

## Policy 8

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### BOARD COMMITTEES

The Board may establish committees to assist with its work. Committees may be standing or ad hoc in nature.

At its annual Organizational Meeting, the Board shall establish such standing committees, and terms of reference for each, as it deems necessary. At any duly constituted meeting, the Board may establish standing or ad hoc committees, and terms of reference for each.

#### General Requirements

Subsequent to the establishment of committees, appointment of trustees to committees will be the responsibility of the Chair. Normally trustees serve on a maximum of two standing committees. The Board Chair may sit as an assigned member of any committee; however s/he shall be an ex-officio member of all Board committees.

Committee Chairs will be determined by the Committee.

All committees of the Board, unless otherwise directed by a majority of the Board, shall report their activity and any recommendations arising from their work to the Board. Reports shall be delivered orally to the Committee of the Whole and any written reports shall be included in the Board agenda package.

#### Standing Committees

Standing committees are established to assist the Board with work of an on-going or recurring nature. All Committee meetings are closed to the public, and committee members shall hold committee work in strict confidence until such time as work is shared at a public meeting of the Board of Education as described above. The Director of Education may assign staff to support the work of the committee. Committees shall not exercise authority over staff.

Committee work will be presented to the Board by written report for decision, discussion or information.

#### 1. Student Outcomes Committee

##### 1.1 Membership

- Minimum of three, maximum of four trustees.

##### 1.2 Terms of Reference

- To review accountability reports and to make recommendations to the Board.
- To examine issues related to increasing student literacy and achievement, promoting academic achievement for all students while closing achievement gaps and enhancing student outcomes.
- To examine possible interventions which may be considered or that others have successfully taken which might be appropriate for implementation in the Division.
- To make recommendations to the Board relative to actions the Board may take to improve student learning and achievement within the Division.

##### 1.3 Authority

- To make recommendations to the Board.

## 2. Human Resources Committee

### 2.1 Membership

- Minimum of three, maximum of four trustees.

### 2.2 Terms of Reference

- To review accountability reports and to make recommendations to the Board.
- To understand issues related to school staffing, recruitment and retention, performance management and employee and labour relations.
- To explore and advance the Human Resources initiatives within the school division.
- To make recommendations to the Board relative to actions the Board may take to advance innovative practice opportunities in the Division.

### 2.3 Authority

- To make recommendations to the Board.

## 3. Business, Infrastructure and Governance Committee

### 3.1 Membership

- Minimum of three, maximum of four trustees.

### 3.2 Terms of reference

- To review accountability reports and to make recommendations to the Board.
- To examine issues related to business, public accountability, stewardship, the advancement of public education including effective utilization of: finance, transportation, and facilities.
- To examine possible interventions which may be considered or that others have successfully taken which might be appropriate for implementation in the Division.

### 3.3 Authority

- To make recommendations to the Board.

## 4. Partnerships and Teambuilding Committee

### 4.1 Membership

- Minimum of three, maximum of four trustees.

### 4.2 Terms of Reference

- To examine issues related to advocacy and networking and enhanced relationships with all stakeholders.
- To draft the Board advocacy plan for consideration by the Board.
- To propose a suitable timeframe for the advocacy plan.
- To monitor and continually assess the advocacy plan.

### 4.3 Authority

- To make recommendations to the Board.

## 5. Transportation Committee

### 5.1 Membership

- Five rural trustees.

### 5.2 Terms of Reference

- To review accountability reports and to make recommendations to the Board.
- To examine issues related to student transportation including student safety, Ministry requirements, bus purchasing, driver recruitment, efficiency, and ride times.
- To examine boundaries annually.

### 5.3 Authority

- To make recommendations to the Board.

## **Committees of the Whole**

The Board may, from time to time, assign responsibility to the committee of the whole.

### 1. Membership

- All trustees

### 2. Terms of reference

- To provide a forum for trustees to engage in planning sessions related to issues such as, but not restricted to, finance, facilities, special projects and the Education Sector Strategic Plan.

### 3. Authority

- To make recommendations to the Board.

### 4. Meetings

- As determined by the Board.

## **Executive Committee**

The Board may, from time to time, assign responsibility to the Executive Committee.

## **Ad Hoc Committees**

Ad hoc committees are established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established at the time of formation.

Each ad hoc committee, at the conclusion of its work, shall present a written report to the Board. Unless otherwise directed by the Board, ad hoc committees are dissolved as soon as they have reported to the Board.

The Director of Education shall attend meetings of ad hoc committees.

## **Resource Personnel for Committees**

The Director of Education may appoint resource personnel to work with committees and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

Reference: *The Education Act, 1995*, Section 85  
*The School Division Administration Regulations, 2017*, Section 41

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