



**Policy 10.01**

**Category: School and School Community Relations**

**CAPE School Council**

**BACKGROUND**

Section 22 of the *School Act* requires that the Board establish a school council. The CAPE Charter Board believes the school council has the potential to serve as an effective mechanism for utilizing parental input in the operation of the school and to enhance communication among the school, the CAPE Charter Board, parents, the school community and community at large.

“Parents, as partners in the learning community, provide valuable perspectives and support for their children and deserve to have a choice in an educational program which best supports individualized learning.”

*CAPE charter*

**POLICY STATEMENT**

1. The CAPE Charter Board supports the establishment of a school council for the school in accordance with statutory requirements and Board policies.

**DEFINITIONS**

2. **School community** - students enrolled in the school and their parents, children enrolled in an Early Childhood Services program at the school and their parents, the school staff, and other persons who have an interest in the school.
3. **Establishment meeting** - a meeting to be held under section 2 to establish a school council .

**GUIDELINES**

4. Establishment of the school council
  - 4.1 If at the start of a school year there is no school council already established, the Principal shall call an establishment meeting within 40 days of the start of the school year.
  - 4.2 The Principal shall give notice of this meeting to the parent of each student or child enrolled in the school, the school staff and other members of the school.

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- 4.3 The notice of the establishment meeting must include a description of the purpose of the meeting, set out the time, date and location of the meeting, and must be given at least 10 days before the date of the meeting. The notice may be posted in 2 or more publicly accessible locations around the school or advertised in a publication that is circulated to the general public in the area around the school.
- 4.4 The procedure, agenda and voting at the establishment meeting will comply with the requirements set out in the *School Council Regulation*.
- 4.5 If fewer than 5 parents attend the establishment meeting or if the establishment meeting is unsuccessful in establishing a school council, the Principal shall initiate the establishment an advisory committee. The advisory committee will operate under the same conditions as those of the school council except that its members shall not have to be parents or students of the school.
5. Membership
- 5.1 All parents/guardians of students attending the school are eligible members of the school council;
- 5.2 A majority of school council members shall be parents;
- 5.3 The executive of the school council shall be elected annually at an annual school council general meeting will normally include parents elected for one year terms.
- 5.4 Each school council must consist of the following members:
- 5.4.1 The Principal of the school;
- 5.4.2 At least one person who is a teacher at the school who has been elected or appointed by the teachers at the school; and
- 5.4.3 Parents of students enrolled in the school elected by parents who attend the establishment meeting.
- 5.5 The members of the school council may establish the process to appoint one or more persons who have an interest in the school as members of the school council.
- 2.6 The school council must consist of a maximum of seven (7) members.
6. Suspension of a school council
- 6.1 If a quorum is not available for a meeting of the school council and the meeting has been rescheduled on two or more occasions, the CAPE Charter Board may suspend the operation of the school council until the following year.

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- 6.2 If the operation of the school council is suspended, the Principal may establish an advisory committee to carry out the duties of the School Council until a new school council is established.
7. Dissolution of a school council
- 7.1 The Minister, on request of the Charter Board, may dissolve a School Council without notice at any time if the Minister is of the opinion that the school council is not carrying out its responsibilities in accordance with the *School Act* and the regulations.
- 7.2 Prior to requesting that the Minister dissolve the school council, the CAPE Charter Board will provide an appeal process.
- 7.2.1 Any member of the school council may appeal the decision of the Charter Board to request that the Minister dissolve the school council.
- 7.2.2 This appeal must include the grounds on which the appeal is made.
- 7.2.3 The appeal must be made within 15 days of notification by the Charter Board to request dissolution of the school council by the Minister.
- 7.2.4 The Charter Board will hear representations by members of the School Council regarding the request dissolution of the school council by the Minister within 30 days of the appeal. The school council must be notified of the hearing date, time and location no later than 7 days prior to the hearing date.
- 7.2.5 The school council must be informed of the Charter Board's decision no later than 7 days after the decision is made.\
8. Constitution and Bylaws
- 8.1 The school council may draft or adopt a constitution and/or bylaws containing provisions for name, membership, frequency of meetings, functions, etc., that is within statutory and CAPE Charter Board policy parameters.
- 8.2 The constitution shall be filed with the Superintendent and the School Secretary as information.
9. Liaison with the CAPE Charter Board
- 9.1 A designated liaison school council member shall be designated to act as a liaison between the school council and the CAPE Charter Board.
- 9.2 The school council member shall attend Board meetings, report to the Board on issues pertaining to the school council, report to the School Council on issues pertaining to the Board.

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- 9.3 The school council member who is appointed as liaison shall act as the channel of communication between the CAPE Charter Board and the school council.
- 9.4 The chair of the school council must prepare and provide to the CAPE Charter Board by September 30 of each year, for the preceding year:
  - 9.4.1 The activities of the school council in the year;
  - 9.4.2 The financial statement relating to money handled by the School Council in the year; and
  - 9.4.3 A copy of the minutes for each meeting of the school council held in the year.
- 9.5 The CAPE Charter Board will refer the school council reports and/or recommendations to the Superintendent and Secretary-Treasurer.
- 10. Operational Procedure
  - 10.1 The school council will establish its own operating procedures within statutory and Charter Board policy parameters. The topics to be included are:
    - 10.1.1 Purpose of the school council;
    - 10.1.2 Operational procedures;
    - 10.1.3 Election or appointment of officers;
    - 10.1.4 Duties of officers;
    - 10.1.5 Functions of the Council;
    - 10.1.6 Presentation of motions; and
    - 10.1.7 Membership.
- 11. Record Keeping
  - 11.1 The school council shall establish methods of keeping records in accordance with the following guidelines:
    - 11.1.1 A proper set of books is established and maintained to keep minutes and record finances.
    - 11.1.2 A bank account be established.
    - 11.1.3 The signing authority is the Chair or Treasurer, countersigned by the school Principal.
    - 11.1.4 The books or records are submitted to the Secretary-Treasurer annually in September.

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12. In the event of disputes on proposed policies or adopted policies, the following guidelines apply:
- 12.1 The school council and/or the Principal must inform the Charter Board, in writing, of the dispute and request a hearing. This request must include specific information regarding the dispute, the rationale for the request of the hearing, and strategies to resolve the dispute, if possible.
  - 12.2 The Charter Board will hear representations by the school council and/or the Principal regarding the dispute within 30 days of receiving the notification of the dispute.
  - 12.3 The school council and/or the Principal must be notified of the hearing date, time and location no later than 7 days prior to the hearing date.
  - 12.4 The school council and/or the Principal must be informed of the Charter Board's decision no later than 7 days after the decision is made.
  - 12.5 The Charter Board's decision is final.

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**References:**

*School Act*

*School Council Regulation*

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Adopted: October 12, 1999

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Revised: September 30, 2008

Revised: September 28, 2011

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Motion: #

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