

**JAMES BAY LOWLANDS
SECONDARY SCHOOL BOARD**

**BOARD GOVERNANCE POLICY
NO. GOV-02**

Date Adopted	October 24, 2018
Last Revised	
Board Motion	5598-10-18

THE ROLE OF THE CORPORATE BOARD

1. PURPOSE

This governance policy has been developed to set out the responsibilities of the James Bay Lowlands Secondary School Board under the *Education Act* and Regulations. This policy provides a job description of the elected Board, and supports effective Board decision-making.

Taken together with Board Policy GOV-03, The Role of the Supervisory Officer, this policy provides clarity about the alignment between the role of the Board as a governing policy-making body and the role of the supervisory officer who is charged with developing and maintaining an effective organization.

2. GUIDING PRINCIPLES

The *Education Act* distinguishes between a Board's responsibility for policy development and the responsibility of the director [supervisory officer] for operationalizing that policy. It is important that the board of trustees be clear about roles and responsibilities and determine, through policy, which matters are operational and therefore addressed by the director [supervisory officer], and which matters are policy and, therefore, decided on by the Board.

[*Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities*. Ontario Education Services Corporation. 2014, pp. 8-9.]

3. POLICY: AREAS OF BOARD RESPONSIBILITY

ACCOUNTABILITY FOR STUDENT ACHIEVEMENT AND WELL-BEING

- Develop a values, vision, and mission statement that reflects the James Bay Lowlands Secondary School Board's philosophy and its local needs and priorities.
- Make decisions that reflect the Board's focus on student achievement and the Board's values statement that all students can learn and experience success.
- Promote a culture of equity to ensure that an appropriate educational program is available for all students.
- Through the supervisory officer, ensure that curriculum is implemented according to Ministry of Education curriculum policy.
- Through the supervisory officer, develop and deliver other programs that reflect provincial and local priorities.

- Approve measures that promote student well-being and safety.
- Monitor, recognize, and celebrate the achievement of students.

ACCOUNTABILITY TO THE PROVINCIAL GOVERNMENT

- Act in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards.
- Through the supervisory officer, hold the system accountable for meeting provincial and Board standards.
- Set the Board's budget within the provincial grants and accompanying regulations.
- Make financial provision for resources and for the hiring of teachers and other staff.

ACCOUNTABILITY TO THE COMMUNITY

- Make decisions that reflect the Board's values, vision, and mission.
- Provide for the maintenance of Board buildings and property with special regard to student and staff safety, in accordance with legislation.
- Establish processes that provide the School Council and community with opportunities for input appropriate to their role.
- Consult and engage with the staff, parents, students, and supporters of the Board on the Board's multi-year plan.
- Provide reports that describe district results in accordance with provincial policy.
- Model a culture that reflects the Board's Code of Conduct.

SYSTEM LEADERSHIP AND PLANNING

- Provide overall direction for the Board by establishing the Board values, vision, and mission statement.
- Monitor progress toward the improvement of student achievement and well-being.
- Develop and approve a multi-year plan aimed at achieving the Board's goals.
- Annually use the Board plan to drive the budget process.
- Annually review the Board plan with the supervisory officer.
- Annually evaluate the effectiveness of the Board in relation to the Board plan.
- Ensure that reports on implementation of the Board plan are brought to the attention of supporters and employees of the Board.
- Develop mechanisms to ensure that the Board recognizes the achievements of the students, staff, volunteers, and community members.

POLICY DEVELOPMENT, IMPLEMENTATION, AND EVALUATION

- Develop governance policies that outline how the Board and district will successfully function, and that promote the Board's values.
- Approve policy statements that meet the criteria identified by the Board.
- Monitor and evaluate the effectiveness of Board policies in achieving the Board's goals, and the efficiency of the implementation of these policies.

SUPERVISORY OFFICER/BOARD RELATIONS

- Select the supervisory officer.
- Provide the supervisory officer with a clear job description and corporate direction.
- Delegate administrative authority and responsibility to the supervisory officer through Board policy, subject to the provisions and restrictions of the *Education Act* and Regulations.

- Monitor and evaluate the performance of the supervisory officer in meeting his/her duties under the *Act*, and any other duties assigned by the Board.
- Promote the professional growth of the supervisory officer.
- Ensure ongoing capacity-building and succession planning for key positions.
- Promote a positive working relationship with the supervisory officer.

FISCAL RESPONSIBILITY

- Develop a budget review process to help determine annual resource allocations, using the Board multi-year plan and other provincial and local directions.
- Annually approve the budget to ensure that financial resources are allocated to achieve the desired results.
- Approve as per legislation all capital plans and other planning documents that drive budget decisions.
- Establish an Audit Committee, in accordance with provincial regulations.
- Set parameters for collective bargaining and ratify Memoranda of Agreements with all bargaining units and non-union groups.

BOARD DEVELOPMENT

- Formally evaluate the Board's effectiveness and performance on a regular basis.
- Develop an annual plan for trustee development by increasing knowledge of the trustee role, Board processes, issues, and the Board philosophy and values.
- Use the expertise of the supervisory officer and provincial organizations to help develop and support the trustees' professional development plan.
- Seek opportunities to network with other school boards/authorities.

REFERENCE DOCUMENTS***Legal References:***

Education Act: Section 169.1 Duties and Powers of Boards: student achievement, stewardship of resources, the multi-year plan

Education Act: Section 170 Duties of Boards

Education Act: Section 171 Powers of Boards

Education Act: Section 283 Chief Executive Officer: Develop and maintain an effective organization

Board References:

Board Governance Policies

Board Governance Bylaws

Administrative Procedures

Resource:

Ontario Education Services Corporation. (2014) *Good Governance: A Guide for Trustees, School Boards, Directors of Education and Communities.*