

**ST. EDMUND SCHOOL  
GOVERNING BOARD MEETING  
MINUTES**



**September 26, 2017**

**Board Members 2017-18:**

Chris Brault, Steve Bucci, Patricia Carroll, Louise Cavaliere, Rob Costain, Nathalie Duhamel, Kim Hogan, Paul Kininmonth, Yves Lapointe, Lori Legault, Joanne Malowany, Crystal Ouellette, Marie-Josée Ricard, Guylaine St-Georges, Lyane Trepanier, Josee Veilleux, Britta Weise.

Adriana Galli (Alternate)

**Absent:** Chris Brault, Steve Bucci, Lyane Trepanier

**The Undersigned**, Secretary of the Governing Board of St. Edmund Elementary school, hereby certifies that:

- a) This meeting of the Governing Board of St Edmund Elementary School was held at the school building, located at 115 Beaconsfield Blvd, Beaconsfield, Quebec.
- b) The following person also attended the meeting by invitation:
  - a. Eric Bender, Commissioner, Lester B. Pearson School Board
- c) The governing Board conducted the following discussions, considered the following resolutions, and directed that the Secretary cause the discussions and resolutions to be recorded, and these minutes inserted into the Minute book of the Governing Board.

**NOMINATION OF THE CHAIRPERSON**

As the first order of business, the board discussed the nomination of a chairperson. Kim Hogan was nominated and accepted said nomination.

Motion to approve made by Patty; seconded by Paul. Motion Carried.  
Kim Hogan was named Chairperson of the governing board.

**NOMINATION OF THE RECORDING SECRETARY**

As the next order of business, the board discussed the nomination of the recording secretary. Yves Lapointe expressed interest in filling that role.

Motion to approve made by Kim; seconded by Louise. Motion Carried.  
Yves Lapointe was named Recording Secretary of the governing board.

**NOMINATION OF THE PARENT COMMITTEE REPRESENTATIVE**

As the next order of business, the board discussed the nomination of the parent committee representative to the Lester B. Pearson School Board. There was a discussion about the role and responsibilities of that representative, and how it is of benefit to the board. Paul Kininmonth expressed interest in filling that role. Rob Costain expressed interest in filling the role as alternate representative.

Motion to approve made by Guylaine; seconded by Louise. Motion Carried.  
Paul Kininmonth was named Parent Committee representative, and Rob Contain as alternate.

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**ADOPTION OF THE AGENDA**

As the next order of business, the board discussed the agenda for the meeting. There were a few amendments to the proposed agenda.

Motion to approve made by Rob; seconded by Patti. Motion Carried.  
The revised agenda was accepted. Attached to these minutes as Attachment A.

**ADOPTION OF THE MINUTES OF THE LAST BOARD MEETING**

Minutes of the last board meeting (June 2017) were not available at the time of the meeting. This item has been deferred until the next meeting.

**REPORTS**

- Administrator Report - added to these minutes as Attachment B.
- Home and School - They met last week. Annual fundraising was discussed. We did not have details of the meeting.
- Teachers report -
  - Beginning of the year activities proceeding as planned. No hitches to report.
  - Work on Grad shirts and committee moving forward.
  - K-Club formed - motivate kids for physical activity.
  - Student council elected.
- Commissioner Report - added to these minutes as Attachment C.
- Parents Committee - Will have first meeting next Thursday. No updates for now.
- Daycare -
  - 210 Students of the 394 use daycare
  - Sept. 30 student numbers audited for Grants. Have all enrolled by that time.
  - 2 Days a week of Chartwell lunches being offered this year. Big Thank you from all parents.
  - Will be attending Anti-Bullying Seminar in Ottawa this fall. National network of educators. Current programs being used across the country. Evaluation of need / implementation here.
  - User committee - Board discussed need for this. With Feedback from Louise, it was determined there was no need to establish the committee. It was used in the infancy of the daycare program.

**Correspondence**

None at this time

**Questions from the public**

None at this time

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**Business Arising**

Governing Board Alternates

- All emails and materials related to The Governing Board meetings will be provided to Alternates on an ongoing basis.
- Although always welcome to attend meetings, in the event of absentees for any given meeting, the chair will assume the responsibility to notify the alternates of same.

Internal Rules of Management

- Proposed Internal Rules of Management (IRM) for the Governing Board were presented and discussed. Amendments discussed.
- The revised IRM is attached to these minutes as Attachment D, and will be discussed at the next meeting.

**New Business**

Field Trips:

- Proposed Grade 1-6, under LPBSB Umbrella format:
  - Oct 17, Cross Country Run Grade 4-6
  - Jan 9-11, Volleyball Grade 6 at John Abbott
  - April 20, Basketball Grade 6
  - May 17, Halo Race Grade 3-6 at Mount Royal
  - May 29-30, Track and Field Grade 4-6 at Riverdale

Motion to approve made by Patty; seconded by Britta. Motion Carried.  
All field trips were approved.

- Proposed Kindergarten:
  - Oct 11, Apple Picking
  - Dec 20, Stewart Hall art exhibit
  - Jan 19, Feb 2, Feb 16, March 2; Skating Beaconsfield
  - March 31, Play Oscar Peterson Hall
  - June 30, Splash day
  - \$100 all inclusive fee.

Motion to approve made by Kim; seconded by Yves. Motion Carried.  
All field trips were approved.

- Proposed Daycare:
  - Oct 6, Pumpkin and Insectarium \$25
  - Oct 30, African Safari Day / Ostrich Farm \$25
  - Dec 15, Movie day \$25

Motion to approve made by Marie-Josee; seconded by Kim. Motion Carried.  
All field trips were approved.

Fundraising:

- Terry Fox Run
- Home and School - Pizza Days, Holiday Fair, Mabel's Labels, Carnival, Ed Stock
- Question asked would Pack a shoe Box for indigenous communities, and association with Sparks of

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Hope continue. Yes for the time being, but specific details to follow.

Motion to approve made by Patty; seconded by Kim. Motion Carried.  
Fundraising activities were approved.

Service Contracts:

- Canadian Arctic Experience, Nov 2 Proposed

Motion to approve made by Kim; seconded by Lori. Motion Carried.  
Service contract was approved.

**Varia**

Eric bender wanted to inform the Board of Fundraising activities of the Pearson Educational Foundation.

- LBPSB Day at Alouettes Game; Oct 22 at 1:00; Tickets Online, \$16.

Proposed Governing Board meeting dates:

- On Tuesday's Before Holiday Break - September 26 (Tues.), November 7 (T), November 28 (T), December 12 (T);
- On Wednesday's After Holidays - January 24 (Wed.), February 28 (W), March 28 (W), April 25 (W), May 23(W), June 27 (W).

**Closure**

There being no further business to come before the Board, the meeting was adjourned.

Yves Lapointe, Secretary

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**Governing Board Meeting  
Tuesday, September 26, 2017  
7:00 PM  
Attachment A**

Agenda

- 1) Call to order
- 2) Welcome and introduction of members
- 3) Nomination of recording secretary
- 4) Nomination of chairperson
- 5) Nomination of Parents' Committee Rep.
- 6) Adoption of the Agenda
- 7) Adoption of the minutes of the last meeting – June 2017
  
- 4) Reports:
  - a) Administrator
  - b) Home & School
  - b) Grad Committee
  - c) Commissioner
  - d) Parents' Committee
  - f) Daycare
  
- 5) Correspondence
  
- 6) Questions from the public
  
- 7) Business Arising
  - a) GB substitutes
  - b) Internal rules of management
  
- 8) New Business
  - a) Field Trips
  - b) Fundraising
  
- 9) Varia
  
- 10) Questions from the Public
  
- 11) Closure

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**Attachment B**

**Principal report  
September 2017  
Governing Board**

- Welcome back event was wonderful! The parade was lots of fun and the daytime activities were appreciated. Thank you to all the parents who contributed their time and efforts.
- Corn roast was super well attended. Thanks you to everyone who attended.
- Instead of a welcome back assembly, I visited each class to introduce myself.
- Student population is 392. There were a few transfers in/out during the first few days of school. Everything seems to be settled now.
- Staff composition is similar to last year with the exception of the following:
  - Mme Mylene is replaced by Mme Kayla, end date TBD
  - Mme Sophie Belzile is new to the school. She is teaching Grade 4.
  - Ms Kyla Laforest is new to the school. She is the second PE teacher.
  - New spiritual animator: Mr William Grant
  - Our SN consultant will be retiring at the end of October. Replacement TBD.
- We have 11 hours of integration aide support. Ms Janet and Ms Crystal are back. Leslie is being replaced by Ms Lauren. Mme Pierrette has requested additional IA support.
- We are grateful to have the librarian allocation again this year. Ms Debbie will be in the library on Wednesday.
- Constable Di Legge and Levis are helping support the school again as out socio-community officers. They are always willing to help us in any way that they can.
- The exterior of the school experienced a clean up in September. All of the plants were removed and new grass was planted.
- The AGA/Curriculum night took place on September 7. Overall the evening went super well. The schedule of the evening was a little rushed. We will look at adapting it to make it more comfortable for everyone next year.
- We had our first fire drill on September 12, second on September 20, and third earlier today! They went very well. There was also one earlier today.
- 6 grade 6 students had an opportunity to take on the role of police traffic patrol on September 13. This is part of a campaign that is intended to remind the public to slow down in school zones.
- The school is receiving additional allocation for support in Kindergarten and Grade 1. The new grade 1 support will be starting on October 3. This is an additional 40% resource French post to support learning. The support in K will be that of a technician at 1 day per week. The grade 1 teachers (and resource) will determine how they would like to use these resources. So far, we are looking at literacy, math, and social skills support.
- Additional Chromebooks were purchased to support resource (4).
- Additional iPads were purchased to support K (3).

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- Resulting from a grant from last year, Mme Crerar and I will be joining St. Anthony School in a short trip to Idaho to learn about New Pedagogies for Deep Learning. This is an approach to education that has caught the interest of LBPSB.
- School photos on September 29.
- We are looking at transitioning the Interim report cards to Fusion.
- Terry Fox run/walk will be taking place on Thursday. The event was postponed resulting from the warm temperatures. Thank you for your encouragement.
- There will be a new drop off procedures implemented, effective Monday October 2. The intention is to alleviate traffic/confusion in the morning... let's see how it goes!
- There is a new logo for St. Edmunds.
- BHS band is visiting on October 3.
- LPHS is visiting on October 2.
- Digital citizenship session taking place courtesy of the NHL for grade 5 and 6. Date TBD.

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**Attachment C**

***Commissioner's Report***

***St. Edmund Elementary School Governing Board – Sept. 26<sup>th</sup>, 2017***

First of all, congratulations and best wishes to all those who've volunteered to serve on the St. Edmund Governing Board during the 2017-2018 school year. Any school community is only as strong as the commitment of those people willing to go the extra yard to ensure its excellence. Thank you!

***News from the June 27<sup>th</sup> and Aug. 28<sup>th</sup> Meetings of the Council of Commissioners***

In June, the Lester B. Pearson School Board adopted its ***2017-2018 operating, investment and debt service budget*** anticipating revenues of \$295,866,118 and expenses of \$296,628,645, which will be balanced by using \$762,527 from the accumulated surplus. At the same meeting, Alana Quinn-Leroux, formerly the Principal of Children's World Academy, was appointed to fill the vacant position of ***Assistant Director of Human Resources***. Also, in our area, Council appointed a ***new Vice-Principal for BHS*** – Melissa Hunter – in addition, of course, to Joanne Malowany as the ***new Principal for St. Edmund***.

**All remaining items were decided at the August meeting:**

In the matter of the ongoing absence due to illness of Chair Suanne Stein Day, it was resolved that during her absence, Vice-Chair ***Noel Burke will exercise all functions and powers of the Chair***, in accordance with section 158 of the Education Act; and that Commissioner Martin Sherman will be the acting Vice-Chair.

In accordance with the Act respecting ***School Elections***, and after public consultation, a document entitled ***LBPSB 2018 Electoral Divisions Descriptions***, dividing the territory of the School Board into 12 wards for the school board elections (currently scheduled to be held on November 4, 2018), was adopted. This is the same number of wards as the elections of 2014 but several boundaries have been redrawn due to population shifts. For example, Ward 9 that I currently represent has been changed such that it will no longer include Pointe Claire south but will include most of the town of Île-Perrot and all of Notre-Dame-de-l'Île-Perrot.

Following consultation with the Special Needs Advisory Committee (SNAC), it was resolved that the ***parental composition of the Special Needs Advisory Committee*** of the Lester B. Pearson School Board going forward will be as follows: 13 parents of students with IEPs as designated by the Parents' Committee (these parents will constitute a majority of the members of SNAC).

It was resolved that the draft consultation document entitled ***Food and Nutrition Policy*** would be distributed to the consultative partners of the Lester B. Pearson School Board, with responses to be returned to the Secretariat no later than November 24, 2017. (This document was distributed by email to all Governing Boards and other consultative groups on Sept. 1<sup>st</sup>.) Other important consultations to



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be expected later this term are the *Policy on Student Evaluation* and the *Policy on Extra-Curricular Activities and Field Trips*.

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Finally, the Executive Committee has approved the annual *funding for Governing Boards* according to the same formula used last year. For St. Edmund, the 2017-2018 amount should be approximately \$543 and will be disbursed once the Annual Report and Financial Statement for 2016-2017 have been submitted. And as in previous years, any funds not spent by the Governing Board by the end of June 2018 are to be returned to the school board.

Much more info on what's happening all around the board can always be found on the Pearson News blog <http://pearsonnews.lbpsb.qc.ca/> and on the LBPSB Facebook page.

The next regular meeting of the Council of Commissioners after the St. Edmund GB is scheduled for Monday, Oct. 30<sup>th</sup> at 7:30 pm. and, as with all such meetings, is webcast: [http://www.lbpsb.qc.ca/eng/main\\_videoV3.asp](http://www.lbpsb.qc.ca/eng/main_videoV3.asp)

Respectfully submitted,

*Eric Bender*, Commissioner – Ward 9



## St. Edmund Elementary School

### Rules of Internal Management Governing Board 2017-2018

**Adopted:**

#### **Contents**

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## 1.0 Purpose

The purpose of these rules is to facilitate the operation of the St. Edmund Governing Board.

## 2.0 Definitions

**GB:** The St. Edmund Governing Board

**Member:** Any person who has been elected or appointed to the GB in accordance with sections 47 through 51 of the Education Act.

**The Board:** The Lester B. Pearson School Board

**Quorum:** Quorum is the minimum number of voting members that must be present in order for the Governing Board to be able to vote on any resolution at the meeting. A majority of the members of the governing board who are in office, including at least half of the parents' representatives, must be present in order to attain quorum. In the case of St Edmund, there are 16 voting members, of which 8 are parents, and 0 Community Representatives. Thus, in order to attain quorum, at least 9 members must be present, of which at least 4 are parents. Note that Community Representatives, if present, count in the total number of members in office, and will affect the requirements for quorum. The school Principal is not included when determining quorum

**Simple majority:** The decisions of the governing board are made by a majority vote of the members present and entitled to vote. Thus, after having attained quorum, 50% plus one of the members present who are eligible to vote must vote in favour in order to carry a motion. Note that neither Community Representatives nor the school Principal are eligible to vote. Note that members who abstain from the vote are considered as absent (i.e.: not "present") in terms of determining the result of the vote.

**EA:** The Education Act, R.S.Q., I-13.3 and its updates

**Principal:** The principal of the school. The principal shall take part in the meetings, but is not entitled to vote.

**Chair:** A parent member of the governing board that is elected as chair to preside over meetings.

**RPC:** Regional Parents Committee

**SPC:** Sector Parents Committee

**AGA:** Annual General Assembly

## 3.0 Composition and Formation

The school board has decided that there will be sixteen voting members (16) members of the St. Edmund GB. The principal is also part of the GB composition but is a non-voting member. The school board commissioner is also invited to attend as a non-voting guest.



## 4.0 Rights and Duties of the Chair

The chair calls the meetings of the GB.

Without restriction, the chair has the following duties:

- Work with the principal to develop meeting agendas
- Speak on behalf of the governing board
- Ensure that the internal rules of management are observed in order to create an amicable and orderly environment
- Follow the agenda approved by the GB and keep discussions on track
- Ensure that all subjects are properly explained and questions responded to appropriately
- Allow and solicit members to express their opinions
- Decide on the order of discussions and give the right to speak
- Keep the discussions to within the mandate of the GB
- Summarize the opinions of the assembly.

If the chair is unable to attend a meeting, the GB shall vote in an alternate at the beginning of the year or designate a substitute at a specific meeting from amongst its eligible members.

## 5.0 Members' Conduct and Responsibilities

Each member must:

- Act effectively and in good faith in relaying the needs, concerns and advice to the GB
- Prepare for and attend the GB meetings
- Contribute to the meetings and participate in GB activities
- Address himself to the chair and not to a member in particular
- Maintain a respectful demeanor at meetings and GB activities
- Inform the chairperson of any foreseen absence from GB meetings and activities

## 6.0 Recording Secretary Roles and Responsibilities

The recording secretary will take meeting minutes, and ensure meeting materials and documents are available to the GB Chair and Principal for distribution one week prior to the following meetings.

The secretary will maintain an objective position when minuting the meeting.

## 7.0 Functions

*The GB will see to the following:*

### 7.1 Election of officers and representatives

- Each year during the period beginning on the first day of the school year and ending on the last day of September, the chair of the governing board or, if there is none, the principal shall, by written notice, call a meeting (AGA) of the parents of the students who attend the school to elect parents' representatives to the governing board. The notice shall be sent at least four days before the meeting is to be held.



- At the AGA meeting, the parents shall elect a representative to the parents' committee from among their representatives on the governing board.
- The governing board shall choose its chair from among the parents' representatives on the governing board who are not members of the personnel of the school board.
- At the AGA meeting, a second parents' representative on the governing board may be designated as a substitute to attend and vote at meetings of the parents' committee when the representative elected for that purpose is unable to do so.

## 7.2 Advising on the operation of the school

Any advice the GB wishes to communicate to the school board must be formalized and if the committee so decides, forwarded to the appropriate administrator.

## 7.3 Informing the board on the school's needs

Any information the GB wishes to communicate to the school board should be formalized and if the GB so decides, forwarded to the administrator concerned. Copies may be sent to the Sector Director, the Director General, and the Council of Commissioners. It may also be sent to Chairs of SPC and RPC if the issue is deemed of relevance to parents of other school communities.

## 8.0 Responding to School Board Consultations

- Where required, preparatory work on responses will be done in sub-committees formed for the purpose or through submission of input from GB members to a designated GB member responsible for drafting a response. Support materials and a draft response for each consultation will be submitted to the GB to enable discussions and to formalize a response.
- In the event that it is not necessary to form a sub-committee to respond to a consultation, individual members of the GB may be selected to consolidate GB comments and draft a response to the GB to enable a discussion and formalize a response. Whenever possible, the GB will attempt to alternate this responsibility equally between governing board members (parents and staff).
- The response will be delivered by the GB chair to the sponsoring LBPS school board member by the required consultation submission date

## 9.0 Meetings

**Schedule of meetings:** Regular meetings will be defined and scheduled after the first meeting by the chair and the Principal, and will accommodate the GB members to the point of ensuring a majority presence of staff and parents are available to achieve Quorum. A maximum of nine (9) meetings will be held per year.

**Special meetings:** Special meetings may be called between regular meetings by the chair or by request of a majority of the members.

**Quorum:** The Chair must confirm that Quorum (as defined in Section 2.0) has been attained in order for the Governing Board to be able to vote on any resolution at the meeting. An informal meeting may nevertheless take place when quorum is not achieved, however no decisions may be taken and no official GB function may be performed.



A member foreseeing his/her absence at a regular meeting must inform the Chair or the Principal no less than 48 hours of said meeting.

Any member missing three meetings within the respective school year, may respectfully be asked to resign from his/her mandate.

**Observers:** the GB meetings are open to the public. The agenda will include a public question period. Observers must restrict themselves to subjects within the mandate of the GB.

**Procedures:** All decisions are confirmed by a “Simple Majority” vote as defined in Section 2.0. In the case of a tie, the Chair will cast a second and deciding vote. An item to be voted on must be formulated as a motion or presented as a resolution, and should be seconded. Time for discussion of the motion must occur before the vote is taken. The GB may form subcommittees to study specific issues and/or to draft proposals. A chairperson will be appointed for each subcommittee. The members may be asked to ratify a decision previously made between meetings by email.

**Adjournment:** when all items on the agenda have been addressed, the chair adjourns the meeting. While GB meetings are public meetings, any member may request to close the meeting if the matter examined can cause damage due to its personal nature. Resolutions cannot be passed at closed meetings.

## 10.0 Correspondence

All correspondence will be reported during regular meetings and will be kept on file at the school. The chair should copy all members when sending correspondence on behalf of the Governing Board.

Where possible reports presented to the GB will be submitted in written form. The Agenda and documentation for all meetings should be forwarded to the Chair, and the chair will attempt to distribute relevant documentation to the GB group, 4 days prior to the meeting date.

When possible, voting by GB should be done in person and during regular or special meetings. However, at the discretion of the Chair, GB shall be permitted to conduct votes via email, unless at least one member objects to email voting on a particular issue. Email voting shall not be used as a substitute for in-person deliberation and debate, and shall be limited to emergency purposes only where timeliness is a factor.

- Initial email sent out by the Chair should specifically state the motion to be voted upon and the deadline for response and vote (minimum of 48 hours).
- Any correspondence via email between the members should be sent to ALL members and not only to the Chair. This includes, but is not limited to, questions, responses and votes.
- There should be time (a minimum of 48 hours) before the voting deadline to allow for discussion amongst the members.
- The Chair must verify if Quorum is reached, as defined in the “Quorum” definition in Section 2.0. That is, at least 9 members must be present, of which at least 4 are parents. The lack of a response or vote by a GB member before the prescribed deadline shall be considered as an absence of said member for the purposes of determining Quorum. i.e: that member will not be considered “present”.



- Rules for email decisions are identical to those at meetings. That is, any decision must be adopted by the majority (as defined by “Simple Majority” in Section 2.0) of the voting members present. In the event of a tie, the Chair may cast an additional deciding vote.
- All email motions, approved or not, should be ratified at the following GB meeting with the total number of votes in favour/against/abstained reported in the minutes.

## 11.0 Meeting Agenda

The agenda lists the order of the business to be addressed during GB meetings. The chair drafts the agenda in conjunction with the principal. Each member should be given the opportunity to add or modify items on the agenda. Each agenda will include the following items (the agenda of the first meeting of the year will be modified to include introductory items and election of officers):

- Call to order
- Adoption of the agenda
- Approval of the minutes of the previous meeting
- Business Arising
- Reports (Commissioner, Regional Parent Representative, Daycare, Graduation Committee, Support Staff, Home & School, Teachers, Principal)
- New Business
- Correspondence
- Comments and questions from the public
- Next Meeting
- Adjournment

Reports to be presented to the GB should be submitted preferably in written form and whenever possible be included in the GB kit sent out via E-mail 4 days prior to the meeting. Any issue arising from a report which requires the GB attention may be included in the meeting in progress, or deferred to a subsequent meeting.

## 12.0 Minutes and Summaries

The minutes of the meeting are a permanent record of the items discussed and the decisions made at GB meetings and as such:

- The secretary will prepare and submit a draft copy of each set of meeting minutes to the committee;
- The minutes will list the members present, having sent regrets and who were absent. It will also include brief summaries of topics discussed and any decisions made during meetings (including the full text of motions). Vote results will be indicated as "in favour", "opposed" and abstentions". A mention of the vote being "unanimous", "carried" or "defeated" will also be noted;
- The minutes are reviewed and approved at the subsequent meeting. Corrections may not alter the substance of any decision or resolution listed; and
- The minutes will be kept by the principal in an official register at the school.
- The recording secretary will complete and chair will attempt to distribute the minutes a minimum of 4 days prior to the next governing board meeting



### **13.0 Revision Procedure**

The GB must review these rules at the beginning of its mandate and put them into effect by adopting them prior to the end of the month of November. Subsequent revisions may be proposed by any member and will be adopted if a simple majority of the members agree at the subsequent meeting.

### **14.0 Coming into Effect and Repeal Provision**

The rules stated herein take effect as of the time and date of their adoption and repeal all previous internal rules of management which were in effect until such time.

### **15.0 Substitutes**

Substitutes are useful to ensure that quorum exists at every meeting. There can be up to 8 parents substitutes, and 8 teacher substitutes. Substitutes are not members of GB, per se, but can vote in the absence of a GB member. They are encouraged to attend all GB meetings to be available should their voting services be required. If not required, they sit as members of the public. Between meetings, they have no voting powers.

Substitutes will be included in all email correspondence amongst the GB.