

## **The School Community Council of Debden Public School**

### **1. Membership:**

#### 1.1 Representative membership

The School Community Council will have the following Representative Members:

- Up to 9 parent and community members elected at the Annual General Meeting

#### 1.2 Permanent Members

The School Community Council will have the following Permanent Members:

- The School Principal
- The School Vice-Principal

### **2. Officers**

2.1 The following School Community Council Officers will be elected annually from among the Representative Members:

- Chairperson
- Vice-Chairperson
- Secretary

The roles and responsibilities of officers can be found in Appendix A of this constitution.

### **3. School Community Council Meetings**

#### 3.1 Annual General Meeting

3.1.1 The Annual General meeting will be held in the fall of each year. During this meeting School Community Council members will be selected and officers will be chosen.

3.2 The School Community Council will meet up to 5 times per school year.

3.3 Model of Governance will be The Representative Model. The School Community Council represents the wider school community. Meetings are open to the public but only members of the School Community Council may decide upon matters brought before the SCC. The SCC reports to the school community using a communications strategy, an annual report and the Annual General Meeting.

3.4 Voting – On matters requiring a formal vote, only Representative members of the School Community Council may vote.

3.5 Quorum – A quorum of the School Community Council shall be a majority of the Representative Members.

### **4. Public Consultation and Communication**

The School Community Council will consult with the school community through the following strategies:

- Bi-monthly meetings and with an Annual General Meeting

- Information networks
- Verbal communication

The School Community Council will communicate with the school community and the Board of Education through the following strategies:

- Meeting minutes
- Written correspondence
- Verbal communication

## **5. School Community Council Code of Conduct**

The School Community Council will adopt the Code of Conduct of the Saskatchewan Association of School Councils which can be found in Appendix B of this constitution.

## **6. Conflict of Interest**

A School Community Council member may occasionally find him/herself in a conflict of interest in terms of some issue under consideration by the SCC. When this happens, the Member should declare that he/she is in a conflict of interest situation and leave the room for the portion of the meeting, thus refraining from participating in the discussion. The Member should not vote on any decision made on the issue.

## **7. Decision-Making Process**

Majority Vote Model – The issue is discussed and a vote taken. The majority vote decides the issue.

## **8. Handling Complaints or Concerns**

8.1 Complaints or Concerns about an individual student or staff member

8.1.1 Any matter concerning an individual student or staff member must be directed to the staff member or principal. It is not the responsibility of the School Community Council to deal with concerns or complaints about individuals other than to direct the concern to the appropriate individual. Administrative Procedure 152 Parent and Student Concerns outlines the appropriate procedure to resolve complaints or concerns.

8.2 Complaints or Concerns about School Community Council Initiatives or Activities

8.2.1 Informal Complaints or Concerns

Provided School Community Council members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about SCC initiatives or activities expressed informally to members of the SCC may be addressed immediately by the member. If a member is unsure of the appropriate response, he/she should say so but indicate that he/she will check and get back to the individual. If such a commitment is made the member must follow through. After responding to the complaint or concern the member should always ask if their response has been satisfactory. If the individual is not satisfied with the response, the member should explain how the concern or complaint could be brought to the attention of the School Community Council.

8.2.2 Formal Complaints or Concerns

Concerns or complaints can be brought to the attention of the School Community Council by addressing the concern in writing to the

Chairperson or by requesting that the Chairperson provide the individual with an opportunity to meet with the School Community Council at an upcoming meeting. The School Community Council will provide a written response regarding how they have or will address the concern or complaint.

## **9. Conflict Resolution Process**

The Conflict Resolution Process will be used by the School Community Council to address both internal conflict, which may occur among individuals within the School Community Council and external conflict that may occur between the School Community Council and individuals, groups or organizations outside of the SCC. The conflict resolution process is outlined in A Handbook for School Community Councils and Principals (p 99)

If reasonable attempts to resolve the conflict have been unsuccessful, the principal or the chairperson will contact the Superintendent of Schools.

## **10. Committees**

The School Community Council will act in a coordination role for committees operating in support of the SCC and the school program.

## **11. Amend the Constitution**

The School Community Council may amend its constitution by sending suggestions for change in writing to the Board of Education

## **Appendix A**

### Roles and Responsibilities of School Community Council Officers

The **Chairperson** will:

- Conduct meetings of the School Community Council;
- Ensure that all members have input to discussions and decisions;
- Prepare meeting agendas in consultation with the Principal and other School Community Council members;
- Oversee operations of the School Community Council;
- Establish networks that support the School Community Council; and
- Act as a spokesperson for the School Community Council.

The **Vice-Chairperson** will:

- Support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend; and,
- Perform responsibilities assigned by the Chairperson.

The **Secretary** will:

- Take minutes at School Community Council meetings;
- Receive and send correspondence on behalf of the School Community Council;
- Take charge of any official records of the School Community Council; and,
- Ensure that appropriate notice is given for all meetings of the School Community Council.

## **Appendix B**

### **School Community Council Code of Conduct**

1. The School Community Council of Debden Public School is not a forum for discussion of individual school personnel, students, parents, or other individual members of the school community.
2. A member of the School Community Council who is approached by a parent with a concern relating to an individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved.
3. A parent or community member who accepts a position as a member of a School Community Council:
  - a. Upholds the constitution and bylaws, policies and procedures of the School Community Council.
  - b. Performs his/her duties with honesty and integrity.
  - c. Works to ensure that the well-being of students is the primary focus of all decisions.
  - d. Respects the rights of all individuals.
  - e. Takes direction from the members, ensuring that the representation processes are in place.
  - f. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
  - g. Works to ensure that issues are resolved through due process.
  - h. Strives to be informed and only passes on information that is reliable and correct.
  - i. Respects all confidential information.
  - j. Supports public education.

Source: Saskatchewan Association of School Councils