

Overview of the training for governing board members

PART 1

VIDEOS

This section contains a series of videos in the form of animated slideshows that give an overview of the governing board's functions and powers. Concrete examples are also added to help you to familiarize yourself with the main concepts.

- › **Video 1** | Introduction
- › **Video 2** | Information on the new model of school governance
- › **Video 3** | Brief overview of the governing board (composition, formation and role)
- › **Video 4** | Roles and responsibilities
- › **Video 5** | Functioning of the governing board
- › **Video 6** | Functions and powers
- › **Video 7** | Verbs used and how they differ
- › **Complementary videos:**
 - Educational project
 - Anti-bullying and anti-violence action plan
 - School fees
 - Basic regulation and subject-time allocation
 - Compulsory consultation with the students
 - Advice and recommendations (power of initiative)
 - Annual budget of the educational institution
 - Students on the governing board
 - The parent representative of the parents' committee

PART 2

NOTEBOOK FOR GOVERNING BOARD MEMBERS AND ADMINISTRATORS OF EDUCATIONAL INSTITUTIONS

This section includes a notebook containing various tools that governing board members and administrators of educational institutions can refer to at any time throughout the school year.

Governing board diagrams

These diagrams present the governing boards of the schools and centres as well as certain specific elements associated with their respective compositions.

Roles and responsibilities

This document summarizes what is expected of governing board members and administrators of educational institutions. It also supplies additional details regarding the specific role of the chair and the principal or director.

List of powers

This list presents the powers of the board, the role of the board as well as that of administrators and staff members of educational institutions, and the moment at which a topic must be dealt with.

Calendar for the main topics to be covered

This calendar spreads the activities of the board over the course of the school year and suggests when (e.g. specific month or period) they should be covered. It also provides an overview of the topics dealt with at board meetings.

PART 3

INFORMATION SHEETS

These information sheets include a brief outline of the topic, details, advice and suggestions for best practices, resources, etc.

* = Modifications or additions to the *Education Act*

SECTION 1 | General information

1. Composition of a governing board
2. Formation of a governing board (e.g. assemblies, elections, members and substitutes*)
3. Functioning of a governing board (e.g. internal management rules,* chair* and vice-chair*)
4. Frequently used verbs (e.g. approve, adopt, be consulted)

SECTION 2 | General functions and powers

5. Educational project*
6. Anti-bullying and anti-violence action plan*
7. Rules of conduct and safety measures (operating rules for centres)
8. Free education and financial contributions (school fees)
9. Deed of establishment and selection criteria for the appointment of the principal or director
10. Childcare services and operating rules*
11. Advice and recommendations (power of initiative)*
12. Establishment of committees*
13. Annual report of the governing board*

SECTION 3 | Functions and powers relating to educational services

14. Approach for the implementation of the basic regulation, general orientation and enrichment
15. Time allocated to each subject (subject-time allocation)
16. Educational activities and field trips
17. Student services and special education services programs (or popular education programs for centres)
18. Consultation with parents
19. Consultation with students*

SECTION 4 | Functions and powers relating to community services

20. Community services (e.g. extracurricular activities)

SECTION 5 | Functions and powers relating to physical and financial resources

21. Use of premises and immovables
22. Special funds
23. Annual budget of the educational institution

Complementary sheets

24. Other advice and consultations
25. Students on the governing boards
26. Students with disabilities, social maladjustments or learning difficulties
27. Profile and operation of a school team/centre team
28. Meetings by video and audio conferencing (e.g. exceptional circumstances)

INTRODUCTION TO THE TRAINING

This compulsory training, developed by the Ministère de l'Éducation, is intended for governing board members, as well as for principals of elementary and secondary schools and directors of adult education and vocational training centres. It is also available to all others who are interested in students' educational success and who wish to become involved with this school governance structure in Québec.

CONTENT

The training content comprises three parts consisting, respectively, of videos, a notebook and information sheets. Its content is arranged in accordance with the main focuses of governing boards. The **Education Act** always takes precedence over the content of the documents provided as part of this training, which are primarily legal literacy tools designed to support all those concerned in exercising their functions and powers.

FOR ENSURING SUCCESS

It is suggested that activities be planned at the start of the school year and as soon as possible after the formation of the governing board. In that way, all governing board members as well as the principal or director of the educational institution can discuss the topics that arose while the board was being set up, and ensure that they have a common understanding of each person's roles and responsibilities. The indispensable content can be found primarily in videos 1 to 5, and in the notebook.

RESPONSIBILITIES

The governance and ethics committee in each school service centre is responsible for ensuring that all governing board members take this training as soon as possible after they assume their first mandate. In a spirit of shared responsibility, each governing board is also asked to take responsibility for its training with the support and guidance of the school service centre.

DECENTRALIZATION

As one of the key foundations of the new governance structure for educational institutions in Québec, this training will ensure that the principals and directors of these institutions are equipped to fully assume their roles and responsibilities. The new structure therefore recalls the importance of the principle of decentralization within educational organizations by reaffirming that the governing board is one of the decision-making bodies that are the closest to those most directly affected by these decisions, namely, the students.

We trust that this training will be an enriching experience for all members, which include parents, teachers, non-teaching professionals, support staff, daycare staff, students, adult learners, members of the community, and the principals and directors of our educational institutions. Enjoy your time on the board!

- This training was developed by the Ministère de l'Éducation in collaboration with partners from the education system:
- Association of Administrators of English Schools of Quebec (AAESQ)
 - Association des directions générales des centres de services scolaires (ADIGECSS)
 - Association of Directors General of English School Boards of Québec (ADGESBQ)
 - Association montréalaise des directions d'établissement scolaire (AMDES)
 - Association québécoise des cadres scolaires (AQCS)
 - Association québécoise du personnel de direction des écoles (AQPDE)
 - Centrale des syndicats du Québec (CSQ) and its three federations in the education sector:
 - Fédération des syndicats de l'enseignement (FSE-CSQ)
 - Fédération du personnel de soutien scolaire (FPSS-CSQ)
 - Fédération des professionnelles et professionnels de l'éducation du Québec (FPPE-CSQ)
 - Confédération des syndicats nationaux (CSN): Fédération des employées et des employés de services publics de la CSN (Secteur scolaire-FEESP CSN)
 - English Parents Committee Association (EPCA)
 - Fédération autonome de l'enseignement (FAE)
 - Fédération des centres de services scolaires du Québec (FCSSQ)
 - Fédération des comités de parents du Québec (FCPQ)
 - Fédération québécoise des directions d'établissement d'enseignement (FQDE)
 - Québec English School Boards Association (QESBA)
 - Regroupement des comités de parents autonomes du Québec (RCPAQ)

Reminder about the compulsory training:

Governing board members must, as soon as possible after taking office for a first term, undergo the training for governing board members **(see section 53 of the Education Act)**.

The content of the training was developed by the Ministère de l'Éducation, which is distributing the appropriate documents to the persons they are intended for **(see section 459.5 of the Education Act)**.