

AGENDA

Spruce Grove Composite High School Council

Tuesday October 15th, 2019

7:00 pm

Union Café (Library)

Time	Item	Owner
7:00 pm	Welcome and Introductions	Rhonda Stewart
7:15 pm	Approval of the September 17 th , 2019 meeting minutes.	Rhonda Stewart
7:20 pm	Parkland School Board Report	Anne Montgomery
7:40 pm	School Council Chair's Report ❖ Elections for the Following Positions (Please see Position Details below) <ul style="list-style-type: none">• Chairperson• Vice Chairperson• Secretary	Rhonda Stewart
	Canadian Parents for French Update	
7:45 pm	Administration Report	Cheryl Otto
8:00 pm	Adjournment of Meeting	Rhonda Stewart

Date of Next Meeting November 19th, 2019 at 7:00 pm

School Council Roles and Responsibilities

School Council Chair

It is expected that the school council chairperson will be a parent of a student attending the school. The chair should be someone who can work collaboratively and knows how to organize both programs and people. The chair should actively encourage others to become engaged in meaningful ways.

Typical chairing duties include:

- chair all meetings of the school council
- coordinate with the principal to establish meeting agendas
- ensure that the operating procedures are current and followed
- be the official spokesperson of the school council
- ensure there is regular communication with the whole school community
- stay informed about school board policy that impacts school council
- comply with the School Councils Regulation by providing the school board with an annual report that summarizes the school council's activities for the previous school year, including a financial statement relating to money, if any, handled by the school council

Chair's Relationship with the Principal The chair's role is key to the success of the school council. An important responsibility is regular and ongoing communication with the school principal. This relationship of mutual trust and respect must be nurtured and supportive of common goals for the learning community.

Vice-Chair

On some school councils, the role of chair is shared, either through the creation of co-chairing positions or through the chair's dependence on the vice-chair to undertake part of the work. Typically, the vice-chair's duties are, in the event of resignation, incapacity or leave of absence of the chair, to fulfill the chair's responsibilities, and in the absence of the chair, supervise the affairs and preside at meetings of the school council.

Secretary

The school council secretary typically acts as a recorder at each meeting and ensures that the minutes are prepared accurately to reflect the directions agreed to at the meeting.