

**AGENDA: 6:00 p.m.**

1. Call to Order/Roll Call
2. HWDSB Land Acknowledgement
3. Approval of the Agenda
4. Board Improvement Plan – no copy
5. Board Self-Assessment: Summary of Areas for Improvement
6. Board of Trustees Governance Manual - revised
7. Adjournment and Resolution Into Private Session as per the Education Act, Section 207.2 (b) *the disclosure of intimate, personal or financial information in respect of a member of the board or committee member, an employee or prospective employee of the board or a pupil or his or her parent or guardian*



## GOVERNANCE COMMITTEE REPORT

March 6, 2024

### Board of Trustees Self-Assessment – Summary of Areas for Improvement

Submitted By: Sheryl Robinson Petrazzini

Prepared By: Heather Miller, Officer of Trustee Services

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#### Recommendation:

That the report be received.

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#### Background:

The [Board of Trustees Self-Assessment results](#) report was provided to the Governance committee at their meeting in January. Committee members discussed the overall findings within the report and identified areas of opportunities for further discussion and follow up.

#### Status:

The areas of opportunities identified for the Board of Trustees include:

- Developing the relationship between the Trustees and Labour Unions.
- Developing the relationship between Trustees and Executive Council.
- Student Voice and Opportunities for invitation to schools and engaging with students.
- Annual committee workplans – how to communicate future agenda items with all trustees.

#### Financial Implications:

There are no financial implications at this time.



## GOVERNANCE COMMITTEE REPORT

March 6, 2024

### HWDSB Board of Trustees Governance Manual

Submitted By: Sheryl Robinson Petrazzini

Prepared By: Heather Miller, Officer of Trustee Services

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#### Recommendation:

That the revisions to the HWDSB Board of Trustee Governance Manual be approved.

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#### Background:

Trustees requested to provide feedback related to the current HWDSB Board of Trustees Policy Manual that would be reviewed by the Governance Committee during the fall and winter of 2023. Staff presented proposed changes to the manual based on conceptual feedback received from trustees for committee consideration at the [November 2023](#), [December 2023](#) and [January 2024](#) Governance Committee meetings. Following the December meeting, the Chair of Governance, past Chair of the Board and staff met to review the manual for clerical errors, duplications and overall review of the flow of the document in terms of section layout.

#### Status:

The summary of changes made to the manual include:

- Title change of the document
- Inclusion of a link to the HWDSB Multi Year Strategic Plan
- Clarification regarding role of the Board of Trustees and Individual Trustees
- Addition of role of Director of Education
- Clarification on speaking time for Trustees during Board meeting on agenda items
- Delegations – addition of a link to request delegation (to be finalized), phone calls accepted to register as a delegate when a written request is not possible, information added about the conduct of delegates during their delegations and circumstances where a delegation may need to be halted, speaking times changed, allowing for additional delegations to be heard at board and/or committee meeting
- Added a section related to Motions, clarified the process for submitting a Notice of Motion

- Included a section on working with the media as an Individual Trustee
- Addition of a new section related to Correspondence received
- Retitling of sections within the manual to easier readability
- Removal of duplication of sections throughout the manual

A final proposal to consider is related to the process to be used for making non-substantive updates to the manual and how Trustees would be informed of these changes outside the regular review period.

Recommendation:

Staff recommends that the Director, or designate, is authorized to make non-substantive changes. Once completed, a summary would be provided to Trustees quarterly (if applicable).

Minor changes could include:

- a. Correction of spelling, punctuation or grammar and typographical errors;
- b. Correction of format or layout of information to improve accessibility or electronic/print presentation;
- c. Correction of cross-reference errors or discrepancy in the numbering of provisions; and
- d. Updates to roles or organizational titles

**Financial Implications:**

There are no financial implications at this time.