

Main powers, roles and collaborators of a governing board

This table is to be used in the compulsory training provided for members of the governing board. While it gives an overview of the powers of a governing board, the *Education Act* (EA) provides more details and has precedence.

- * Pertains only to schools
- General functions and powers
- Functions and powers relating to educational services
- Functions and powers relating to community services
- Functions and powers relating to physical and financial resources
- Other functions and powers to be considered

Topic (power) and main sections of the EA ¹	Roles of the governing board	Main role of the principal or director of the educational institution and its staff members (collaborators)	Suggested time frame ²
Educational project ss. 74, 75, 96.13, 109, 109.1 and 110.10	Analyzes the situation of the educational institution and fosters the participation of all stakeholders interested in student success Adopts the educational project and ensures that it is implemented and evaluated Transmits the educational project to the school service centre and publishes it along with its evaluation ³	The principal or director of the educational institution coordinates the analysis of the institution's situation, as well as the development, implementation and periodical evaluation of the educational project. The staff members are involved in all the steps. ⁴	Spring (approval) + at any time (follow-up and evaluation)
Anti-bullying and anti-violence action plan ss. 75.1, 77, 83.1 and 110.4	Adopts ⁵ the new or updated action plan Ensures that the document explaining the plan is written in a clear and accessible manner and that it is distributed to the parent and students, as applicable Carries out an annual evaluation of the educational institution's situation with regard to the anti-bullying and anti-violence action plan Ensures that a report on the evaluation is distributed to the parents, staff members and students, as applicable, and to the Student Ombudsman	The principal or director of the educational institution coordinates the development, revision and updating of the plan, submits it for approval ⁶ and ensures its implementation. The staff members participate in the development of the plan and work together to ensure its implementation.	Spring (for the next school year) + at any time
Rules of conduct and safety measures Operating rules (centres) ss. 76, 77 and 110.2	Approves	The principal or director proposes the rules and measures, organizes a training activity on civics for the students, and transmits the rules and measures to the parents. The staff members participate in developing the rules and measures.	Spring (for the next school year)

1 *Education Act*, CQLR, c. I-13.3.

2 These are suggestions since there are no "precise times" given in the *Education Act*, except in the case of certain matters such as the annual report and the annual budget of the educational institution.

3 The governing board must also transmit the educational project and its evaluation (the results obtained) to parents and staff members (e.g. in the annual report and on the website of the institution).

4 The principal or director is responsible for approving, on the proposal of the staff members concerned, the measures selected to achieve the objectives and targets set out in the educational project (s. 96.15, *Education Act*).

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

6 In the English school system, the principal or director of the educational institution submits the plan for approval.

Topic (power) and main sections of the EA	Roles of the governing board	Main role of the principal or director of the educational institution and its staff members (collaborators)	Suggested time frame
Financial contributions required for materials, school activities, services provided within the scope of a special school project, and lunch monitoring services ss. 3 para. 4, 7 para. 3, 75.0.1 para. 1 and 2, and s. 292 para. 3	Approves	The principal or director proposes them, with the participation of the teachers.	Winter or spring (before the next school year – so that the parents receive the list before the summer and the bill in the fall) + at any time
Principles for determining the costs of documents and material for personal use	Establishes the principles		
List of materials for personal use s. 77.1	Approves the list		
Operating rules for childcare services* s. 77.2	Adopts ⁷	The principal proposes them, with the participation of the person responsible for childcare services. ⁸	Winter or spring (for the next school year)
Advice and recommendations ⁹ (power of initiative) ss. 78, 78.1, 110, 110.0.1	Advises the principal or director, or school service centre ¹⁰	The principal or director assists the governing board and provides reasons for any refusals.	At any time
Establishment of committees ¹¹ ss. 78.2 and 110.0.2	Can form committees	The principal or director assists the governing board.	At any time
Deed of establishment ss. 40, 79, 101 and 110.1	Must be consulted by the school service centre (if the deed is modified or revoked) Can request that the deed be modified or revoked	The principal or director assists the governing board and ensures that the school service centre is kept in the loop.	At any time
Selection criteria for the appointment of the principal or director ss. 79 and 110.1	Must be consulted by the school service centre	The principal or director assists the governing board.	At any time
Annual report containing an account of the governing board's activities ss. 82 and 110.4	Prepares, adopts, and transmits a copy of the report to the school service centre	The principal or director assists the governing board.	End of the school year or September of the next school year
Educational services offered and their quality ss. 83, 96.12, 110.3.1 and 110.9	Informs the parents and the community annually and reports on the quality of services	The principal or director ensures the quality of educational services offered to the students.	Spring, for providing information on the services offered in the educational institution, and during the fall parents' general assembly
Documents for parents ¹² ss. 96.13 and 110.10	Prepares the documents to be sent to the parents	The principal or director sends the documents to the parents. ¹³	At any time

7 In the English school system, while the *Education Act* does not specify this power, the governing board must nevertheless approve the operating rules in accordance with the provisions set out in section 256 of the *Education Act*.

8 Although the *Education Act* does not specify it, the school principal can work out these rules in conjunction with the person responsible for childcare services. In addition, the childcare service may have a parents' committee that can make recommendations, particularly to the school principal and the governing board (s. 256, *Education Act*).

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

10 If so authorized by a vote representing at least two thirds of its members, the governing board can advise the principal or director on all matters relating to the smooth operation of the educational institution. This advice cannot bear, however, on subjects that concern the professional responsibilities of teachers, non-teaching professionals or support staff, or those of the principal or director of the educational institution (ss. 19, 96.15, 96.20, 96.21 and 110.12, *Education Act*). Moreover, this voting condition (i.e. of at least two thirds of the governing members) does not apply to advice given to the school service centre, which must however provide reasons in the case of a refusal.

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

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

13 It is suggested that the governing board, with the support of the principal or director, agree on means of sending documents to the parents (e.g. types of documents, preferred channels of communication, desired time between the preparation and sending of the document).

Topic (power) and main sections of the EA	Roles of the governing board	Main role of the principal or director of the educational institution and its staff members (collaborators)	Suggested time frame
Approach for the implementation of the <i>Basic school regulation</i> ss. 84, 89 and 110.2	Approves	The principal or director proposes the approach, with the participation of the staff members.	At any time
Choice of textbooks and instructional materials required for teaching the programs of study and means of communication for informing parents about the academic progress of their children ss. 77.1, 89.1, 96.15 and 110.12	Must be consulted about the proposals	The principal or director approves the teachers' proposals, after first consulting with the governing board.	In the spring and at the start of the school year
Overall approach for the enrichment or adaptation of the objectives and suggested content of the programs of studies* ss. 85 and 89	Approves	The principal proposes it, with the participation of the teachers.	Winter or spring, before the next school year
Conditions and procedures for integrating, into the educational services provided to the students, the activities or content prescribed by the Minister in the broad areas of learning* ss. 85 and 89	Approves	The principal proposes them, with the participation of the teachers.	Winter or spring, before the next school year
Time allocation for each subject* ss. 86 and 89	Approves	The principal proposes it, with the participation of the teachers.	Winter (ideally February or March)
Educational activities that entail changes in students' regular time of arrival and departure or that require the students to leave school premises* ss. 87 and 89	Approves	The principal proposes them, with the participation of the staff members.	At any time
Student services and special education services programs (or popular education programs) ss. 88, 89 and 110.2	Approves their implementation	The principal or director proposes them, with the participation of the staff members.	Spring, before the next school year
Consultation with parents* s. 89.1	The parents on the governing board can consult the students' parents	The principal assists the governing board.	At any time
Consultation with students¹⁴ ss. 89.2 and 110.4	Must consult the students or a group of students at least once a year on topics related to the operations of the educational institution	The principal assists the governing board.	At any time
Community services (educational services other than those prescribed by the <i>Basic school regulation</i> and social, cultural or sports services) ss. 90 and 110.3	Can organize these services and can also allow other individuals or organizations to organize them	The principal assists the governing board.	At any time
Conclusion of contracts for the provision of goods or community services with a person or organization ss. 90, 91 and 110.3	Can enter into a contract and require a financial contribution from users of the goods or services offered	The principal assists the governing board.	At any time

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

Topic (power) and main sections of the EA	Roles of the governing board	Main role of the principal or director of the educational institution and its staff members (collaborators)	Suggested time frame
Use of premises or immovables placed at the disposal of the educational institution ss. 93 and 110.4	Approves their use Approves the organisation by the school service centre, on the educational institution's premises, of the cultural, social, sports, science or community services provided by the institution	The principal or director proposes how they are to be used and keeps the school service centre in the loop.	At any time
Special funds (to support the educational institution's activities) ss. 94 and 110.4	Can solicit and receive funds Supervises the management of the funds (e.g. adopts by resolution authorizations for the disbursement of the funds) and can ask to examine the records of the funds	The principal or director assists the governing board.	At any time
Annual budget of the educational institution ss. 95, 96.24, 110.4 and 110.13	Adopts the budget and submits it to the school service centre for approval Receives an accountability report from the principal or director	The principal or director prepares the budget, submits it for approval, oversees its administration and reports on it to the governing board.	June or early fall (adoption) + at any time
Various needs of educational institutions with respect to goods or services and to needs related to its premises and immovables ss. 96.22 and 110.13	Must be consulted	The principal or director consults the governing board.	At any time
Consultations (e.g. policies and regulations) ss. 217	Must be consulted by the school service centre	The principal or director assists the governing board and ensures that the school service centre is kept in the loop.	At any time
Student enrollment criteria* ss. 239	Must receive a copy (at least 15 days before the start of the enrollment period)	The principal ensures that the school service centre is kept in the loop.	Winter (during registration for the next school year)
Means for the supervision of students who remain at the school during lunchtime* ss. 75.0.1 and 292	Agrees on means with the school service centre	The principal assists the governing board.	In the spring, before the next school year
Childcare services* ss. 256	Can request for them to be organized and must reach an agreement with the school service centre regarding organizational procedures Forms a parents' childcare committee at the request of the parents	The principal assists the governing board.	At any time