

École Vickers Public School

School Community Council Constitution

The School Community Council of École Vickers Public School

1 Membership

1.1 Representative Membership

The School Community Council will have the following Representative Members:

- 5 – 9 parent and community members elected at the Annual General Meeting (of which the majority must be parents of students attending the school)

1.2 Permanent Members

The School Community Council will have the following Permanent Members:

- The School Principal
- A Teacher (appointed by the Principal – various teachers may share this role on a rotating schedule)
- Vice-Principal(s)

2 Officers

2.1 Election Procedures

One-half of the representative Parent and Community Members of S.C.C.s will be elected each year. In the first year, one-half of the members should be elected for two-year terms with the remaining representative members being elected for one-year terms to establish the staggered terms.

2.2 The following School Council Officers will be elected annually from among the Representative Members (a fair representation of the École Vickers Public School demographics)

- Chairperson
- Vice-Chairperson
- Secretary

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

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3 School Community Council Meetings

3.1 Annual General Meeting

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

3.2 Meetings

The School Community Council will meet a minimum of 5 times per school year.

3.3 Model of Governance

The Town-Hall Model

In this model members are elected to the School Community Council but regular meetings are open to the entire school community. Any member of the school community can participate in the meeting and be involved in the decision making process of matters brought before the S.C.C.

3.4 Voting

On matters requiring a formal vote, all Members (refer to Section 1.) 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 and communicate with the school community through one or more of the following strategies:

- Newsletter
- Electronic/Social Media communication (i.e. Remind)
- School Website
- Minutes
- E-mail

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.

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6 Conflict of Interest

A School Community Council member may occasionally find him/herself in a conflict of interest position in terms of some issue under consideration by the S.C.C. When this happens, the Member should declare that s/he 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

The École Vickers Public School Community Council will use the Majority Vote Model for decision-making. Although some decisions like adopting a constitution will require a motion and a formal vote, not all S.C.C. business will require this process.

Majority Vote Model

The issue is discussed and a vote is taken. The majority vote decides the issue.

8. Handling Complaints or Concerns

8.1 Complaints or Concern about an Individual Student, Staff Member, or S.C.C. Initiatives or Activities

Any matter concerning an individual student, staff member, or S.C.C. member, initiative or activity must be directed to the Principal.

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 organization outside of the S.C.C. 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 S.C.C. and the school program.

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11 Amend the Constitution

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

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Appendix A

Roles and Responsibilities of School Community Council Officers

The S.C.C. will:

- Review its constitution annually.
- Develop committees as needed.
- Prepare an annual budget (administered by the school principal and secretary).
- Undertake activities to enhance its understanding of the community's economic, social and health needs, aspirations for pupils' learning and wellbeing, and resources and supports for the school, parents, guardians and community.
- S.C.C. participates in the Continuous Improvement Framework by focusing on the same outcomes that are established by the province, the school division and each school represented by the S.C.C. For example, if the school has a focus on improving student literacy, the S.C.C. will consider ways of assisting parents and the community to improve student literacy.
- School Community Councils will communicate annually to the parents, guardians and community members about its plans, initiatives and accomplishments.
- School Community Councils will account publicly for the expenditure of funds related to the operation of the school community council.
- Members of S.C.C.s will participate in orientation, training, development and networking opportunities in order to enhance its capacity to fulfill its responsibilities.
- Members of S.C.C.s will not discuss or be given access to personal confidential information about or complaints about any pupil, family member or guardian of any pupil, teacher, administrator or other employee of or member of the Board.
- School Community Councils may provide advice on certain matters including:
 - * Advice and recommendations to the Board respecting policies, programs and educational service delivery, including fundraising, school fees, pupil code of conduct, grade discontinuance, school closure, religious instruction, and language of instruction but not including educational service delivery by a specific teacher;
 - * Advice to the school staff respecting school programs; and,
 - * Advice to other organizations, agencies and governments on the learning needs and well-being of pupils.
- The S.C.C. will receive the following Support:
 - * Senior Administrative Contact;
 - * A Superintendent shall be assigned duties to facilitate the S.C.C., supervise the election process and plan and implement Division-wide development opportunities for members of S.C.C.s. If an individual S.C.C. wishes to see a Superintendent, the principal will invite the Superintendent responsible for that school to become involved;

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- *Financial Support - the Board will provide an annual grant to each S.C.C.;
- *The Board will support S.C.C. through an annual grant of \$1,000.00;
- *The grant will be paid to the school upon receipt of a year-end financial report, in the format determined by the Education Centre;
- *The S.C.C. is responsible to ensure that grants to parent groups are paid in accordance with Board motions and administrative procedures; and,
- *The CFO is responsible for authorizing all grant payments to parent groups.

The **Chairperson** will:

- Conduct meetings of the School Community Council.
- Ensure that all members have input to discussion 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.
- 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.
- 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.

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Appendix B

School Community Council Code of Conduct

1. The School Community Council of École Vickers Public School is not a forum for the 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 who accepts a position as a member of a School Community Council:
 - i. Upholds the constitution and bylaws, policies and procedures of the School Community Council.
 - ii. Performs his/her duties with honesty and integrity.
 - iii. Works to ensure that the well-being of students is the primary focus of all decisions.
 - iv. Respects the rights of all individuals.
 - v. Takes direction from the members, ensuring that the representation processes are in place.
 - vi. Encourages and support parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
 - vii. Works to ensure that issues are resolved through due process.
 - viii. Strives to be informed and only passes on information that is reliable and correct.
 - ix. Respects all confidential information.
 - x. Supports public education.

Source: Saskatchewan Association of School Councils