

**SCCs must hold a minimum of five meetings per school year.** Plan your schedule of meetings at the first meeting of each school year.

**Agendas** keep meetings on track:

- Discuss items for the next meeting at the end of each meeting to get ideas from all.
- Two weeks before your meeting, prepare the agenda and email it to the principal to review. Send the final agenda to participants and post it on the school website a week or so before the meeting.
- Use a consistent agenda structure (a sample template link is provided). For each item, indicate the purpose (Decision, Discussion/Brainstorming or Information).
- If possible, e-mail written reports ahead of time so members can do some pre-meeting homework, prepare questions and become familiar with the information.
- Review the agenda at the start of each meeting so that participants know what to expect.

**The role of the Chair** is to “control traffic” during the meeting and keep the meeting on schedule. Effective practices include:

- Ensuring all points of view are expressed and encouraging participation from all.
- Setting a tone of collegiality, respect and inclusiveness.
- Always starting meetings on time.
- Always ending meetings on time. If you are running behind, ask attendees to help you keep track of the time or ask the group for ideas to manage within the remaining time.
- Using a “parking lot” for issues that come up but are not on the agenda or cannot be dealt with quickly.

**Agree to ground rules in advance**, such as: be respectful and include everyone; stay focused; reach closure; always honour confidentiality.

- Include your ground rules on each agenda and review them with new attendees.
- Post a copy of your SCC constitution on the school website for each reference in case a question comes up during a meeting.

**Encourage discussion and debate**

- Ask questions and encourage others to do the same.
- Separate opinions from fact.
- Uncover as many points of view and ways of looking at the issue as possible and attempt to reach a consensus before voting.

**Make decisions**

- Begin with the end in mind. Introduce each agenda item with a statement of purpose e.g., “the council needs to decide how to support the school in improving students’ math results...”
- Decision items require motions and someone to move the motion.
- Word motions carefully to ensure the language says what you mean. Where possible, draft motions in advance and circulate to members. Motions can be adjusted or tweaked following discussion (referred to as “friendly amendments”).
- The Chair or Secretary should repeat the motion before the vote and then open the motion up for discussion.

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<sup>1</sup> As per *The Education Regulations*



- Members vote by a show of hands and the Chair or Secretary should confirm “The motion is carried/not carried”.
- At the conclusion of each agenda item, quickly summarize what was said, and ask people to confirm if your summary is accurate. The Secretary can use this summary in the minutes.
- In most cases, meetings proceed without any need for formal procedure/rules. However, if necessary, more formal Rules of Order for Decision Making are attached for reference.

## Record outcomes in minutes

- SCCs must keep meeting minutes. Minutes are the official record of the meeting – accurate minutes help to avoid disagreements and issues later on.
- Sample minutes are attached and a blank template is posted. (a sample template link is below)
- Minutes are meant to capture the main points of discussion; they are not verbatim transcripts and there is no need for a detailed “who said what”.
- Give members a few minutes to review the minutes prior to asking for a motion to approve, the ensure motions and other items are accurately captured.

## Closing meetings

- At the end of the meeting, ask the group two questions and consider how to use the feedback to continuously improve meeting practices:
  - What went well?
  - What would make our meetings *even better if ...?*
- At the end of each meeting, review actions and assignments, confirm the date and the time for the next meeting and ask each person if she or he can attend.
- End the meeting on a positive note and thank everyone for their contribution.

Revised: March 2016

## FOR MORE INFORMATION:

- ✓ This work plan and detailed information and resources are posted on [nesd.ca](http://www.nesd.ca) under School Community Councils at <http://www.nesd.ca/Board/SCC/Pages/default.aspx>
- ✓ To provide suggestions, ask questions or request more information, email [rempel.don@nesd.ca](mailto:rempel.don@nesd.ca) or call Don Rempel, Director of Education at 306-752-5741.



## Appendix – Rule of Order for Decision Making

Note that there are general processes for making, amending, passing and withdrawing motions. If your SCC constitution states otherwise, the constitution takes precedence.

### Making a motion

- Stating the motion – a member must formally let the Chair know that she/he would like to make a motion and the Chair must recognize the person making the motion. Once acknowledged by the Chair, the individual making the motion has the floor and makes the formal motion.
- Stating the question – once a motion has been made, the Chair restates the motion so that everyone clearly understands what is being proposed.
- Discussion – the Chair opens the floor to discussion of the motion. If no one wishes to discuss the motion, it is put to a vote. If members of the council wish to discuss the motion, the Chair opens the debate. Each member may speak to the question twice, but no one member may speak a second time until everyone has had a chance to speak once.
- Declaring a vote – if no one wants to speak further to the issue, the Chair asks the council if it is ready to vote on the proposal. The Chair repeats the question and conducts the vote by asking for those in favor and those opposed.
- For a motion to be accepted, the majority must vote in favour. Majority is defined as at minimum having one more vote than those opposed. A tie vote is considered to have been defeated.

### Amending a motion

- Until the Chairperson repeats the motion for a final vote, the person who made the motion may change it.
- Once the Chair has repeated the motion in readiness for a final vote, the motion can be amended in one of the following ways:
  - a. The person making the motion may ask to change the original wording. The Chair will ask if anyone objects. If no one objects, the wording of the motion is changed. Debate continues on the amended motion.
    - i. If someone objects, the question of whether to allow a change in the wording of a motion is put to a vote. If the group consents to the change, debate continues on the motion as amended. If the group does not consent to the change, discussion continues on the original motion.
  - b. Someone else on the council may also amend the motion. The Chair will ask if anyone objects. If no one objects, the wording of the motion is changed. Debate continues on the amended motion.
    - i. If someone objects, the question of whether to allow a change in the wording of the motion is put to a vote. If the group consents to the change, debate continues on the motion as amended. If the group does not consent to the change, discussion continues on the original motion.

### Withdrawing a motion

- At any time before a vote, the person making the original motion may ask to withdraw it. Once a motion is withdrawn, it is as if it never existed.
- If the Chairperson has already repeated the motion in preparation for voting and a request to withdraw the motion is made, the Chairperson asks if there is any objection. If there is none, the motion is withdrawn. If someone objects, the request to withdraw the motion is put to a vote.



## **Motion to consider at a later date**

- A motion to consider at a later date means to set an issue aside to discuss at another time so more pressing business can be discussed or so that more information about the issue can be obtained.
- The following rules apply to a motion to consider at a later date:
  - a. This motion takes precedence over the discussion of the motion.
  - b. There can be no debate on this motion.



## [Name] School Community Council Meeting Agenda

[Date] [Time]

[Location]

1. **Call to Order**
2. **Welcome and Introductions**
3. **Approval of the Agenda**
4. **Approval of the Minutes**
5. **Follow Up Items From Last Meeting**
  - 5.1 Results of SCC Recruitment Efforts
  - 5.2 Renew SCC Activity Plan
6. **New Business**
  - 6.1 School and SCC Fundraising Updates
  - 6.2 Staff Appreciation Luncheon
  - 6.3 Family Literacy Day – Books Before Breakfast
7. **Reports**
  - 7.1 Student Representative Report
  - 7.2 Chairperson's Report
  - 7.3 Principal's Report
  - 7.4 Treasurer's Report
  - 7.5 NESD Trustee's Report
  - 7.6 Communications Report
  - 7.7 Community Member Report
  - 7.8 Committee Reports
    - 7.8.1 Communications Committee
    - 7.8.2 Grounds Committee
    - 7.8.3 Math Night Committee
8. **Next Meeting**
9. **Adjournment**



[Name] School Community Council Meeting Minutes

[Date] [Time]

Present

S. Smith, Chair	ABC, Member
T. Black, Treasurer	ABC, Member
A. Jones, Secretary	ABC, Member
G. Wilson, Principal	ABC, Member
W. White, Member	W. White, Teacher

Absent

ABC, Member	
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Board Member D. Warner was also in attendance along with guest S. Smart.

1. **Call to Order** – The regular meeting was called to order by S. Smith at 7:03 pm and a quorum was present.
2. **Welcome and Introductions** – S. Smith, Chair, welcomed everyone to the meeting. Introductions were made and a special welcome was given to guest Ms. S. Smart.
3. **Approval of the Agenda** – The agenda was approved as presented (or amended to add Item X or delete Item Y).
4. **Approval of the Minutes** – The minutes of the meeting held on October 30, 2015 were approved as presented (or, if necessary, indicate the minutes were approved with corrections).
5. **Follow up Items from Last Meeting**
  - 5.1 Following up on the request to provide the school office with contact information for school council members, to date there are some members who have not provided this information. Members are asked to do so by December 5, 2015.
  - 5.2 The date for the upcoming Grade 6 to 8 concert as previously discussed is now confirmed for October 10, 2015.
6. **New Business**
  - 6.1 Fundraising – The principal presented the school’s proposed fundraising plan for the year. The key event will be selling magazine subscriptions through ABC Company, with proceeds to go to purchasing additional levelled literacy books for the Resource Center as recommended by the Teacher Librarian. For each subscription sold the school will receive \$X.



The SCC supported the plan but suggested delaying it by one month, so as not to interfere with community fundraising efforts. The SCC also suggested communicating the fundraising plan to local businesses and service groups. The principal concurred with these suggestions.

6.2 Staff Appreciation Week activities – G. Gray volunteered to head the Staff Appreciation committee. It was decided that a continental breakfast for school staff would be provided instead of a lunch.

**6.3 Motion: That the SCC authorize up to \$500 for the Staff Appreciation breakfast to be held on February 10, 2016.**

Moved by W. White. CARRIED.

## 7. Reports

7.1 Student Representative Report Highlights – (names of students) reported on the SRC activities for the month, including a school spirit day on December 10 and reporting on upcoming activities highlighted by promoting participation in and understanding the WE Day on March 2, 2016 in Saskatoon.

7.2 Chairperson's Report Highlights – A. Smith reported that all SCC members are invited to the North East School Division Annual Meeting on March 21, 2016 at 7:30 pm at Tisdale Rec Plex and to a SCC Appreciation Supper hosted by the Board of Education starting at 6:00 pm. Please RVSP to\_ by December 31, 2015.

7.3 Principal's Report Highlights – J. Jones reported that the school has welcomed 650 students this year as well as five new teachers. Upcoming events for the next month include reading pre-assessment for students in Grades 1 to 9, parent/teacher interviews and a special presentation to students by the RCMP on safe highway driving.

7.4 Treasurer's Report Highlights – T. Black provided copies of the October 31, 2015 Financial Report along with a copy of the October bank statement.

7.5 North East Board Member's Report – D. Warner reviewed the Board Notes from the October 14, 2015 Board Meeting, noting the article on the annual Saskatoon Treaty Council gathering and suggesting this as a potential initiative that the SCC could support next year.

### 7.6 Committee Reports

7.6.1 Communications Committee – W. White reported that the school newsletter will include information on every issue about the SCC. In addition the local weekly newspaper has agreed to include a regular section on upcoming SCC meetings and events. Thanks to W. White for initiating this.

7.6.2 School Grounds Committee –



## 7.6.3 Math Night Committee –

8. **Next Meeting** – The next meeting will be held on February 5, 2016 in the resource center at ABC School. The remaining meetings for the year are scheduled for:
  - April 5, 2016 Regular
  - June 5, 2016 Regular Meeting
9. **Adjourned** – at 8:15 pm

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S. Smith  
SCC Chair

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A. Jones  
SCC Secretary

SAMPLE

