

**École Broxton Park School  
School Council AGM Agenda  
Thursday, October 11th 7pm  
The Learning Commons**

**What is School Council?** School Councils were legislated in the School Act in 1995. They are a group made up of primarily parents. It includes administration, teachers and may also include community members and students. The purpose of School Council is to support and enhance student learning and most importantly to advise the principal and the school board on matters pertaining to the school. In other words, we need your voice, your thoughts, your opinions, your feedback on decisions that are being made in our school and in our division. It is an inclusive environment, no experience necessary and it is a great learning environment for parents new to the school or have been around for years.

**You have an important role to play!**

**1. Welcome**

**2. Approval of the Agenda and Minutes from May**

**3. Board News: Our Trustees attend almost every meeting to share information and get feedback on education/board matters. (10 – 15 min)**

**4. Principal's Report: (20 – 25 min)**

**5. Action/Discussion Items:**

\* **Elections:** All positions are available. There are 4 elected positions on our executive:  
**Chair, Vice Chair, Secretary and Volunteer Coordinator.**

If you are running for a position, please be prepared just to take 30 seconds or so to tell the group a bit about yourself. We don't always know everyone, but we would like to have a little information to go on when we vote.

\* **Planning for dates/times of future Meetings**

\* **Roving School Council** – Brainstorming and question selections

**6. Reports:**

-CPF (Canadian Parents for French) (5 min)

-FIMESPAF (the fundraising association for the school) (5 min)

## **EXECUTIVE DUTIES**

### **Chairperson**

It is expected that the School Council Chairperson will be a parent of a student attending the school.

The Chairperson of the School Council will:

- Chair all meetings of the School Council
- Coordinate with the Principal to establish meeting agendas
- Communicate with the principal on a regular basis
- Call regular School Council meetings
- Decide all matters relating to rules of order at the meetings
- Follow existing School Council operating procedures
- Ensure that minutes are recorded and maintained
- Have general supervision of all activities of the School Council
- Be the official spokesperson of the School Council
- Ensure there is regular communication with the school community, beyond those who attend meetings
- Stay informed about school board policy that impacts School Council
- Prepare an annual report in conformance with the Regulations

### **Vice Chairperson**

The Vice-Chairperson of the School Council will:

- In the event of resignation, incapacity or leave of absence of the Chair, fulfill the Chair's responsibilities
- In the absence of the Chair, supervise the affairs and preside at any meetings of the School Council
- Work with and support the Chair in agenda preparation
- Promote teamwork and assist the Chair in the smooth running of the meetings
- Keep informed of relevant school and school board policies
- Aid the Chair and undertake tasks assigned by the Chair

### **Secretary**

The Secretary of the School Council will:

- Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting
- Keep minutes, correspondence, records and other School Council documents
- In the absence of the secretary, the School Council shall choose a recording secretary for the meeting.

### **Volunteer Coordinator**

The Volunteer Coordinator of the School Council will:

- Assist Council needs by contacting willing volunteers to help at School Council events
- Maintain a master list of volunteers who would like to be involved in School Council-specific activities.