

Draft calendar for the main topics to be covered in governing board meetings

This calendar is to be used in the compulsory training provided for members of the governing board. It is for information purposes only and the *Education Act* has precedence.

Certain responsibilities (e.g. adoption of the annual budget, annual consultation with students¹, annual report) must be among the topics that are covered and that appear in the calendar of the governing board, which must plan to hold **at least five meetings per school year**.

The follow-up of the educational institution’s annual budget, the educational project and the anti-bullying and anti-violence action plan can take place at various times during the school year, depending on the situation and timetable of each institution. The other powers (e.g. consulting with parents, advising the principal or director, entering into contracts) can be executed in accordance with the decisions of the governing board.

All decisions taken by the governing board remain valid until such time as they are modified again by the board. In addition, the board, in accordance with the internal management rules it has adopted, can add items relating to information and communication to its meeting agenda, based on needs expressed by the board members and the institution’s administration.

The term “educational institution” covers elementary and secondary schools as well as adult education centres and vocational training centres.

Main sections of the Education Act	Main topics covered
AUGUST AND SEPTEMBER	
s. 47	Preparation of the annual parents' general assembly and transmission of the invitation, election of representatives, their substitutes and the representative of the parents' committee (as well as a substitute member for the parents' committee, should the assembly so decide)
ss. 48 to 51.1 and 102	Election of staff members and students
ss. 83 and 110.3.1	Information for parents and the community about the services offered by the institution and their quality, particularly regarding: <ul style="list-style-type: none">the educational and community services offeredthe content of the educational project and its evaluationthe evaluation of the results achieved with respect to preventing and dealing with bullying and violence
ss. 75 and 109.1	Formation of an organization to facilitate parents' participation, should the assembly so decide
ss. 83.1 and 110.4	
s. 96	Formation of the governing board, in accordance with the rules governing its composition set out in the <i>Education Act</i>
ss. 42 and 102	Formation of a parents' committee for the daycare service, at the request of parents
s. 256	Compulsory training for governing board members² <i>It is suggested that all governing board members, including the principal or director, plan and attend the training sessions together around the time that the board holds its first meetings.</i>
ss. 53 and 459.5	
SEPTEMBER AND OCTOBER	
ss. 53 and 70	First meeting of the governing board, compulsory training ³ and disclosure of interest by all members
ss. 56 and 107	Election of the chair and vice-chair ⁴
s. 42	Appointment of representatives of the community
ss. 67 and 108	Establishment of the internal management rules and the board's meeting schedule, as well as transmission of this schedule to the parents and staff members
ss. 66 and 108	Adoption of the board's annual operating budget
ss. 74 and 109	Presentation and follow-up of the educational project
s. 87	Approval of the programming of educational activities that entail changes to the students' regular arrival and departure times, or that require the students to leave school premises
ss. 95, 96.24, 110.4 and 110.13	Adoption or follow-up of the institution's annual budget (e.g. revised budget, specific allocations, decentralized measures)
NOVEMBER AND DECEMBER	
ss. 37 and 97.1	Follow-up of the educational project or update, if necessary

1 In the English school system, this does not apply.

2 In the English school system, this does not apply.

3 In the English school system, this does not apply.

4 In the English school system, if the board chair is absent or cannot attend, the board designates someone from among its eligible members to execute the chair’s duties and powers.

Main sections of the Education Act	Main topics covered
NOVEMBER AND DECEMBER (CONT.)	
ss. 76 and 110.2	Approval of the rules of conduct and the safety measures (or the operating rules, in the case of centres) <i>For example, the board could approve these rules and measures so that they come into effect in November of the current school year and remain in effect until November of the following year. A board could also approve these rules and measures in the spring to ensure that they are in effect for the following school year (e.g. code of conduct on the agenda given to the students at the start of the school year).</i>
ss. 84, 89 and 110.2	Approval of the approach for implementing the <i>Basic school regulation</i> – at any time
s. 85	Approval of the overall approach for the enrichment of the suggested content and the development of local programs of studies, and of the conditions and procedures for integrating the activities and content prescribed by the Minister
ss. 89.2 and 110.4	Planning of the compulsory consultation with the students ⁵
ss. 94 and 110.4	Decisions bearing on funding activities – designated funds
ss. 96.24 and 110.13	Follow-up of the institution's annual budget
JANUARY, FEBRUARY AND MARCH	
s. 77.2	Adoption of the operating rules for the childcare services (for the following year) ⁶
ss. 86 and 89	Approval of the time allocation for compulsory and elective subjects (for the following year)
ss. 88 and 110.2	Approval of the implementation of services (or popular education in the case of centres)
ss. 89.2 and 110.4	Consultation with the students on a matter relating to the operations of the institution (e.g. extracurricular activities, social climate) ⁷
ss. 96.22 and 110.13	Consultation by the principal or director on the institution's requirements with regard to goods and services – current year or in preparation for the following year
MARCH, APRIL AND MAY	
ss. 3 para.4, 7 para. 3, 75.0.1 para. 1 and 2, and 292 para. 3	Approval of financial contributions required for material, school activities, services provided within the scope of a special school project, and lunchtime supervision (for the following year)
s. 77.1	Establishment of the principles for determining the cost of the documents and approval of the list of material for personal use (for the following year)
ss. 79 and 110.1	Consultation by the school service centre on the selection criteria for the appointment of the principal or director
s. 96.15	Consultation on textbooks and instructional material for the following year
ss. 75.1 and 110.4	Adoption or updating of the anti-bullying and anti-violence plan for the following year and distribution of a document to the parents and, if appropriate, to the students ⁸
ss. 74, 75, 109 and 109.1	Analysis of the situation prevailing at the institution, adoption of the educational project, its transmission to the school service centre, transmission and publication of the document (and its evaluation) to parents and staff
MAY AND JUNE	
s. 87	Approval of the educational activities for the following year (e.g. field trips, trips abroad) (may be done at any time throughout the year)
ss. 95 and 110.4	Adoption of the institution's proposed annual budget in preparation for the following year
ss. 74, 75, 109 and 109.1	Evaluation of the educational project and transmission of the evaluation to parents and staff members
ss. 83.1 and 110.4	Evaluation of the results achieved by the institution with respect to preventing and dealing with bullying and violence for the current year, and distribution of the document reporting on the evaluation to parents, staff members, students (if applicable) and the Student Ombudsman
ss. 66 and 108	Report to the school service centre on the governing board's annual operations budget
ss. 82 and 110.4	Preparation and adoption of the governing board's annual report, and transmission of a copy to the school service centre
THROUGHOUT THE SCHOOL YEAR, OR AS NEEDED	
ss. 78, 78.1, 110 and 110.0.1	Provision of advice to the school service centre or the institution's principal or director (power of initiative) ⁹
s. 87	Approval of activities that entail changes in the students' regular time of arrival and departure or that require the students to leave school premises
s. 89.1	Consultation with the students' parents
ss. 96.13 and 110.10	Transmission of documents intended for parents ¹⁰
ss. 90 and 110.3	Organization of community services (e.g. extracurricular activities)
ss. 93 and 110.4	Approval of the use of the premises and immovables placed at the disposal of the institution
s. 96.15	Information on the proposals approved by the principal or director
ss. 96.24 and 110.13	Follow-up of the institution's annual budget
s. 217	Consultations by the school service centre (e.g. policies, regulations)

5 In the English school system, this does not apply. However, the board may consult with students on matters relating to the educational project.

6 With regard to the English school system, the *Education Act* does not attribute this power to the board. However, the board must nonetheless approve the institution's operating rules in accordance with the provisions set out in section 256 of the *Education Act*.

7 In the English school system, this does not apply.

8 In the English school system, the governing board approves the new or updated plan.

9 In the English school system, the governing board's power is limited to giving advice to the school board.

10 In the English school system, this does not apply.