee, upon request only * • Review recommendations from GB annual report • Major School Change (If applicable) (s. 212) • Enrollment criteria consultation (if applicable)* (s. 239) • Report on TTFM Bullying and School Safety report and ISM Bullying and Violence tabulations for prior school year * • Report on and evaluate results of ABAV plan for prior school year (s 83.1) * • Approval of Field Trips and Fundraisers scheduled for October, November, December • Review Finalized school/centre budget (s. 95, 110.4) • Review educational project (s. 75, 109.1) • PEF submissions • Make public the school or centre educational project (s. 83 and 109.1) • Begin periodic review of educational project * (s. 74) • Approval of Field Trips and Fundraisers scheduled for January, February

Calendar of GB Functions

February and March
• Capital budget priorities (s. 96.22, 110.13) • Selection criteria for principal/centre director consultation (s. 79, 110.1) • Budget consultation begins • Report on evaluation (s.74, 110.10) • Review GB composition and request change from school board, if desired (s. 43, 103) • 3 year plan of allocation consultation • Establish principles re cost of the documents (s. 77.1, 110.3.2) • Propose changes to ABAV Plan where applicable (s. 83.1) * • Approval of Field Trips and Fundraisers scheduled for March, April
April through June
• Review rules of conduct and safety measures* (s. 76) • Report on TTFM Engagement and Our School report * • Major School Change launch (if applicable) (s. 212) • Adopt school/centre proposed budget (s.95, 110.4) • Teaching Material for next year * (s. 84) • Approval of Field Trips and Fundraisers scheduled for May, June • Approve school/centre fees (s. 77.1, 110.3.2) • Approve Subject Time Allocation for the following year (s. 86, 110.2) • GB annual report (s.82, 110.3.1) • GB Financial report (s. 82, 110.3.1) • Approve field trips and fundraisers scheduled for September, October

* Youth sector only

Please note that GB meetings do not take place during the months of July and August