

## SWL School Council

October 2022



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Welcome to Turtle Island.  
We share and take care  
of the land and water, with the  
Haudenosaunee (Ho-Den-Oh-Show-Nee)  
and Anishnaabe (Ah-Nish-Nah-Bay)  
people. Forever with a good mind and a  
good heart.



# HWDSB

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Greetings and Welcome  
Introductions  
Purpose and Role of School Council  
Roles, Responsibilities and Expectations  
By-law review as per Ontario Regulation 612 subsection  
15 of the Education Act  
Elections of new members and:  
Chair  
Treasurer  
Secretary  
Teacher's Report  
Principal and Vice Principal's Report  
Establish Future Meeting Dates  
Question Period

Please introduce yourself!

**Hello**  
**My Name Is**  
\_\_\_\_\_

School Councils are governed by [Ontario Regulation 612](#), but also are referenced and bound by other sections of the Education Act and required to follow all HWDSB Policies and Procedures, such as:

- [Ministry of Education Fundraising Guidelines](#)
- [Ministry of Education Nutrition Policy \(PPM 150\)](#)
- [HWDSB School Generated Funds Procedures](#)
- [HWDSB Fundraising Procedures](#)
- [HWDSB Volunteer Procedures](#)
- [HWDSB Procurement Procedures](#)

There are several supporting documents to assist Councils in establishing and running effective Councils:

- [School Councils: A Guide for Members, MOE 2001](#)
- [HWDSB School Council Handbook](#)
- SWL School Council Constitution

### PURPOSE

- **2.** (1) The purpose of school councils is, through the active participation of parents, to improve pupil achievement and to enhance the accountability of the education system to parents. O. Reg. 612/00, s. 2 (1).



- Advise the principal and, where appropriate, the School Board
- Place students' interests first
- Support school improvement planning goals
- Encourage parent and community involvement
- Promote positive attitudes towards public education

School Councils provide input to the principal or the board on any matter. The principal is ultimately responsible for activities related to the school and therefore is responsible for School Council activities.

Effective school councils are those that:

- prioritize student achievement, equity and well-being
- focus on the needs and interests of all students in the school
- are composed of members who represent the diversity of the board
- promote effective, ongoing communication among all partners in education
- establish a positive relationship with the school principal and staff
- provide feedback to parents by letting them know how their advice and ideas have been considered
- have a clear understanding of their roles and responsibilities
- have a clear and consistent process for decision making and conflict resolution
- maintain high ethical standards

### DUTIES OF THE PRINCIPAL

- Distribute material to School Council members on behalf of the Board and Ministry of Education. This material should also be posted in an area accessible to parents.
- Attend, support and promote School Council operations, meetings and other activities. Note: A Vice Principal may attend in a Principal's place
- Act as an important source of information on laws, regulations and Board policies and procedures including advising the Council when they may be in breach of Board policies and procedures
- Solicit School Council views; consider and respond to their recommendations
- May participate on committees of the School Council
- Notify the community and post materials for parents (e.g., posting of School Council meeting minutes on school website)

The Principal must consult School Council on school policies regarding:

- School Code of Conduct (if applicable)
- Appropriate dress for students (if applicable)
- School improvement plan (School Annual Plan)

The Principal may also wish to involve their School Council and the community in conversations around a variety of other subjects. The Principal must report how this advice has been considered.

School Council should communicate regularly with the community using a variety of methods:

- School Calendar
- School Website Posts
- School Messenger (when appropriate)
- School Sign
- Social Media
- Table at School Events
- Other methods as determined by Council

The task of developing the school council meeting agenda is usually the responsibility of the chair/co-chairs. Additional agenda items may be submitted by other council members and the principal. Agenda items should be submitted to the chair/co-chair a week prior to the council meeting and should reflect the concerns and interests of the school community.

School Councils are not required to participate in fundraising, but many do. Examples of acceptable fundraising proceeds include:

- assistance fund (for example, a fund serving a charitable purpose to benefit students, such as providing payment for the cost of a field trip for students who cannot afford it)
- supplies, equipment or services which complement items funded by provincial grants (for example, extracurricular band equipment, audio-visual equipment)
- field trips or other excursions
- guest speakers or presentations
- ceremonies, awards, plaques, trophies or prizes for students
- extracurricular activities and events (for example, travel and entry fees for sports competitions, school team uniforms, school band, choir, clubs)
- school yard improvement projects (for example, playground equipment, shade structures, etc)
- upgrades to sporting facilities such as running tracks, installation of artificial turf and scoreboards

The Ministry of Education's document, *School Councils: A Guide for Members* (2002) states "School Councils should be aware that, because the school board is a corporate entity and the school is not, any funds raised by the school council (and any assets purchased with those funds) belong, legally, to the board. Fundraising for schools by School Councils is a collaboration between the school, the Board and the Fundraising Group."

The MOE Fundraising Guidelines states "School-generated funds are funds that are raised and collected in the school or broader community in the name of the school by school councils or other school or parent administered groups. These funds are administered by the school principal, and are raised or collected from sources other than the school board's operating and capital budgets."



Every fall, each school principal is required to submit The Annual Fundraising Plan to the Superintendent for review. This plan will include all money generated in the name of or under the auspices of the school, regardless of its source and indicate the following:

- The source of the revenue (the fundraising activity)
- The purpose of these funds
- The time period during which it will be generated
- The person or group responsible for the activity
- The anticipated net proceeds

The principal has limited flexibility to modify this plan after submission, so any decisions made need to be thoughtful and purposeful.

To help us meet the Ministry and Board requirements, it is our hope to complete the following in the next few weeks:

- Identify Council Goals for the year and how to best support the School Annual Plan
- Identify the fundraisers that Council would like to hold this year
- Identify where the proceeds of these fundraisers will go

- Work collaboratively and productively with the School Council
- Assist and provide guidance in following appropriate legislation and board procedures
- Support Council in meeting the established goals
- Be responsive to the needs of the community
- Improve student achievement and well being for ALL students

Our School Plan, while currently in draft form, has a focus on the following targets:

- Improved Reading Achievement for **ALL** students
- **ALL** students feeling safe, welcome & supported at school
- Support staff in employing Small Group Targeted Instruction in their classroom

- Door & Window Replacement Project
- Reorganization Update
- Indigo Adopt-a-School Fundraiser
- Upcoming Events:
  - Nov. 23 Photo Retakes
  - October 13 Meet the Teacher
  - October 24 PA Day/Municipal Election

Extracurriculars and school life-Mrs. Collingwood

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See you soon!

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**THANKS FOR  
COMING**

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Do you have any questions for us?

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