

Managing School Councils

Roles and Responsibilities of the Chair

Effective School Councils

- Focus on student learning and the best interest of ALL students
- Set school priorities for improving student achievement
- Have a clear understanding of the role of School Councils and its mandate
- Have a clear and *consistent* process for making decisions
- Communicate with members of School Council

Skills of Chair

Public
Speaking

Medication

**Chair
Person**

Organization

Leadership

Prioritize

- Have a general idea of what topics will be discussed at School Council for the entire school year before the first meeting
- September- Elections, EQAO results, \$500 PIC Funds, Goals for the year
- October/November- School Improvement Plan and how Council can help
- January/February- Policies under review with DSBN, Draft School Year Calendar
- April/March- PRO Grants, Mid-Year BIPSA
- May/June- Assessment of School Council, finance wrap up, Annual Report

Effective Meetings

- Distribute established agenda in advance of the meeting
- Start and finish on time
- Come prepared
- Arrange seating to encourage communication
- Have materials needed for meeting prepared in advance
- Ensure technology needed is working correctly
- Remain on topic

Dealing with Conflict

- Establish Code of Ethics/Conduct at beginning of the year (bring copy with you to all meetings)
- Do not discuss personal matters at School Council
- Direct issue to proper channel, chain of command
- Intervene immediately
- If issue has been discussed and resolved previously ask if new information has arrived, if not issue remains closed
- Be a supportive ear to member in distress (a way from meeting)
- If conflict remains, ask for outside help (i.e. superintendent)

Being Inclusive

- Encourage participation from all members
- Learn names of members and attendees
- Look at members when they speak
- Observe body language and tone of voice
- Ensure you understand point member is making
- Remain neutral

Chair Report

- Review information sent from PIC
- Check out DSBN website
- Read the news section of the Ministry of Education website
- Discuss topics with school principal

Group Questions

- How do you encourage active participation of members?
- How have you dealt with a difficult situation?
- What tools do you use for effective communication?
- How have you avoided burn out?
- How can PIC help you?
- www.dsbn.org/pic