



School Council Roles and Responsibilities

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The Mandate of a School Council

The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents.

A school council's primary means of achieving its purpose is by making recommendations in accordance with this Regulation to the principal of the school and the board that established the council.



Guiding Legislation and Policies

- School Council Handbook 2001 (Revised 2002)
- SCDSB School Council Policy 4310
- PIC and School Council Reg 612/00



Composition of a School Council

(numbers can vary, based on SC bylaws)

Members

10 parent members

1 teaching rep

1 non-teaching rep

1 community rep

Principal/VP



Executive

- Chair or co-chairs
- Secretary
- Can create other sub roles as decided by council i.e.- fundraising, social media



Role of Principal/VP

- Non voting member
- Source of information for SC members
- Ensuring the creation of the SC and making sure the meetings are open to the public
- Attend all meetings
- Receive recommendations from SC, explain how recommendations have been considered
- Distribute SC information to school community (annual report, announce SC member names to community)
- Making sure school community knows when/where meetings will occur
- Organizing and overseeing the SC election process
- Provide information from the SCDSB to the SC



The Role of The Chair

The chair/co-chairs of the council are elected by the council members and must be a parent or parents who are not employed by the school board. The chair/co-chairs are voting members who, in addition to performing the same duties as other council members, might:

- arrange meetings;
- prepare agendas;
- chair council meetings;
- ensure that minutes of council meetings are recorded and maintained;
- facilitate the resolution of conflict;
- participate as ex-officio members of all committees established by the school council;
- communicate with the school principal on behalf of the council.



Parent Representatives

- Commit to attend meetings as voting members representing a cross section of parents of the school (quorum required for meetings so voting members must commit to attend)
- participate on any committees established by the school council;
- contribute to the discussions of the school council;
- solicit the views of other parents and members of the community to share with the school council;
- observe the council's code of ethics and established bylaws.



Teaching Rep

- voting member;
- contribute to the discussions of the school council;
- solicit views from their staff groups to share with the school council;
- may participate on any committees established by the school council;
- communicate information back to their staff groups;
- observe the council's code of ethics and established bylaws.



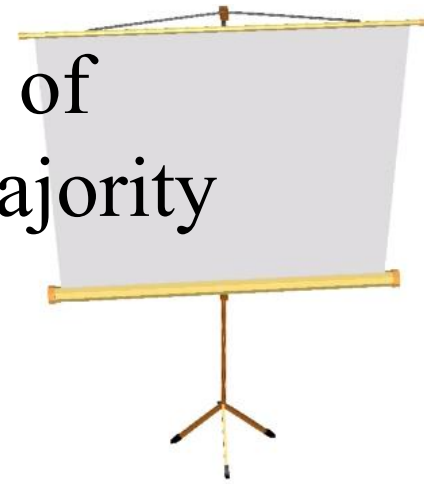
Community Rep

- Voting member;
- contributes to the discussions of the school council;
- represents the community's perspective;
- may participate on any committees established by the school council;
- helps build partnerships and links between the school and the community;
- observes the council's code of ethics and established bylaws.



Meeting Requirements

- Minimum of 4 meetings. No meeting December and March.
- Open to the public, within the school
- Notification to the school community through the Principal
- Quorum required for votes (majority of voting members attending and the majority of attendees are parents)



Funding Opportunities

- Parent Engagement Funding \$500/ annual
- Parent Reaching Out Grants (PRO) \$1000



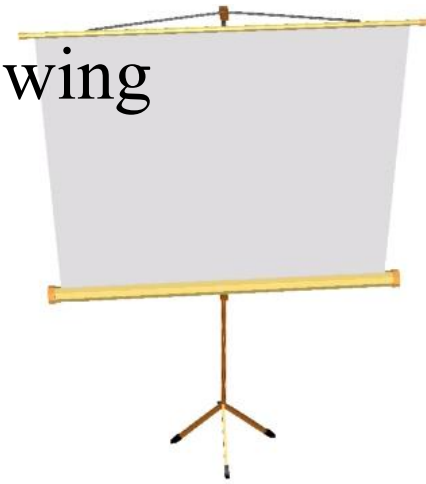
Fundraising

- Communicated on the Fundraising Plan
- All money raised are the property of the board and must be used in accordance with SCDSB policy
- Must benefit all students at the school



Tasks for the SC

- Elect an executive
- Complete the Administrative Profile
- Revise and update components of the Fundraising Plan
- Annual Report
- Parent Reaching Out Grants
- Establish the election process for the following year.



Need more Information?

<http://scdsb.on.ca/Parents/Pages/School-Councils.aspx>

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Tell us what you think

Every school has a school council—a committee of elected parents, community representatives, staff and sometimes students. School councils have an advisory role. They help to provide the community voice and parent perspective on important school topics.

Why join school council?

Serving on school council is a way to have a direct and positive impact on your child's educational experience. Research shows that when parents are involved in their child's education, the level of student achievement increases.

How do I get involved?

School council meetings are open to the public, so anyone can attend meetings without being an elected member of school council.

School council elections take place each fall.

For more information about joining school council, speak to your principal or a current school council member. Attending meetings is a great way to learn about the work of school council before running for election.

Boost your school council's effectiveness

Log in to your school council chair email

Every school council chair has an SCDSB email address

Board staff and the Parent Involvement Committee share information and opportunities for school councils through the @scdsb.on.ca school council email addresses.

Using the board-provided email address makes it easy to archive school council communication and activities, since the account is passed to the next chairperson.

If you are a school council chair and you don't know your @scdsb.on.ca school council email address or are having trouble accessing it, please speak to your principal.



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