

Title: **GOVERNANCE**

Adopted: April 2016

Reviewed:

Revised: October 2013, October 2023

Related: Policy 1002: Governance

**PURPOSE**

The purpose of this procedure is to outline the roles and responsibilities of trustees with regard to governance of the KidsAbility School Authority.

**PROCEDURES**

1. With regard to accountability for student achievement and well-being the roles and responsibilities of the Board of trustees are to:
* Make decisions that reflect the School Authority's focus on student achievement and its philosophy and belief statement that all students can learn.
* Promote a culture of equity to ensure that appropriate educational programs and services are available for all students attending Kidsability School.
* Approve measures that promote student well-being.
1. With regard to accountability to the provincial government and political advocacy the roles and responsibilities of the Board of trustees are to:
* Develop and maintain positive and effective relationships with the Minister of Education, members of provincial parliament and counterparts in municipal government.
* Act in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policy.
* Provide advice to the Ministry of Education and OPSBA regarding regional and local implications of new policy recommendations.
* Foster the KidsAbility School Authority’s relationship with key stakeholders, including but not limited to KidsAbility Centre, KidsAbility Foundation, staff, and parents and families of the KidsAbility School Authority students.
* Measures that promote student well-being.
1. With regard to accountability to the community the roles and responsibilities of the Board of trustees are to:
* Make decisions that reflect the School Authority's philosophy, belief statements and strategic plan which represents the interests of everyone.
* Establish processes that provide the community with opportunities for input appropriate to their role.
* Consult and engage with parents, students and supporters of the Authority on the Authority’s multi-year plan.
* Provide two-way communications between the School Authority and School Council/Parent Involvement Committee.
* Provide reports outlining School Authority results in accordance with Provincial policy.
* Model a culture that reflects the School Authority's Code of Conduct.
* Advocate best practices for our population of students .
* Annually develop a plan for School Authority advocacy that aligns with the Authority's multi-year strategic plan. Consider in the plan the focus, key messages and advocacy mechanisms.
* Annually develop a plan that aligns with the multi-year strategic plan to ensure that the School Authority is communicating with the community and beyond.
1. With regard to system leadership, planning and a strategic plan roles and responsibilities of the Board of trustees are to:
* Provide overall direction for the School Authority by establishing the mission, vision and values.
* Annually evaluate the effectiveness of the School Authority.
* Monitor progress toward the improvement of student achievement.
* Communicate regularly with supporters and employees of the Authority about progress made in implementation.
* Approve the selection of the legal counsel annually.
* Establish a multi-year strategic plan that outlines the strategic direction, priorities and outcomes for the KidsAbility School Authority in accordance with Ministry priorities.
* Ensure that the strategic plan drives financial decisions, including but not limited to the budget process.
* Develop and approve a multi-year plan action aimed at achieving the strategic plan.
* Annually set priorities with expected outcomes with an aim at achieving the strategic plan to be approved annually in a public session.
* Annually review the multi-year action plan with the KidsAbility School Authority Principal.
1. With regard to policy development, implementation and evaluation the roles and responsibilities of the Board of trustees are to:
* Ensure that all new policies have in place a purpose statement prior to development.
* Approved policy statements that meet the criteria identified by the School Authority.
* Make provision for innovative and effective practices.
* Develop policies guiding the KidsAbility School Authority’s successful operations aimed at achieving the Authority’s strategic plan and successful school operation.
* Develop policies in keeping with Ministry of Education, statutory and regulatory requirements.
* Monitor and evaluate the effectiveness of policies developed by the Board.
* Hold the Principal accountable for the implementation and review of Authority policies.
* Ensure that the Principal develops relevant procedures and guidelines required by Authority policies.
1. With regard to fiscal responsibility the roles and responsibilities of the Board of trustees are to:
* Have in place an Finance Committee, in accordance with provincial regulations.
* Approve the selection of the Auditor annually, as recommended by the Finance and Audit Committee .
* Develop a budget review process determining annual resource allocations and the KidsAbility School Authority needs focused on achieving the Authority’s strategic plan.
* Annually approve a budget for the KidsAbility School Authority expenditures ensuring the financial resources are allocated to achieve the desired results as required by the strategic plan, Ministry guidelines and statutory and regulatory requirements.
* Negotiate the KidsAbility School Authority service agreement contract with KidsAbility Centre.
* Ensure the KidsAbility School Authority’s expenditures are in keeping with the budget and provincial regulations through internal and external auditing.
* Set parameters for collective bargaining and ratify Memoranda of Agreements with all bargaining units and non-union groups.
1. With regard to Board development the roles and responsibilities of the Board of trustees are to:
* Formally evaluate the Board's effectiveness and performance on an annual basis.
* Develop an annual action plan for both collective and individual Trustee development aimed at increasing knowledge of: the trustee role; processes, issues; and the Authority’s strategic plan.
* Use the expertise of the Ministry of Education personnel and provincial organizations to help develop and support the Board’s professional development plan.
* Seek opportunities to network with other school authorities and local district school boards.
* Ensure Board succession planning.
1. With regard to oversight of the Principalthe roles and responsibilities of the Board of trustees are to:
* Hire/retain the Principal for the KidsAbility School Authority.
* Provide the Principal with a clear job description.
* Delegate appropriately to the Principal through policy, administrative authority and clear instructions in accordance with the provisions and restrictions of the Education Act and its regulations.
* Oversee the performance of the Principal in meeting his/her duties, including those imposed by the Education Act, related policies, guidelines and regulations as well as duties assigned under the strategic plan and any other duties assigned by the Board.
* Promote the professional growth of the Principal in continuing to provide quality leadership.
* Ensure ongoing capacity building and succession planning for key positions.
* Promote a positive working relationship with the Principal

1. With regard to Human Resources the roles and responsibilities of the Board of trustees are to:
* Oversea grievances, proper execution of employment agreements, and collective agreements.
* Negotiate all employee contracts.
1. The roles and responsibilities of individual Trustees within the context of being a member of the Board. A Trustee are to:
* Attend and actively participate in meetings of the Board, including meetings of Board committees. Notice of regret shall be provided to the Chair of the Board or Chair of the committee where appropriate, in advance of any meetings.
* Participate in at least two (2) Board Committees in each school calendar year.
* Read meeting materials prior to the meeting to facilitate active engagement in discussions and avoidance of delay in Board votes.
* Uphold the implementation of any Board decision after it is passed by the Board.
* Entrust the day-to-day management of the Board to its staff through the KidsAbility School Authority Principal.
* Comply with the KidsAbility School Authority Board’s Code of Conduct.
* Participate in educational opportunities.
* Attend KidsAbility School, Centre and Foundation events, where possible.
* Communicate with parents and stakeholders on Board initiatives, events and programs and activities.