



AP 10.02

Category: School and School Community Relations

CAPE School Council

BACKGROUND

Section 55 of the *Education 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 engaging parents 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

Furthermore, Section 12 of the *School Councils Regulation* requires school boards to give school councils the opportunity to provide advice on the development of school education plans and results reports.

PURPOSE

1. To support the establishment and operations of the CAPE School Council 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 .

PROCEDURE

4. **Establishment of the CAPE School Council:**
 - 4.1 The establishment of the CAPE School Council with adhere to the CAPE Policy 10.01 and the *School Council Regulation*.

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5. Role of the CAPE Schools Council:

While the School Council will be responsible for establishing its own goals and objectives, subject to Section 55 of the *Education Act*, some or all of the following following may be among its primary goals:

- 5.1 Act as an advisory body to the school administration on school related-matters;
- 5.2 Assist the school in achieving its goals;
- 5.3 Provide a means of communication and a channel for disseminating and interpreting information between the school and community;
- 5.4 Provide guidance and assistance with school-sponsored activities;
- 5.5 Perform any duty or function delegated to it by the CAPE Charter Board;
- 5.6 Consult with the Principal so that the Principal may ensure that students in the school have the opportunity to meet the standards of education set by the Minister;
- 5.7 Consult with the Principal so that the Principal may ensure that the fiscal management of the school is in accordance with the requirements of the Charter Board, Superintendent and Secretary-Treasurer;
- 5.8 Do anything it is authorized to do under the School Councils Regulation.

6. Membership of the CAPE School Council:

- 5.1 Membership of the CAPE School Council with adhere to the CAPE Policy 10.01, the *Education Act*, the *School Council Regulation and the CAPE School Council Bylaws*.

7. Suspension of the CAPE School Council:

- 7.1 The suspension of the CAPE School Council with adhere to the CAPE Policy 10.01, the *Education Act* and the *School Council Regulation*.

8. Dissolution of the CAPE School Council:

- 8.1 The dissolution of the CAPE School Council with adhere to the CAPE Policy 10.01, the *Education Act* and the *School Council Regulation*.

9. Constitution and Bylaws

- 9.1 The School Council may draft or adopt bylaws containing provisions for name, membership, frequency of meetings, functions, etc., that is within statutory and CAPE Charter Board policy parameters.
- 9.2 The CAPE School,Council Bylaws will be revised at least once every three (3) years; the CAPE School,Council will form a committee for this purpose.

10. Liaison with the CAPE Charter Board

- 10.1 A CAPE School Council member shall be designated to act as a liaison between the CAPE School Council and the CAPE Charter Board.

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- 10.2 The CAPE School Council & Board liaison shall be a voting member of the CAPE Charter Board, attend Board meetings, report to the Board on issues pertaining to the CAPE School Council, report to the CAPE School Council on issues pertaining to the Board.
- 10.4 The chair or designate of the CAPE School Council must prepare and provide to the CAPE Charter Board by September 30 of each year, for the preceding year:
- 10.4.1 The activities of the CAPE School Council in the year;
- 10.4.2 The financial statement relating to money handled by the CAPE School Council in the year.
11. **Operational Procedure**
- 11.1 The CAPE School Council will establish its own operating procedures within statutory and Charter Board policy parameters.
12. **Record Keeping**
- 12.1 The School Council shall establish methods of keeping records in accordance with the following guidelines:
- 12.1.1 A proper set of books is established and maintained to keep minutes and record finances.
- 12.1.2 A bank account be established.
- 12.1.3 The signing authority is the Chair or Treasurer, countersigned by the school Principal.
- 12.1.4 The books or records are submitted to the Secretary-Treasurer annually in September.
13. In the event of disputes on proposed policies or adopted policies, the CAPE School Council with adhere to the CAPE Policy 10.01

References:

Education Act

School Council Regulation

Adopted: August 2022