

INFORMATION SHEET

01

Part 3 of the compulsory training for governing board members

COMPOSITION OF A GOVERNING BOARD

The composition of governing boards varies from one educational institution to another. The board is made up of a maximum of 20 members with various types of experience and profiles. The purpose of a governing board is to ensure that the different groups who have a common link with the educational institution are represented. Consult the diagrams of a typical **school** or **centre** governing board to see the specific characteristics of each.

SCHOOLS

The school service centre determines the number of parents' and staff representatives on the governing board after consulting with each group. The total number of seats for staff members must be equal to the number of seats for parents' representatives.

CENTRES

The school service centre determines the number of representatives on the governing board after consulting with each group. The total number of seats for staff representatives must not exceed the total number of seats for representatives of other groups.

Are principals and directors of educational institutions members of the governing board?

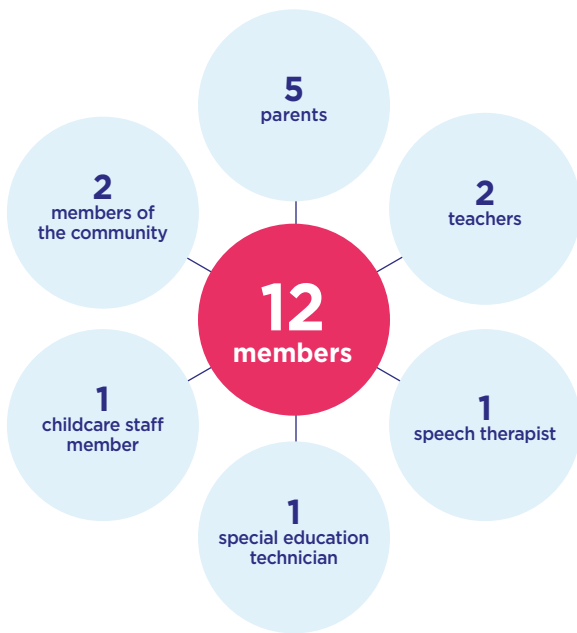
Principals and directors of educational institutions participate in board meetings (they are involved in the board's deliberations) but are not entitled to vote; nor are they counted when determining the number of board members or if there is a quorum (i.e. the minimum number of board members who must be present before a meeting can be held, according to the *Education Act*).

The principal or director must be present at school or centre governing board meetings, in the same way that the director general's presence is required at meetings of the board of directors of school service centres. The principal or director is generally the one who submits proposals to the board. In most cases, these proposals have been developed in conjunction with the staff members concerned.

Moreover, depending on the institution's situation, the principal or director can rely on a vice-principal or assistant director to help them carry out their board duties but not to replace them completely, except in cases when the principal or director is absent or cannot attend a meeting. If need be, one or more vice-principals or assistant directors appointed by the school service centre can replace the principal or director on the board.

What might be an example of a governing board composition in an elementary school?

The board could consist of 12 members, including 5 parents, 2 teachers, 1 speech therapist, 1 special education technician, 1 childcare staff member, and 2 members of the community. As we see here, the number of parents is equal to the number of school staff members (5 each).



What might be an example of a governing board composition in a secondary school?

The board could consist of 20 members, including 8 parents, 5 teachers, 1 psychoeducator, 1 psychologist, 1 recreation technician, 2 Cycle Two students, and 2 members of the community. In this case, the number of parents is equal to the number of school staff members (8 each).

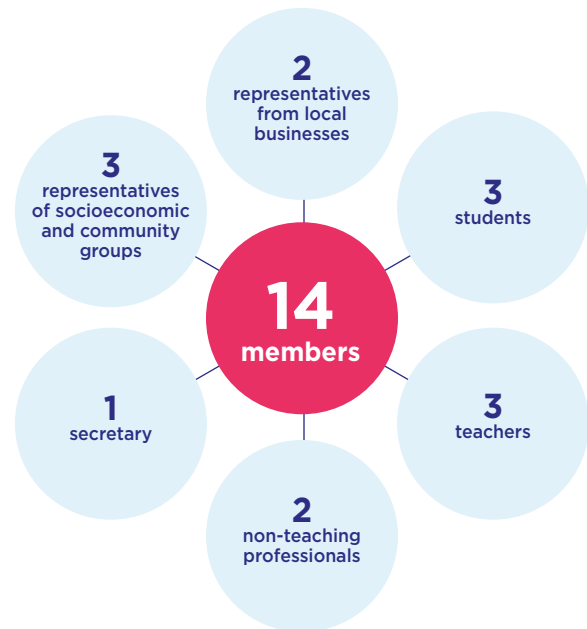


What might be an example of a governing board composition in an adult education centre?

The board could consist of 14 members, including 3 students, 3 teachers, 2 non-teaching professionals, 1 secretary, 3 representatives of socioeconomic and community groups, and 2 representatives from local businesses. In this example, the number of centre staff representatives is less than the number of representatives of the other groups, which is in compliance with the EA.

And what might be an example for a vocational training centre?

The board could have the same composition as for the adult education centre, plus 2 parents of students, for a total of 16 members.



Can there be more teacher representatives on the board?

Yes. After the school service centre has consulted with each group, some categories of employees could decide to not sit on the board. In this case, the teaching staff could fill the vacant positions.

Note





This information sheet is distilled from legal texts and written in an easily accessible style. In no way does it replace the legal texts currently in effect, which take precedence. Readers should refer directly to the laws and regulations that fall under the responsibility of the Minister of Education, specifically the *Education Act*, to learn about all the provisions that apply to governing boards, many of which are not covered in this document.

MAIN SECTIONS OF THE LAW

- › Sections 42 to 46 of the *Education Act* (schools)
- › Sections 102, 103 and 105 of the *Education Act* (adult education centres and vocational training centres)



ADVICE BEST PRACTICES

-  Describe the composition of the board on the website of the school or centre well before the annual general meetings (e.g. show the number of positions reserved for each group of representatives).
-  To encourage participation on the governing board of a school or centre, inform the parents, staff members, students and members of the community about the role of the board, the application procedure, the positions to be filled and the benefits of being a governing board member. Direct them to the following address: <https://www.quebec.ca/en/education/preschool-elementary-and-secondary-schools/school-governance/governing-boards>
-  Share a reminder outlining how important it is to encourage all parents to attend the general meeting, so that the required number of seats for parents' representatives on the school governing boards can be filled (e.g. twin this event with a meet-the-teachers activity).
-  Promote and reinforce the role of community members, who can be difficult to recruit at times but make considerable contributions to board meetings, decision making and in creating links with the community (e.g. extension of the activities offered to young people at youth centres, exploratory field trips to businesses, visits to community organizations for students).