

Administrative Procedures 130 School Community Council Duties



Adopted: June 12, 2013

Amended: September 3, 2025

External References:

- Education Act: Sections 140.1, 140.2, 140.3, 140.4, 140.5
- SSBA Handbook – A Handbook for School Community Councils and Principals

Internal References:

- BP 17 School Community Councils
- AP 110 Learning Improvement
- AP 130 SCC Duties – Appendix A – SCC Monthly Calendar

Background

The mandate of School Community Councils (SCCs) emerges from The Education Act and Board Policy 17.

Procedures

1. School Learning Improvement Plan

- 1.1 School Community Councils are to be actively involved in cooperation with the school staff in school learning improvement and developing the School Learning Improvement Plan for their schools. Specifically, they are to:
 - 1.1.1 Assist school staff with the preparation of the present School Learning Improvement Plan Annual Summary in May.
 - 1.1.2 Participate in celebrations of school improvement.
 - 1.1.3 Collaborate with staff to develop the next cycle of the School Learning Improvement Plan in August/September.

2. Review of Finances

- 2.1 For the purposes of information, School Community Councils may review the allocation of funds within the school's decentralized budget. No approval is necessary because allocations are approved by the Board of Education.
- 2.2 The list of school student fees is to be reviewed to ensure that it is in alignment with Board of Education directions.
- 2.3 Fundraising activities as proposed by the school administration or the Student Council are to be reviewed in September and February of each year. The review of the fundraising plan is to include:
 - 2.3.1 A determination of the activities which financially benefit the school, and those activities which support charitable causes,
 - 2.3.2 A determination of the coordination of efforts among schools, communities and other organizations and concerns regarding saturation of activities in the community and school,
 - 2.3.3 Assurance that provision is made to report fundraising activities in the monthly statement of school accounts.

3. Review of School Activities

- 3.1 School activities are to be reviewed and approved by the principal and Student Council members with the School Community Council. Information on curricular, co-curricular and extra-curricular activities is to be shared on an ongoing basis.
- 3.2 Input of the School Community Council is to be sought on specific activities such as graduation, school trips and excursions.

4. Community Engagement

- 4.1 School Community Council activities may include but are not limited to:
 - 4.1.1 Initiatives that help make the school warm and welcoming to families and community,
 - 4.1.2 Planning special events at the school,
 - 4.1.3 Organizing school volunteers,
 - 4.1.4 Providing opportunities for parents, guardians and community members to attend/lead sessions on topics of interest,
 - 4.1.5 Creating targeted opportunities for other parents, guardians and community members to engage in student learning and special events,
 - 4.1.6 Naming representatives to attend division-wide activities sponsored by the Board.

5. Professional Development and Self-Assessment

- 5.1 Each School Community Council will review its Constitution and Code of Conduct annually. The Constitution must conform to all relevant sections of the Education Act and to the duties and responsibilities of School Community Councils as determined by the Board. Revisions of the Constitution are to be recommended to the Board for approval.
- 5.2 School Community Councils shall self-evaluate and plan improvement strategies to increase their effectiveness.

Administrative Procedures 130 - Appendix A School Community Council Monthly Calendar

	Adopted: June 12, 2013
	Amended: August 16, 2023
	External References:
	Internal References:

AUGUST

- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sheri Gallagher, Executive Assistant, at (sheri.gallagher@sunwestsd.ca)
- Work in cooperation with principal to plan the upcoming School Learning Improvement Plan.
- Invite Sub-division Trustee to upcoming meetings.
- Attend School Learning Improvement planning day at Professional Development with school staff if possible.

SEPTEMBER

- Chairperson meet with school principal prior to SCC meeting.
- Begin discussion of 130-1 Engagement and Alignment Plan to be submitted by the SCC to Executive Assistant by October 31. Include activities the SCC will participate in/coordinate.
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sheri Gallagher, Executive Assistant, at (sheri.gallagher@sunwestsd.ca)
- Review Administrative Procedures 130 School Community Council Duties, 131 School Community Council Meeting and Election Processes, 132 School Community Council Finances and 133 School Community Council Communication.
- Review and revise SCC budget plan for coming year.
- Financial Statement including bank statements and cancelled cheques for previous year provided to Mary Ann Matro, Business Supervisor (maryann.matro@sunwestsd.ca) by September 30th.
- Review fundraising plan at the school level including coordination of fund raising efforts in the community.
- Discuss how to engage families and the community in school activities.
- Welcome new staff to school community.
- Review the school's Student Code of Conduct.

OCTOBER

- Chairperson meet with school principal prior to SCC meeting
- Complete 130-1 Engagement and Alignment Plan and submit by the SCC to Executive Assistant sheri.gallagher@sunwestsd.ca by October 31. Include activities the SCC will participate in/coordinate.
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sheri Gallagher, Executive Assistant, at (sheri.gallagher@sunwestsd.ca)
- Review the school decentralized budget with your principal.

NOVEMBER

- Chairperson meet with school principal prior to SCC meeting
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sheri Gallagher, Executive Assistant, at (sheri.gallagher@sunwestsd.ca)
- Celebrate – send picture of events and write-ups to Mike Fedyk, Communications and Marketing Coordinator, at mike.fedyk@sunwest.ca.
- School walkthrough with principal to determine any facility needs.

DECEMBER

- Chairperson meet with school principal prior to SCC meeting
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sheri Gallagher, Executive Assistant, at (sheri.gallagher@sunwestsd.ca)
- Review progress of School Learning Improvement Plan with the school principal.

JANUARY

- Chairperson meet with school principal prior to SCC meeting
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sheri Gallagher, Executive Assistant, at (sheri.gallagher@sunwestsd.ca)
- Discuss strategies for new member recruitment.
- Discuss locally determined course options currently offered or in consideration for the upcoming year.
- Review 130-1 Engagement and Alignment Plan and make adjustments as needed.

FEBRUARY

- Chairperson meet with school principal prior to SCC meeting
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sheri Gallagher, Executive Assistant, at (sheri.gallagher@sunwestsd.ca)
- Review fundraising plan at the school level including coordination of fundraising efforts in the community.
- Recognize Staff Appreciation Week (2nd week in February)
- Set a date for the SCC Annual General Meeting to be held in April. Notice of the AGM must be advertised a minimum of 30 days prior to the meeting.
- SCC Annual General Meeting to include the following:
 - Present current the School Learning Improvement Plan.
 - Review SCC Constitution – if changes – recommend proposed changes to Board of Education.
 - Review SCC Code of Conduct.
 - Elect chair, vice-chair, secretary, treasurer and provide updated SCC member information to Sheri Gallagher, Executive Assistant, at sheri.gallagher@sunwestsd.ca.
 - Designate signing authorities.
 - Review Board Policy 17 School Community Councils and if required, suggest changes to the Board of Education.
 - Provide SCC Annual Meeting minutes to Sheri Gallagher, Executive Assistant, at (sheri.gallagher@sunwestsd.ca)

MARCH

- Chairperson meet with school principal prior to SCC meeting
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sheri Gallagher, Executive Assistant, at (sheri.gallagher@sunwestsd.ca)
- Plan to include the Sun West School Division Public Meeting in your meeting. It will be live streamed. Ask your principal for details.
- Celebrate – send picture of events and write-ups to Mike Fedyk, Communications and Marketing Coordinator, at mike.fedyk@sunwest.ca.
- Start planning to attend Sun West SCC Workshop in the spring.

APRIL

- Chairperson meet with school principal prior to SCC meeting
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sheri Gallagher, Executive Assistant, at (sheri.gallagher@sunwestsd.ca)
- Hold SCC Annual General Meeting
- Attend Division-sponsored SCC Workshop

MAY

- Chairperson meet with school principal prior to SCC meeting
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sheri Gallagher, Executive Assistant, at (sheri.gallagher@sunwestsd.ca)
- Review and reflect on Engagement and Alignment Plan. Complete “Year-End Reflection” portion of Engagement and Alignment Plan initially submitted in October.
- Review projects according to funds available and annual grant provided by Board of Education prior to budget planning.
- Celebrate – send picture of events and write-ups to Mike Fedyk, Communications and Marketing Coordinator, at mike.fedyk@sunwest.ca.

JUNE

- Chairperson meet with school principal prior to SCC meeting
- Provide Minutes of SCC meetings to Subdivision Trustee, Superintendent of Education and Sheri Gallagher, Executive Assistant, at (sheri.gallagher@sunwestsd.ca)
- Submit Engagement and Alignment Plan to Executive Assistant sheri.gallagher@sunwestsd.ca with completed “Year-End Reflection” portion of Engagement and Alignment Plan initially submitted in October.
- Review and revise SCC budget plan for coming year.
- Provide input to school on graduation and school trips for the next school year.
- Review school fees schedule including community use of school – school principal will have this
- Discuss outcomes of the School Learning Improvement Plan and do preliminary planning for the next school year.
- SCC Chairperson review 110-5 School Learning Improvement Plan Annual Summary with principal before end of school year.