



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

AN ENGLISH EDUCATION,
A BILINGUAL FUTURE

THE GOVERNING BOARD

October 28, 2020

swlauriersb.qc.ca   

LAVAL – LAURENTIDES – LANAUDIÈRE

What is a Governing Board?

- A consultative and decision-making body with specific *functions and powers* which gives schools or vocational training and adult education centres the resources and support required to meet the educational needs of all students.
- A Governing Board (GB) must be established for each school and centre (sections [42](#) and [102](#) of the Education Act).
- Every decision of the GB must be made in the best interest of ALL the students attending the school/centre. (Section [64](#) of the Education Act)

COMPOSITION OF A GOVERNING BOARD

Composition of Governing Boards (Youth sector)

- Sections [42](#) and [43](#) of the Education Act set requirements regarding the number of persons in each group represented on the GB (Parents, Staff, Students, Community)
- The school board determines by [resolution](#) the number of parent's and staff representatives, while respecting the provisions of sections 42 and 43 of the Education Act
- All members have the same rights and obligations except for Community Representatives who are not entitled to vote
- Parents and Community representatives cannot be members of the school staff

Composition for the SWLSB Schools

SWLSB I Governing Board Compositions

Approved and modified by CC resolution on June 16, 2016

Type of School	Elementary schools without daycare	Alternative schools	Elementary schools without daycare	Elementary schools with daycare service	Secondary schools Cycle I - Secondary Cycle II - Secondary	Secondary schools Cycle I - Secondary Cycle II - Secondary	Elementary and Secondary schools combined
	Less than 150	Less than 150	151+		Less than 250	251+	
Parents (elementary)	4		6	6			3
Parents (secondary)		4			4	8	3
Teachers (elementary)	2		4	3			2
Teachers (secondary)		2			2	6	2
Non-Teaching professionals	1	1	1	1	1	1	1
Support Staff	1	1	1	1	1	1	1
Daycare Staff				1			
Secondary students (Cycle II are voting members)		2			2	2	2
Community (non-voting)	2	2	2	2	2	2	2
TOTAL	10	12	14	14	12	20	16

Composition of Governing Boards (AEVT)

- Section [102](#) of the Education Act sets requirements for each group represented on the GB (Students, Staff, Parents, Socio-Economic and Economy Groups, Enterprises of the Region)
- The school board determines by resolution ([AE](#) and [VT](#)) the number of representatives of each group, while respecting the provisions of section 102.
- For vocational training centres, parents cannot be members of the school staff and the members representing enterprise of the region must operate in economic sectors corresponding to the vocational education programs offered by the centre.

Composition for the SWLSB AEVT Centres

ADULT EDUCATION CENTRES

CDC VIMONT
CDC LACHUTE

- Socio-Economic partners: 2
 - School Staff: 6 (*4 teachers, 1 support staff, 1 non-teaching professional*)
 - Enterprises: 2
 - Students: 2
- Total: 12**

VOCATIONAL TRAINING CENTRE

CDC PONT-VIAU

- Socio-Economic partners: 2
 - School Staff: 5 (*3 teachers, 1 support staff, 1 non-teaching professional*)
 - Enterprises: 2
 - Students: 2
 - Parents: 2
- Total: 13**

Principal or Centre Director

The Principal of the school or Centre Director shall take part in the meetings of the Governing Board but is not entitled to vote.

Section [46](#) of the Education Act

Section [105](#) of the Education Act

FORMATION OF A GOVERNING BOARD

YOUTH SECTOR

GB members	Formation
Parents	Annual General Assembly between July 1 st and September 30 th
Staff	As per collective agreement meeting in August or September, elected among peers)
Community	Appointed by the other members of GB
Students	Elected by peers or appointed by Students' Committee or procedure established by Principal after consultation of the students enrolled at the secondary level.

AEVT

GB members	Formation
Students	Elected by their peers – procedure established by Centre Director
Staff	Elected by their peers – procedure established by collective agreement
Socio-Economic and Community Groups	Appointed by School Board in collaboration with Centre
Parents	Elected by peers – According to the procedure established by Director
Enterprises of the region	Appointed by School Board in collaboration with Centre

SUBSTITUTES

- All members can have substitutes
- The number of substitute members cannot be greater than the number of Governing Board members

Section [51.1](#) of the Education Act

TERM OF OFFICE

Education Act	Youth Sector
<u>54</u>	The term of office of parents' representatives on the governing board is two years and the term of office of the representatives of other groups is one year (Staff, Community Reps, Students)
Education Act	AEVT
<u>102</u>	The term of office of members of the governing board is of two years.

VACANCY

Education Act	Youth Sector
<u>55</u>	<ul style="list-style-type: none">• A parent rep whose child no longer attends may remain a member until the next general assembly• A vacancy resulting from the departure of a parent representative shall be filled (for the remaining term) by a parent designated by the other parents' representative on the GB• A vacancy resulting from the departure of any other member, is filled according to the mode of appointment for the member to be replaced.
Education Act	AEVT
<u>102</u>	<p>A vacancy resulting from the departure of any member, is filled according to the mode of appointment for the member to be replaced.</p>

OPERATION OF A GOVERNING BOARD

The Chair of the Governing Board

Education Act		Comments
56	The GB shall choose its chair from among the parents' representatives on the governing board who are not members of the personnel of the school board.	This is done at the first meeting of the Governing Board called by the principal after the election of the members at the general assembly of parents.
107	The GB shall choose its chair from among the members appointed or elected under subparagraphs 3 to 5 of the second paragraph of section 102 who are not members of the personnel of the school board.	Any member excluding students and staff (therefore, socio-economic and community groups, parents, enterprises of the region)

- ☐ **Principal presides the GB until the chair is elected** (section [57](#) Education Act)
- ☐ **Term of office is one year** (section [58](#) Education Act)
- ☐ **If absent or unable to act, GB will designate a substitute** (section [60](#) Education Act)
- ☐ **Casting vote of the Chair** (section [63](#) Education Act)

Working With the Principal/Centre Director

COMMON MISSION (Section [36](#) of the Education Act)

"The mission of a school is to impart knowledge to students, foster their social development and give them qualifications, while enabling them to undertake and achieve success in a course of study".

Section [97](#) of the Education Act : Mission of Vocational Training and Adult Education Centres.

The Chair does not run the school and the Principal does not run the governing board

- The functions and powers of the GB are clearly defined in the Education Act whereas the principal has a more general function.
- The principal assumes the pedagogical and administrative management of the school whereas the Chair must prepare the agenda in collaboration with the principal/centre director, preside and lead the governing board and ensure that said board is fulfilling its duties.
- Transparency and mutual trust are indispensable.
- The Chair must be up to date on what is going on in the organization in matters that are under the Governing Board's jurisdiction. The principal is supposed to know what all members of the Governing Board know.

Qualities of a Good Chair

- ☐ Be well prepared for meetings (this is done in collaboration with the principal)
 - ☐ Set a collaborative tone and create a favourable climate
 - ☐ Start and end meetings on time
 - ☐ Give every member the chance to speak first (not to influence the decision)
 - ☐ Tactfully keep speakers on the subject (stick to the agenda)
 - ☐ Listen well and allow people to express their feelings
 - ☐ Speak no more than necessary but help clarify and give information
 - ☐ Remain fair and impartial at all times
 - ☐ Master the internal rules of procedures (sections [67](#) and [108](#) of the Education Act) and the operating rules from the Education Act (sections [56](#) to [73](#) or [107](#) to [108](#) for Voc Ed & Adult Education)
-

Sample Governing Board Agenda

Members of the (School Name) Governing Board are hereby convened to a **REGULAR** meeting
on (date) at (Time) to be held at (location of meeting)

1. Recognition of visitors
2. Approval of the agenda
3. Questions from the public
4. Approval of _____ minutes
5. Business Arising
6. New Business
7. Reports
 - 7.1. Chairperson
 - 7.2. Principal
 - 7.3. Financial Report
 - 7.4. School Committee (P.P.O.)
 - 7.5. SWLSB Parents Committee
8. Correspondence
9. Varia
10. Closing of the meeting (adjournment)



Chairperson of the Governing Board

Principal of the School

Chairing a meeting

❑ Procedures

- Gives the right to speak, noting that all members have equal right to speak, including the Chair;
- Be addressed when members are speaking;
- Ensure good conduct from all members;
- Request respect for the points of view of others;

❑ Motions

Main motion

- Chair entertains motions made by any voting member
- Motion discussed by all members (Chair gives the right to speak to members)
- Chair puts the motion to a vote

Amending a motion

- Members can propose amendments to a motion
- Chair restates the motion with the amendments

Tabling a motion

- Members can table a motion so an issue can be considered at another time

Question of privilege

- Questions regarding the assembly or an individual e.g.: question to go “in-camera”

Point of order

- Used to correct a mistake in the procedures

Quorum

Education Act		Comments
<u>61</u>	A majority of the members of the governing board who are in office, including at least half of the parents' representatives, is a quorum of the governing board.	Youth Sector
<u>107.1</u>	A majority of the members in office is a quorum of the governing board.	Adult Ed. & Voc. Training

Voting

63. *The decisions of the governing board are made by a majority vote of the members present and entitled to vote.*

If votes are equally divided, the chair has a casting vote.

Section 108 of the Education Act for Adult. Ed & Voc. Training

Holding of Meetings

65. The governing board may hold its meetings on the school premises.

The governing board may also use the school's administrative support services and facilities free of charge, subject to the conditions determined by the principal

Section 108 of the Education Act for Adult. Ed & Voc. Training

Holding of Meetings – COVID Measures

[Order in Council \(published officially on October 8, 2020\) :](#)

(26) every public sitting of a governing board of an educational institution must be held without the public being present but must be publicized as soon as feasible using any means enabling the public to be informed of the content of the discussions between the participants and the outcome of the discussions;

26° toute séance publique d'un conseil d'établissement d'un établissement d'enseignement doit être tenue sans la présence du public mais doit être publicisée dès que possible par tout moyen permettant de connaître la teneur des discussions entre les participants et le résultat de la délibération des membres;

Internal Rules of Procedure

Sections [67](#) and [108](#) of the Education Act

- Dates of Meetings and Procedure to publicize said dates
- Duration of Meetings
- Procedure for a Special Meeting
- Role of the Chair
- Communication of the Agenda
- Rules Concerning the Question Period
- Rules of Decorum
- Minutes

[Internal Rules of Procedure](#) remain in effect until amended or replaced. Should be discussed at the first GB Meeting.

Governing Board meetings are public

The Education Act stipulates that the Governing Board must hold at least five meetings per year.

Public participation

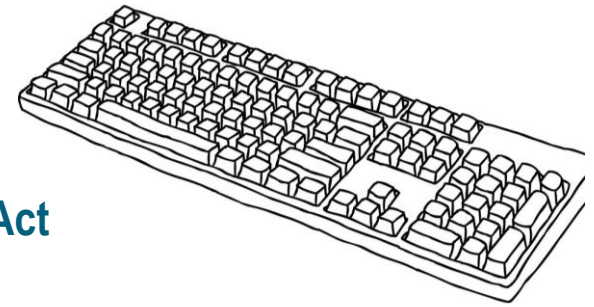
- GB are public meetings (sections [68](#) and [108](#) of the Education Act)
- Public may ask questions during the question period
- Public does not participate in the deliberations of the GB
- Meeting may be closed if a matter is to be examined which could cause injury to a person (Sections [68](#) and [108](#) of the Education Act)
- [Order in Council \(published officially on October 8, 2020\)](#)

Commissioners participation

- Not members of the GB and do not participate in the deliberations of the GB
- May be invited to attend as guests and speak if invited to do so or may participate when given a mandate by the council of commissioners to provide information to the other members (Sections [45](#) and [104](#) of the Education Act)

Minutes

Sections [69](#) and [108](#) of the Education Act



GB Recording secretary

- Takes the minutes during the meeting with special emphasis on motions and votes
- Types up minutes and prepares the final draft for approval at the next GB meeting
- Ensures that minutes are signed by the Chair and the Principal once adopted

School/Centre

- Ensures that official minutes are kept at the school and available to the public for consultation
 - Are posted on the school's website in a timely fashion if meeting held in camera via zoom.
-

Conflict of Interest

Sections [70](#) and [108](#) of the Education Act

Every member of the governing board who has a direct or indirect interest in an enterprise that places the member's personal interest in conflict with the interest of the school must, on pain of forfeiture of office, disclose the interest in writing to the principal, abstain from voting on any matter concerning the enterprise and avoid influencing the decision relating to it. The member must, in addition, withdraw from a meeting while the matter is discussed or voted on.

A disclosure under the first paragraph must be made at the first meeting of the governing board

- (1) after a person having such an interest becomes a member of the governing board;
- (2) after a member of the board acquires such an interest;
- (3) during which the matter is dealt with.

[ENGLISH FORM](#)

[FRENCH FORM](#)

Care, Prudence, Diligence, Honesty & Loyalty

Education Act Section	Content	Notes
71 and 108	<p>The members of the governing board must act <u>within the scope of the functions and powers</u> conferred on them, and exercise the care, prudence and diligence that a reasonable person would exercise in similar circumstances; they must also act with <u>honesty and loyalty</u> and in the interest of the school, the students, the parents, the school staff and the community.</p>	<p>A governing board should be concerned with issues that fall under its jurisdiction as per the Education Act. Matters concerning employees, individual students, management, etc., SHOULD NOT be considered by the governing board, not even in camera.</p> <ul style="list-style-type: none">• The governing board is responsible for the governance and strategic direction and orientations of the school.• The principal/centre director is responsible for the daily management of the school.

Responsibilities of members

GB members must:

- be concerned and interested in the school/centre and education in general
- be prepared to deal with common issues rather than personal ones
- be prepared to regularly attend meetings, participate in discussions work as a TEAM, be well informed before making decisions
- disclose any conflict of interest in writing to the principal
- be open-minded and be willing to listen and learn
- respect the rules of procedure and always treat others with respect

FUNCTIONS AND POWERS OF A GOVERNING BOARD

Functions and powers of the Governing Board

Adopting and Approving

- **ADOPT:** To *change, to add to, or to delete* any element of a proposal.

The governing board has full power over certain proposals by virtue of the fact that it is responsible for adopting them. Adopting a proposal, a project, a document may involve modifying it, amending it or accepting it exactly as initially submitted.

- **APPROVE:** To accept or to refuse a proposal without any possibility of making any changes - *the power to say yes or no.*

The governing board exercises legal authority over certain proposals by virtue of the fact that it is responsible for approving them. Approving a proposal means agreeing with it. If the board has reservations with respect to a proposal, it cannot modify a proposal. This means that the proposal must be revised by the principal/centre director and resubmitted to the governing board.

Annual budget and operating budget

Educational Project TO ADOPT Annual Report

school trips and outings

use of premises

school supplies

approach for the implementation of student services

code of conduct

TO APPROVE

approach for the implementation of basic school regulation

subject-time allocation

ABAV

criteria for selection of a principal
IS CONSULTED
objectives and principals regarding allocation of revenues
textbooks and instructional materials

deeds of establishment

ADOPTS	APPROVES		IS CONSULTED ON
Operating Budget (66 and 108)	Financial Contributions (Special School Projects, School Activities, Materials & Supervision) – 75.0.1 (Youth Only) and 77.1 and 110.3.2 Memory-Aid Mees Applicable Regulation	Anti-Bullying & Anti-Violence Plan (75.1) – Youth Only	Deeds of Establishment (40 and 110.1)
Educational Project (74 and 109)	Approach for the Implementation of the BSR or other Basic Regulation (84 and 110.2) Subject time allocation (86) – youth only	Rules of Conduct (76 and 110.2)	Criteria Selection of Principal (96.8 and 110.1)
Annual Activity Report (82 and 110.4)	Approach for the enrichment/adaptation of programs of studies & development of local program of studies (85) – youth only.	Use of Premises (93 and 110.4)	Teachers' proposal for Textbooks (96.15) – Youth Only
School's Annual Budget (95 and 110.4)	Implementation of Student Services & Programs for Spec. Ed. (88). For Centres: for Program of Studies & Student Services and Popular Education (110.2)	Programming of Educational Activities (when change in time of arrival/departure or leaving school premises) (87) – Youth Only	Teacher's proposal for Standards & Procedures for Evaluations (96.15) – Youth Only
			School Board Objectives and Principles in the Allocation of its Revenues (275)
			Requirements of the School: Goods, Services, Construction, Repairs, Equipment (96.22 and 110.13)
			Pre-K Services (37.2) – Youth Only

GB shall advise the School Board

Sections [78](#) and [110](#) of the Education Act

- any matter the school board is required to submit to the governing board;
 - any matter likely to facilitate the operation of the school (or centre);
 - any matter likely to improve the organization of the services provided by the school board.
-

GB may Request & Organize

- Educational Services other than Basic School Regulations (including instructional services outside school hours or days) ([90](#)) – Youth Only
 - May organize Social, cultural, sport services ([90](#) and [110.3](#))
 - For the purposes of section 90: Contract for the provision of goods and services ([91](#) and [110.3](#))
 - Solicit and receive gifts, legacies, grants & other voluntary contributions ([94](#) and [110.4](#))
 - Request that school provide childcare services ([256](#)) – Youth Only
 - Enter into an agreement with another educational institution of the SB to pool goods, services or activities ([80](#) and [110.4](#))
-

GB is informed of

- Textbook proposals as approved by principal ([96.13](#)) – Youth Only
 - Local program of studies to meet specific needs as approved by the principal ([96.13](#)) – Youth Only
 - Criteria for the introduction of new instructional materials as approved by the principal ([96.13](#)) – Youth Only
 - Standards and Procedures for Evaluation approved by the principal ([96.13](#)) – Youth Only
 - Rules governing the Placement of Students approved by the principal ([96.13](#)) – Youth Only
 - The measures selected to achieve the objectives and targets set out in the educational project. ([96.13](#)) – Youth Only
-

Annual Report

Sections [82](#) and [110.4](#) of the Education Act

- Serves as a communication tool as well as an accountability and planning tool

Can include:

- name and address of the school
- names of members and the groups they represent
- number of meetings held
- issues and concerns addressed by the GB
- actions taken by the GB, new programs, activities or services approved by GB
- sub-committees that were established
- recommendations etc.

EDUCATIONAL PROJECT

The Education Act:
Sections [37](#), [37.1](#), [97.1](#), [97.2](#), [209.1](#), [459.3](#)



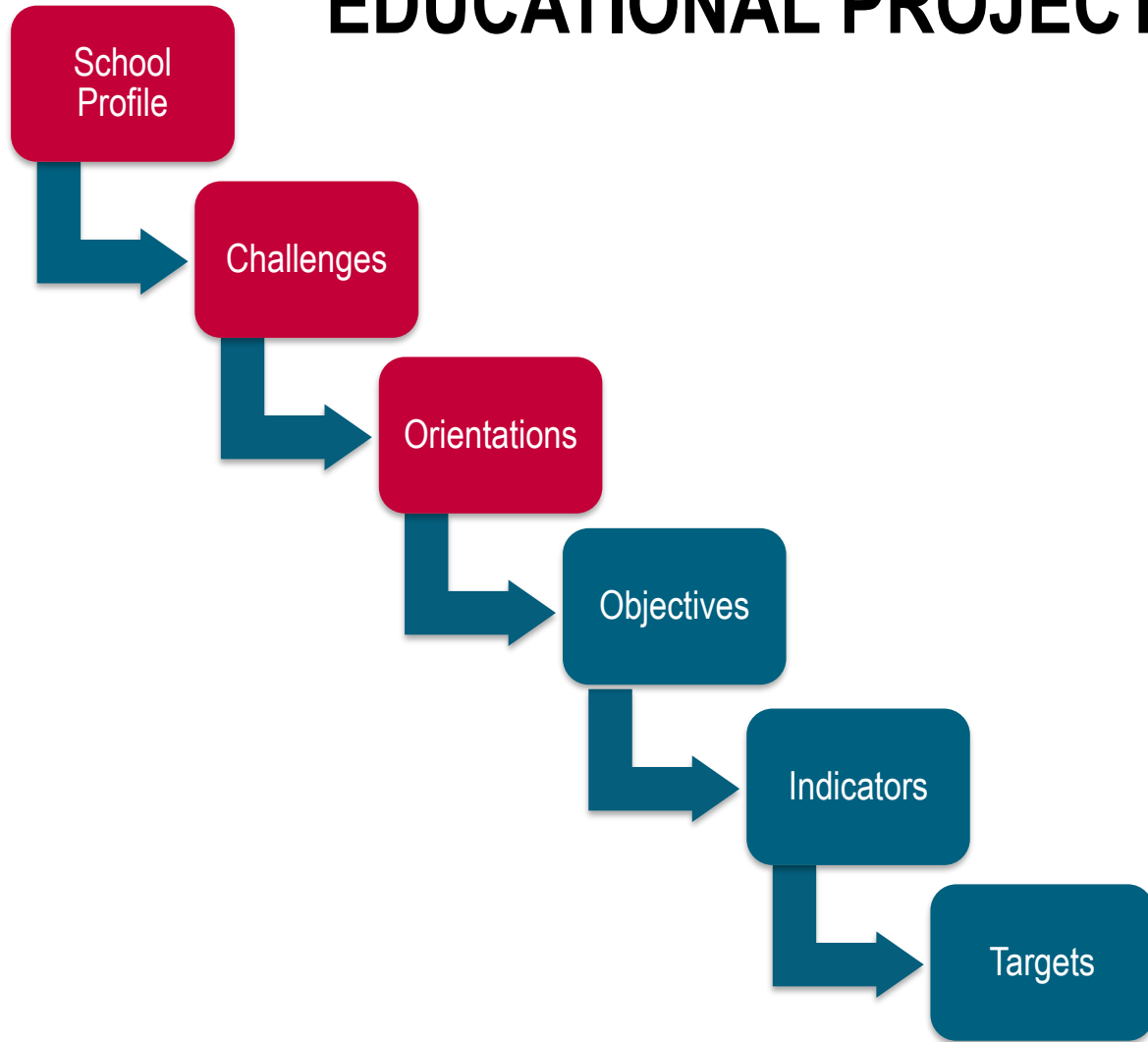
THE EDUCATIONAL PROJECT IS...

- aligned with the SWLSB Commitment to Success Plan
- in place from 2019-2023
- a **living document** that continually reflects the needs of the school community;
- a document that contains **more than a list of values**;
- a document that **embraces diversity** and **promotes the inclusion** of everyone;
- a document that was developed in **collaboration and consultation** with all stakeholders (parents, community members, representatives of staff and students).

THE BIG PICTURE



EDUCATIONAL PROJECT FLOW



SCHOOL PROFILE



CHALLENGES



PRIORITY ORIENTATIONS





TARGETS: A **target** is associated with an indicator and refers to the result associated with an objective. It is precise and will usually be quantifiable, although a qualitative target may be set in cases where a quantitative measurement is either impractical or inappropriate.

INDICATORS: An **objective** is one of the educational institution's priority commitments for the period covered by the educational project. It sets out specific, measurable changes that the institution must make through its activities.

OBJECTIVES: An **objective** is one of the educational institution's priority commitments for the period covered by the educational project. It sets out specific, measurable changes that the institution must make through its activities.

REPORTING ON THE EDUCATIONAL PROJECT

- The evaluation of the Educational Project must be done on an annual basis;
- The school board may decide upon certain requirements in the content of the Educational Project
- The Governing Board must ensure that information in the evaluation be communicated to the school community.



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD

UNE ÉDUCATION EN ANGLAIS,
UN AVENIR BILINGUE

GOVERNING BOARD FINANCIAL REPORT

swlauriersb.qc.ca   

LAVAL – LAURENTIDES – LANAUDIÈRE

OBJECTIVES

The roles of the Governing Board in regards to budgets:

- The Governing Board adopts the budget prepared by the School Principal/Centre Director
- The Governing Board receives periodic updates from the principal/director through financial report



TIMELINE

4.4 Budget Presentation

The budget is presented a minimum of three times during the school year to the respective stakeholders that are responsible to approve it, namely the Governing Board (schools and centres) and the Council of Commissioners (School Board).

Budget presentations and updates are presented at Governing Boards and at the Council of Commissioners as per the following recommendation:

- | | |
|-----------------------------|---|
| 1. October/November: | Presentation of Prior Year Results and Revised Initial Budget
(following Sept. 30 enrolment numbers) |
| 2. December/January: | Mid-term update |
| 3. May/June: | Initial Budget in preparation for the next school year and current year update |

Each budget presentation includes an update on the protected and dedicated measures allocated directly to schools/centres.

REPORT STRUCTURE

PAGE 1 Financial Report

PAGE 2 Appendix A – Measures details

PAGE 3 Glossary

SCHOOL OPERATIONS				
	BUDGET CODES	BUDGET	ACTUALS	BALANCE
REVENUES				
Uncollected Fees	161-3-12010-888 (888)			(Income - Budget)
Lunchtime supervision	161-3-23230-984			
Allocation from School Board	161-3-12010-915			
Other user fees	161-3-12010-980			
Workbooks	161-3-12010-981 (21200, 11200, 15220)			
Resale	161-3-12010-982 (11200)			
Student activities	161-3-12010-983			
Consumables	161-3-12010-989 (11200, 11200)			
Agendas	161-3-23230-982			
Daycares	161-3-36000-9xx			
Rentals	161-3-63100-9xx (632xx)			
Self financed	161-3-79100-9xx			
Other Revenue (Not Budgeted)	161-3-XXXXXX-905 (952,975,995,989) *			
EXPENSES				
Lunchtime supervision	161-3-23230-xxx			(Income - Actuals)
Kindergarten Education	161-3-11200-xxx			
Elementary Education	161-3-12010-xxx (11200, 15220)			
Administration and printing	161-3-21110-xxx (21200)			
Telephone/Postage/Messenger	161-3-21400-xxx			
Education Media/Library/Computers/WI	161-3-22000-xxx			
Agendas	161-3-23230-xxx			
Student Services (First Aid)	161-3-23310-xxx			
Student Attendant	161-3-23400-xxx			
Building Services	161-3-61000-xxx (620xx, 63000)			
Daycare	161-3-36000-xxx			
Rentals	161-3-63100-xxx (632xx)			
Self financed	161-3-79100-xxx			
Governing board	161-3-51130-xxx			
SCHOOL OPERATIONS SUBTOTAL				
OTHER ALLOCATIONS (MEASURES)				
	BUDGET CODES	BUDGET	ACTUALS	BALANCE
**See Appendix A for details				
OTHER ALLOCATIONS (MEASURES) SUBTOTAL				
CAPITAL				
	BUDGET CODES	BUDGET	ACTUALS	BALANCE
Capital - Per student carry fwd (I)	161-7-68800-410			
Capital - Current year allocation	161-7-68800-xxx (exclude 410)			
Capital - Digital Resources	161-7-22223-xxx			
CAPITAL SUBTOTAL				
SCHOOL DESIGNATED FUNDS				
	BUDGET CODES	BUDGET	ACTUALS	BALANCE
REVENUES				
School designated funds current year	161-2-79000-9xx			(Income - Budget)
EXPENSES				
School designated funds carry forward	161-2-79000-410			(Income - Actuals)
School designated funds expenses	161-2-79000-xxx			
SCHOOL DESIGNATED FUNDS SUBTOTAL				
2019-2020 FUNDS AVAILABLE				

* Other Revenue (Not Budgeted): includes non-51130-xxx, non-5-63100-xxx, non-5-79000-xxx, non-5-63200-xxx, non-5-23400-xxx, non-5-24000-xxx, non-5-36000-xxx and non-5-79000-xxx


APPENDIX A - MEASURES DETAILS				
	EXTERNAL REVENUE	BUDGET	ACTUALS	BALANCE
KINDERGARTEN SUPERVISION				
SOCIAL SOLIDARITY				
LIBRARY READ IN SCHOOL M 15103				
M 11023 PRE-K SALARIES - M 11022 PARENTS				
M 11024 PRE-K MATERIALS				
ANTI BULLYING SUPPORT				
MEASURE 15025 MINIMUM SERVICE TO SCHOOLS				
MEASURE 15512 INTEGRATION BDA-A				
MEAS 15024 PARENTS ACTIVITIES				
DIGITAL RESOURCES				
BOOKS PRE-K TO GRADE 1				
MEAS 15230 INSPIRING SCHOOL				
MEAS 15186 CULTURAL OUTINGS				
MEASURE 15029 LIVE ANIMATED AND SAFE SCH				
M 15021 ADD TEACHING COVID				
TOTAL				

GLOSSARY				
Actuals				
Real revenue collected or real cost incurred				
Allocations from School Board				
Annual allocations provided by the school board to support the school's operations				
Balance				
The difference between Budget and Actual				
Budget				
Amount forecasted for the each of the activities based on the adoption by the Governing Board				
Capital				
All fund 7 (XXXX-7-XXXXXX-XXXX) Funds allocated to the school for the acquisition of furniture, equipment, or minor renovations. Funds are transferable between school years.				
Daycare				
Revenues and Expenses related to contributions from parents whose child required daycare services. It pertains to the current school year and may not be transferred from one school year to another.				
Expenses				
Actual expenses (or commitments (POs) incurred. (Payroll, Contracts, Consumables)				
Governing Board				
Amount allocated for the governing members to defray any costs required to attend meetings				
Other Allocations (Measures)				
All fund 4 (XXXX-4-XXXXXX-XXXX) Other allocations received by the schools and centers. It is usually pertaining to a targeted area or activity. (i.e. dedicated measures, protected measures, digital resources, I.E.P.)				
Other Revenues				
Ad hoc funding received by the school throughout the school year, not normally budgeted.				
Rental				
Revenues and Expenses generally generated by the rental of the facilities. It pertains to the current school year and may not be transferred from one school year to another.				
School Designated Fund (SD Fund)				
All fund 2 (XXXX-2-XXXXXX-XXXX) Funds raised for specific projects with the approval of the Governing Board				
School Operations				
All fund 3 (XXXX-3-XXXXXX-XXXX) General funding for the general operations of the schools and centers. Budgets are not normally subjected to restrictions				
Self-Financed Activities (SA Fund)				
Funds collected for various student-related activities (field trips, sporting events). It pertains to the current school year and may not be transferred from one school year to another. (May include: donations and fund raising)				
Uncollected School Fees				
Fees invoiced to students but the actual funds not yet received.				

FINANCIAL REPORT

REPORT SECTIONS

- School operations
- Other allocations
- Capital
- School Designated Funds
- Funds Available

 **SCHOOL MCCAIG ELEMENTARY (161)**
GOVERNING BOARD REPORT, AS OF 9/25/2020
SCHOOL YEAR 2020-2021

SCHOOL OPERATIONS		BUDGET CODES	BUDGET	ACTUALS	BALANCE
REVENUES					(Actuals - Budget)
Uncollected Fees		161-3-12010-885 (886)	0.00	0.00	0.00
OTHER ALLOCATIONS (MEASURES)		BUDGET CODES	BUDGET (Budget + Act Revenue)	ACTUALS	BALANCE
**see Appendix A for details					
CAPITAL		BUDGET CODES	BUDGET	ACTUALS	BALANCE
Capital - Per student carry fwd ()		161-7-68800-410	0.00	0.00	0.00
Capital - Current year allocation		161-7-68800-xxxx (exclude 410)			
SCHOOL DESIGNATED FUNDS		BUDGET CODES	BUDGET	ACTUALS	BALANCE
REVENUES					(Actuals - Budget)
School designated funds current year		161-2-79000-9xx	0.00	0.00	0.00
2020-2021 FUNDS AVAILABLE					

REPORT COLUMNS

- BUDGET** | Forecast of revenues and expenditure for the school year.
- ACTUALS** | Revenues or expenses (including commitments) that were incurred.
- BALANCE REVENUES** | The difference between the Actuals and the Budget (Actuals - Budget)
- BALANCE EXPENSES** | The difference between the Budget and the Actuals (Budget - Actuals)

SCHOOL OPERATIONS SECTION

Allocation from School Board

- Annual allocation based on enrolment.

Uncollected Fees

- School fees charged to parents, but not yet collected.

Rentals

- Revenues from rentals of school facilities.

Self-Finance

- For activities that will occur within the same school year.

[Sample report](#)

SCHOOL OPERATIONS		BUDGET CODES
REVENUES		
Uncollected Fees	161-3-12010-885 (886)	
Lunch-time supervision	161-3-23230-984	
Allocation from School Board	161-3-12010-915	
Other user fees	161-3-12010-980	
Workbooks	161-3-12010-981 (21200,11200,15220)	
Resale	161-3-12010-982 (11200)	
Student activities	161-3-12010-983	
Consumables	161-3-12010-989 (21200,11200)	
Agendas	161-3-23220-982	
Daycares	161-3-36xxx-9xx	
Rentals	161-3-631xx-9xx (632xx)	
Self financed	161-3-79100-9xx	
Other Revenue (Not Budgeted)	161-3-xxxxx-905 (952,975,995,989) *	
EXPENSES		
Lunch-time supervision	161-3-23230-xxx	
Kindergarten Education	161-3-11200-xxx	
Elementary Education	161-3-12010-xxx (12100,15220)	
Administration and printing	161-3-21110-xxx (21200)	
Telephone/Postage/Messenger	161-3-21400-xxx	
Education Media/Library/Computers/AV	161-3-22xxx-xxx	
Agendas	161-3-23220-xxx	
Student Services (First Aid)	161-3-23310-xxx	
Student Attendant	161-3-234xx-xxx	
Building Services	161-3-61xxx-xxx (62xxx,63000)	
Daycare	161-3-36xxx-xxx	
Rentals	161-3-631xx-xxx (632xx)	
Self financed	161-3-79100-xxx	
Governing board	161-3-51130-xxx	
SCHOOL OPERATIONS SUBTOTAL		

SCHOOL OPERATIONS SECTION

SECTION 66 AND 108 OF THE EDUCATION ACT

Governing Board Fund

	Base	Per Student
Elementary (Laval & Lower Laurentians)	\$350	\$0.75
Secondary (Laval & Lower Laurentians)	\$350	\$0.75
Elementary (Laurentians and Lanaudière)	\$750	\$0.75
Secondary (Laurentians and Lanaudière)	\$1,000	\$0.75
This allocation cannot be transferred.		

Amount allocated to Governing Board members for paying costs related to meeting attendance (for example, secretarial, mileage, babysitting, etc.).

The use of the Governing Board fund is subject to the School Board policies and guidelines.

OTHER ALLOCATIONS (MEASURES) SECTION

OTHER ALLOCATIONS (MEASURES)

Contains the total amount of all 'other allocations (measure)'. All measure details will appear in Appendix A.

OTHER ALLOCATIONS (MEASURES)	BUDGET CODES	BUDGET (budget + ext revenue)	ACTUALS	BALANCE
**see Appendix A for details				
OTHER ALLOCATIONS (MEASURES) SUBTOTAL				

APPENDIX A – MEASURES DETAILS

Given that the number of measures differs from one school to another, the information reported will automatically differ accordingly.

APPENDIX A - MEASURES DETAILS	EXTERNAL REVENUE	BUDGET	ACTUALS	BALANCE
KINDERGARTEN SUPERVISION				
SOCIAL SOLIDARITY				
LIBRARY READ IN SCHOOL M 15103				
M 11023 PRE-K SALARIES - M 11022 PARENTS				
M 11024 PRE-K MATERIALS				
ANTI BULLYING SUPPORT				
MEASURE 15025 MINIMUM SERVICE TO SCHOOLS				
MEASURE 15312 INTEGRATION EHDA				
MEAS 15024 PARENTS ACTIVITIES				
DIGITAL RESOURCES				
BOOKS PRE-K TO CYCLE 1				
MEAS 15230 INSPIRING SCHOOL				
MEAS 15186 CULTURAL OUTINGS				
MEASURE 15029 LIVE ANIMATED AND SAFE SCH				
M 15021 ADD TEACHING COVID				
TOTAL				

CAPITAL SECTION

- For purchases of equipment and small maintenance works.
- Unspent balances at the end of the school year can be carried to next school year.
- New allocation every year; depending on enrolment.

CAPITAL	BUDGET CODES	BUDGET	ACTUALS	BALANCE
Capital - Per student carry fwd ()	161-7-68800-410	0.00	0.00	0.00
Capital - Current year allocation	161-7-68800-xxx (exclude 410)			
Capital - Digital Resources	161-7-22223-xxx	0.00	0.00	0.00
CAPITAL SUBTOTAL	Note - The balance is transferable to the next school year.			

SCHOOL DESIGNATED FUNDS SECTION

- Fundraising for specific activities.
- Unspent balances at the end of the school year can be carried to next school year.

SCHOOL DESIGNATED FUNDS		BUDGET CODES	BUDGET	ACTUALS	BALANCE
REVENUES					(Actuals - Budget)
School designated funds current year	161-2-79000-9xx		0.00	0.00	0.00
			0.00	0.00	0.00
EXPENSES				(commitments included)	(Budget - Actuals)
School designated funds carry forward	161-2-79000-410		0.00	0.00	0.00
School designated funds expenses	161-2-79000-xxx		0.00		
			0.00		
SCHOOL DESIGNATED FUNDS SUBTOTAL		Note - The balance is transferable to the next school year.			



GLOSSARY

Explanation of the categories and the most commonly used terms in this report.

GLOSSARY

Actuals

Real revenue collected or real cost incurred

Allocations from School Board

Annual allocations provided by the school board to support the school's operations

Balance

The difference between Budget and Actual

Budget

Amount forecasted for the each of the activities based on the adoption by the Governing Board

Capital

All fund 7 (XXX-7-XXXXX-XXX) Funds allocated to the school for the acquisition of furniture, equipment, or minor renovations. Funds are transferable between school years.

Daycare

Revenues and Expenses related to contributions from parents whose child required daycare services. It pertains to the current school year and may not be transferred from one school year to another.

Expenses

Actual expenses (or commitments (POs) incurred. (Payroll, Contracts, Consumables)

Governing Board

Amount allocated for the governing members to defray any costs required to attend meetings

Other Allocations (Measures)

All fund 4 (XXX-4-XXXXX-XXX) Other allocations received by the schools and centers, it is usually pertaining to a targeted area or activity. (i.e. dedicated measures, protected measures, digital resources, I.E.P.)

Other Revenues

Ad hoc funding received by the school throughout the school year, not normally budgeted.

Rental

Revenues and Expenses generally generated by the rental of the facilities. It pertains to the current school year and may not be transferred from one school year to another.

School Designated Fund (SD Fund)

All fund 2 (XXX-2 XXXXX-XXX) Funds raised for specific projects with the approval of the Governing Board

School Operations

All fund 3 (XXX-3-XXXXX-XXX). General funding for the general operations of the schools and centres. Budgets are not normally subjected to restrictions

Self-Financed Activities (SA fund)

Funds collected for various student-related activities (field trips, sporting events). It pertains to the current school year and may not be transferred from one school year to another. (May include: donations and fund raising)

Uncollected School Fees

Fees invoiced to students but the actual funds not yet received.

BILL 40

- Not applicable to English-Language School Boards until further notice.

Comparative Chart provided by the MEES (in French only).

Useful links

[Frequently Asked Questions Created by SWLSB.](#)

Fédération des comités des parents du Québec

<http://www.fcpq.qc.ca/sites/24577/English/Le%20conseil%20detablissement%20au%20centre%20de%20lecole%20EN.pdf>

Ministère de l'Éducation et de l'Enseignement supérieur

<http://www.mels.gouv.qc.ca/en/parents-and-guardians/governing-boards/>

NEXT GB TRAINING:

**SCHOOL BUDGET, FINANCES
AND SCHOOL FEES**

(FEB 23, 2021 - 7:30PM TO 9:30PM)



Questions  Thank you

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AN ENGLISH
EDUCATION,
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FUTURE



COMMISSION SCOLAIRE SIR-WILFRID-LAURIER
SIR WILFRID LAURIER SCHOOL BOARD