



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

## GOVERNING BOARDS - ANNUAL PLANNING

The following is a suggested calendar of recurring items that Governing Board members should expect to address on an annual basis. It is presented as a guideline, with the dates and timelines suggested by the *Ministry of Education* (or the head office for certain items – notably budget presentations and annual consultations). This guideline is for informational purposes only, and the *Education Act* shall take precedence at all times.

Please note that the Governing Board must hold a **minimum of five (5) meetings per school year**. Unless the internal rules provide otherwise, GB meetings can be held online **if at least one governing board member or the principal is physically present at the place of the meeting**.

All decisions made by the Governing Board must be made by a majority of votes casted by members entitled to vote and present at a meeting where quorum has been established (s.63 EA).

Quorum is established, in the youth sector, by a majority of Governing Board members who are in office, including at least half of the parent representatives (s. 61 EA) and, in the adult education and vocational training sector, by a majority of the member in office (s. 107.1 EA).

Sections of the Education Act	Main Topics Covered
<b>AUGUST - SEPTEMBER</b>	
<b>s.47</b>	Preparation for annual general assembly of parents and sending of a notice of convocation for the election of representatives of the governing board, substitutes, parent committee representative (and substitute thereto).
<b>s. 48, 51.1 and 102</b>	Election of staff and student representatives
<b>s. 83 and 110.3.1</b>  <b>s. 75 and 109.1</b> <b>s. 83.1 and 110.4</b>	Information to parents and the community served by the school/centre on the services provided by the school/centre and report on the level of quality of such services, notably: <ul style="list-style-type: none"> <li>- Educational services and extracurricular services offered;</li> <li>- Educational project and its evaluation;</li> <li>- Evaluation of the results achieved by the school with respect to the prevention of bullying and violence.</li> </ul>
<b>s. 96</b>	Formation of a Parent Participation Organization (PPO), if the general assembly of parents decides so.
<b>s. 42 and 102</b>	Formation of a Governing Board in accordance with the composition requirements set out in the <i>Education Act</i> .
<b>s. 256</b>	Formation of a Childcare Parents' Committee, if requested by the parents.

<b>SEPTEMBER - OCTOBER</b>	
<b>s. 53 and 70</b>	First Governing Board meeting, disclosure of interest ( <a href="#">English</a> and <a href="#">French</a> forms)
<b>s. 56 and 107</b>	Selection of Governing Board Chair and Vice-Chair. (Youth sector: must be a parent representative who is not a member of the personnel of the SWLSB. AEVT sector: Any member excluding students and staff – must not be a member of the personnel of the SWLSB).
<b>s. 42</b>	Appointment of two (2) community members.  (community members cannot be members of the school staff and are not entitled to vote)
<b>s. 67 and 108</b>	Establishment of internal management rules which shall provide a calendar with dates of Governing Board meetings (at least 5 per school year) and transmission of said calendar to the parents and members of the school staff.  <b>New <a href="#">2025-2025 template</a>.</b>
<b>s. 66 and 108</b>	Adoption of annual operating budget.



<b>s. 74 and 109</b>	Presentation and follow-up of Educational Project
<b>s. 87</b>	Approval of programming of educational activities which entail changes in the students' regular time of arrival and departure or which require the students to leave the school premises (this can be done anytime during the school year).  <b>Examples:</b> field trips and cultural/educational outings as well as trips abroad.
<b>s.95, 96.24, 110.4, 110.13 and Head Office Recommendation</b>	Budget – Presentation of prior year results and revised initial budget (may be done in October or November).
<b>s.79 and 101.1</b>	Annual consultation by the head office on the Deeds of Establishment and Three-Year Plans.  <b>For the 2024-2025 school year, the consultation period is from October 9 to November 2, 2025.</b>
<b>Governing Board Training on Zoom – October 8<sup>th</sup>, 2025 at 7:00 p.m. (<a href="#">Invitation</a>)</b>	

<b>NOVEMBER - DECEMBER</b>	
<b>s.37 and 97.1</b>	Follow-up on the Educational Project or update if necessary
<b>s. 84, 89 and 110.2</b>	Approval of the approach proposed for the implementation of the basic school regulation.  <b>Example:</b> duration and number of class periods per day, recess, break periods.
<b>s. 85</b>	Approval of the overall approach proposed for the enrichment or adaptation by the teachers of the objectives and suggested content of the programs of studies established by the Minister and development of local programs of studies.  <b>Example:</b> Academic and Career Guidance Content and CPR training.  Local programs include language courses which are not compulsory classes, concentration programs and Sport-Études programs.

<b>JANUARY – FEBRUARY – MARCH</b>	
<b>s.256</b>	Approval of the operating rules for childcare services (for next year)
<b>s. 86 and 89</b>	Approval of subject time allocation proposed by the principal in collaboration with the teachers (for next year)
<b>s. 88 and 110.2</b>	Approval of approach proposed for the implementation of the student services and special educational services programs (or popular education for centres).  <b>Examples:</b> Student services and special educational services include speech therapists, psychologists, etc. Popular education includes elective subject courses. What does "approve the approach" mean? : Modalities with regard to integration in the students' schedules, number of hours and resources, types of activities etc.
<b>s. 96.22 and 110.13</b>	Consultation by the principal on the requirements of the school as regards goods and services – for the current year and for next year.  <b>Examples:</b> equipment, required improvement, constructions, repair, etc.
<b>s. 79 and 110.1</b>	Annual consultation by the head office with regard to the selection criteria for the appointment of the principal or centre director.
<b>Head Office Recommendation</b>	Budget – Mid-Year Update (may be done in December or January).
<b>Governing Board Training on Budget, Finances and School Fees – February 18, 2026 at 7:00 p.m.</b>	



MARCH – APRIL – MAY	
s. 77.1 and 110.3.2	Establishment of principles for determining the cost of the list of materials for personal use – for next year.  Approval of list of materials for personal use – School Supplies (for next year)
s. 3(4), 7(3), 75.0.1 and 292(3)	Approval of financial contributions required for material, school activities, services provided within the scope of a special school project, and lunch time supervision (for next year)
s. 96.15 and 110.12	Consultation by the principal on the instructional material and textbooks required and, on the standards, and procedures for the evaluation of student achievement (for next year)
s. 75.1 and 110.4	Approval of anti-bullying and anti-violence plan proposed by the principal (for next year) and distribution of a document explaining the plan to the parents.
s. 74, 75, 109 and 109.1	Analysis of the situation prevailing at the school; Adoption of the school's educational project (valid for 3 years but may be adapted if necessary); Transmission of the school's educational project to the School Board; and Publication of the document and its evaluation & communication to the parents and school staff.
s. 76 and 110.2	Approval of rules of conduct and safety measures.
s. 93 and 110.4	Approval of use of premises of immovables placed at the disposal of the school or centre (this can be done anytime during the school year).

MAY – JUNE	
s. 87	Approval of educational activities for next year (this can also be done any time during the school year)  <b>Examples:</b> Field trips, cultural/educational outings as well as trips abroad.
s. 95 and 110.4	Budget: follow-up and adoption of initial budget (for next year).
s. 95 and	Evaluation of the educational project and transmission of the evaluation to parents and staff members.
s. 83.1 and 110.4	Evaluation of the results achieved by the school with respect to preventing and dealing with bullying and violence for the current year – and – distribution of a document reporting on the evaluation to the parents, school staff and the regional student ombudsman.
s. 66 and 108	Rendering an account on the annual operating budget to the School Board, as required.
s. 82 and 110.4	Preparation and adoption of an annual activity report and transmission of a copy of said report to the head office.

ALL YEAR LONG – AS NEEDED	
s. 78 and 110	Advise the School Board on: <ol style="list-style-type: none"> <li>Any matter required to be submitted to the Governing Board;</li> <li>Any matter likely to facilitate the operation of the school or centre;</li> <li>Any matter likely to improve the organization of the services provided by the School Board.</li> </ol>
s. 89.1	Consultation of parents of the children in the school on any matter relating to educational services  <b>Examples:</b> Report cards or other ways parents are informed of academic progress.
s. 94 and 110.4	Decisions on funding (solicit / receive gifts legacies or grants).  <b>There should be regular reporting on fundraising activities and donations that were approved by GB.</b>
s.90 and 110.3	Organization of community services (extracurricular activities)
s.96.13 and 96.15	Information on the proposals approved by the principal or centre director.
s.217	Consultations by the head office.

