

BOARD OF EDUCATION

2018/ 2019

Governance Framework and Annual Work Plan





The Importance of a Governance Framework

Effective Boards of Education have a governance structure that is designed to result in strong decisions that flow from a strategic direction supported by quality information, and public transparency. This clear governance framework, based in research*, has been used to establish the Board's Annual Work Plan and is designed to demonstrate to the public how the work of the board supports these principles.

In a broad sense, the Board of Education, working hand in hand with the superintendent and district senior staff accomplish their work in the following ways:

1. **Setting the strategic direction in the context of the district and province;**
2. **Monitoring the performance of the system and adjust plans as necessary;**
3. **Attending to both internal and external compliance and accountability;**
4. **Engaging effectively with stakeholders and the public and operate on a basis of transparency; and**
5. **Advocating for Public Education Locally and Provincially**

In our annual work plan, the activities of the Board, both annual and emergent, are identified for the coming year as a way to communicate the work of the Board and as a way to operate on the basis of transparency.

In each month, the work of the Board is aligned to the governance framework above. While many issues overlap, the broad

categories operate as an efficient and effective organizer for the work of the Board.

*Based on Australian National Audit Office: Public Sector Governance (2003)

Board's Vision and Goals

Annually, the Board refines and establishes its goals. These goals support the overall district vision of Learning by Design which states that:

"We prepare our learners to think creatively and critically, communicate skillfully and demonstrate care for self and others."

We realize this vision through:

- *Supporting the design of engaging learning environments for all students.*
- *Operational efficiencies that prioritize resources to directly support learning.*
- *Relationships with community partners to broaden opportunities for students.*
- *Advocacy for necessary facilities and resources.*
- *Schools and workplaces that are safe and welcoming.*

From Governance and Goals to a Strategic Annual Work Plan

As part of effective governance, each year our Board of Education identifies a strategic working plan for the year ahead. This Work Plan is tailored to the specific events and issues that are on the Board’s horizon in the coming school year while attending to the ongoing governance and compliance issues that are annual in nature.

The Annual Work Plan is supported by our guiding beliefs which are to:

- *Provide a template for the work in the coming school year;*
- *Support advanced planning and transparency;*
- *Provide guidance for advocacy of public education;*
- *Guide senior staff’s work in support of the Board’s governance; and*
- *Support the Board’s goals.*
- *Provide environmental stewardship.*

Review

Annual Work Plan

The annual work plan is broken into the categories of governance as indicated above in the framework. In addition to the framework, and the annual work plan, each month the Board engages in in-service and professional development activities to both inform the board in a deeper way about the monthly governance work, but also as a way to answer detailed operational questions that support individual trustees in their work.

These monthly in-service opportunities are an important supporting structure for the Board’s work. These sessions help deepen the Board’s understanding of operational issues while allowing staff to address any questions or issues that the Board may have in the many areas that make up Surrey’s educational and business operations. In each month of the year, there is generally a theme for the work and the in-service opportunities are intended to align with those themes.

Below is a guide to interpret the Governance Framework

BOARD’S GOVERNANCE ACTIVITIES

- **Strategic Direction and Context**
- **System Planning and Performance Monitoring**
- **External Compliance and Accountability**
- **Engagement with stakeholders & public recognition events**
- **Advocacy for Public Education and Provincial Liaison**

These sections of the Annual Work Plan, aligned with strong governance themes, will be populated with the monthly and ongoing activities of Board Governance.

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

The ongoing work of the board is supported by targeted regular in-service and professional development. These activities are listed in this section of the Annual Work Plan and are intended to support the governance activities in that current month.

It is important to note that at each monthly public board meeting, trustees report out on a range of activities including the numerous public committees and events in addition to updates on budget and capital. This framework does not reference those routine communications as part of the regular board meetings. Most specific are the “**Progress Report on Active Capital Projects**” and the “**Trustee Report on Activities**” which are highlighted every month.

BOARD’S GOVERNANCE ACTIVITIES

Strategic
Direction and
Context

- > Receive Superintendent’s Report on Organizational Structure
- > Receive Annual Work Plan and identify high priority items for coming year
- > Receive report on BCSSA/Ministry of Education annual academy
- > Invitations for presentations to highlight work of schools and district

System Planning
and Performance
Monitoring

- > Receive preliminary enrollment and analysis projections vs. actual
- > Approve the Five Year Capital Plan for Submission to the Ministry of Education
- > Review annual school planning calendar including schedule of Board meeting dates
- > Receive report on Summer AFG/Facilities Work
- > Board Annual Capital Tour including implications of MOA and capital constraints

External Compliance
and Accountability

- > Submit Executive Compensation Disclosure to Public Sector Employers’ Council
- > Review the Auditor’s report and Management letter
- > Approve the Audited Financial Statements for the previous school year for Sept. 30th Submission

Engagement with
Stakeholders and Public
Recognition Events

- > Attend All Administration Meetings
- > Welcome letter to employees, parents and community
- > Recognize Orange Shirt day – Aboriginal Recognition

Advocacy for
Public Education &
Provincial Liaison

- > Prepare submission to the select standing committee on finance
- > Send invitation to Minister of Education to meet on Surrey’s capital and other priorities
- > Extend invitation to City of Surrey and City of White Rock for liaison meetings

TRUSTEE
PROFESSIONAL
DEVELOPMENT
IN-SERVICE

- > Capital Planning and the Annual Capital Cycle
- > Financial Audits and the Annual Financial Cycle
- > School start up routines (enrollment, projections, staffing, capital implications)



OCTOBER

BOARD'S GOVERNANCE ACTIVITIES

- Strategic Direction and Context**
 - > Superintendent Report: Student Progress Prior School Year and Looking Ahead
- System Planning and Performance Monitoring**
 - > Receive Summer Programs Report
 - > Human Resources report: eg. Topics COR audit, hires, staffing
 - > Receive report on potential boundary adjustments for 2019/20 school year
- External Compliance and Accountability**
 - > Student enrollment update
 - > Implications for capacity and funding
 - > Initiate response to Ministry of Educations' report on Financial Health of Districts
- Engagement with Stakeholders and Public Recognition Events**
 - > Acknowledge Take our Kids to Work Day
 - > Recognize World Teachers' Day
- Advocacy for Public Education & Provincial Liaison**
 - > In this unusual year, there was a municipal election on Oct. 20th so normal board
 - > Represent Board at BCPSEA Symposium as follow up from regional spring session
 - > Attend BCSTA Provincial Council
 - > Invite MP's to meet regarding funding for Welcome Centre and WRAP program.

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- > Annual Cycle of Student Enrollment Counts
- > District snow response plan
- > Professional learning and district context (Assistant Superintendent Report including Board Authorized Courses)

NOVEMBER

BOARD'S GOVERNANCE ACTIVITIES

- Strategic Direction and Context**
 - > Elect Board Chair and Vice-Chair
 - > Receive trustee representation on committee list for information
 - > Report on second language offerings
 - > Approve Board Authorized Courses for the following school year
 - > Policy Committee presents report
- System Planning and Performance Monitoring**
 - > Receive the Business Development Financial Activity Report for year end June 30, 2018
 - > Approve 2019/20 and 3 year budget guiding principles
- External Compliance and Accountability**
 - > Receive 2018/19 budget forecast
- Engagement with Stakeholders and Public Recognition Events**
 - > Host the Annual Surrey School District Retirement Celebration
 - > Board members attend Remembrance Day ceremonies in community
- Advocacy for Public Education & Provincial Liaison**
 - > Attend BCPSEA Regional Meetings
 - > Attend Trustee Academy and BCPSEA Symposium

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- > Business Development
- > BCSTA Academy Review
- > Programs of Choice and Enrollment Trends (wait lists)
- > Policy Review – Looking ahead (feel we need more than once/year)

BCPSEA
SYMPOSIUM
NOV.
5-6th

BCSTA
TRUSTEE
ACADEMY
NOV. 29-
Dec 1st.

DECEMBER

BOARD'S GOVERNANCE ACTIVITIES

- Strategic Direction and Context**
 - > Receive and approve the annual work plan
 - > Host strategic planning session in concert with BCSTA Academy
- System Planning and Performance Monitoring**
 - > Decisions on any boundary adjustments required for kindergarten registration.
 - > Approve the Statement of Financial Information (SOFI) Report for submission to the Ministry of Education
- External Compliance and Accountability**
 - > Attend December social events as invited
- Engagement with Stakeholders and Public Recognition Events**
 - > Attend the Bell Centre Volunteer Appreciation Dinner
- Advocacy for Public Education & Provincial Liaison**
 - > Attend Professional Development BCSTA Trustee Academy

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- > International Education Planning for following September
- > Preparations for Budget Cycle in January

JANUARY

BCPSEA
AGM
JAN. 25, 26
2018

- Strategic Direction and Context**
 - > Attend All Administration Meeting – Strategic Vision for District
 - > Review draft status quo budget
- System Planning and Performance Monitoring**
 - > Receive report on system evidence partnerships - How are we doing?
 - > Receive updated ministry operating grant and draft 2018/19 amended budget
- External Compliance and Accountability**
 - > Request public input for the upcoming year's Budget
- Engagement with Stakeholders and Public Recognition Events**
 - > Invite Minister of Education and City of Surrey to Surrey Summit on Capital Priorities
- Advocacy for Public Education & Provincial Liaison**
 - > Represent Board at BCPSEA AGM
 - > Invitation sent to Minister of Education to request meeting on priorities
 - > Invite and present to MLA's– topic Capital/budget and other issues
 - > Prepare submission of motions to BCSTA AGM

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- > BCPSEA Liaison and Advocacy for Labour Relations
- > Enhancing Student Learning Framework
- > Student projections for coming school year

REVIEW POLICY POSITIONS FOR SUBMISSION TO BCSTA AGM

FEBRUARY

BOARD'S GOVERNANCE ACTIVITIES

Strategic Direction and Context

- > Receive report on "How are we doing?" District achievement

System Planning and Performance Monitoring

- > Approve International Student Fees (every two years)

External Compliance and Accountability

- > Approve the Amended Annual Budget and By-law for submission to the Ministry of Education

Engagement with Stakeholders and Public Recognition Events

- > Engage with public in community forums
- > Partner liaison meetings (STA, CUPE, SPVPA, Students, EPEG, DPAC)
- > Recognize International Mother Language Day
- > Recognize Pink Shirt Day - Anti Bullying

Advocacy for Public Education & Provincial Liaison

- > Represent Board at BCSTA Provincial Council Meeting

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- > BCSTA Motions to Propose – provincial direction
- > Review – BCSTA Provincial Council
- > Review and refine – Board Goals

Joint Partner
Liaison
Meeting
Feb 22nd

BCSTA Board
Chair
Meeting
Feb 21

BCSTA
PROVINCIAL
COUNCIL
FEB. 8,9

MARCH

BOARD'S GOVERNANCE ACTIVITIES

Strategic Direction and Context

- > Approve the Local School Calendar and Board Meeting Dates (3 year calendar)

System Planning and Performance Monitoring

- > Annual report on progress/finances on Welcome Centre, WRAP
- > Board receives budget report on staffing time lines and processes for coming year

External Compliance and Accountability

- > Receive Ministry of Education funding announcement

Engagement with Stakeholders and Public Recognition Events

- > Through committee work trustees continue to engage on a number of fronts.

Advocacy for Public Education & Provincial Liaison

- > Prepare communications to the district about preliminary budget and implications.

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- > Policy – preparations for review and process
- > Human Resources – Staffing update, time lines and processes
- > Budget review public input and adjustment update

APRIL

BOARD'S GOVERNANCE ACTIVITIES

Strategic Direction and Context

- > Approve the Special Academy Fees
- > Approve the Bylaw for the Annual Facilities Grant

System Planning and Performance Monitoring

- > Receive information on staffing implications for coming school year.

External Compliance and Accountability

- > Budget meetings to align current year priorities with coming year allocations.

Engagement with Stakeholders and Public Recognition Events

- > Trustee reports on activities between Board meetings
- > Observe the Day of Mourning

Advocacy for Public Education & Provincial Liaison

- > Attend the BCSTA AGM
- > BCSTA Provincial Council

BCSTA
AGM
APR. 25-28
2019

BCSTA
PROVINCIAL
COUNCIL
APR. 27
2019

MAY

BOARD'S GOVERNANCE ACTIVITIES

Strategic Direction and Context

- > Policy committee reports out

System Planning and Performance Monitoring

- > Make decisions on potential for any staff reductions and contractual obligations on layoff notice.

External Compliance and Accountability

- > Receive Carbon Neutral Action Report for submission to the Climate Action Secretariat by May 31 And receive energy ambassador report
- > Approve terms of engagement and appoint or reappoint auditor
- > Approve 2019/20 three year budget and budget bylaw

Engagement with Stakeholders and Public Recognition Events

- > Host the Staff 25 Years of Service Reception (date TBD)

Advocacy for Public Education & Provincial Liaison

- > Senior Staff to present to city Council on capital priorities

SPVPA
CONFERENCE
MAY 2-3
2019

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- > Budget – review and enhancements update/analysis
- > Preparation for BCSTA AGM motions (do we have them?)
- > Board's strategic planning session (1/2 day at AGM but take dates out for public)

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- > City/SD36 collaboration on capital
- > Education Services Topics as Required/Requested
- > Human Resources Topics as Required/Requested

JUNE

BOARD'S GOVERNANCE ACTIVITIES

Strategic Direction and Context

- > Review and adjust the Governance Framework for the coming school year.

System Planning and Performance Monitoring

- > Receive Report on Business Development Financial Activity Six Months Ended December 31st
- > Receive report on Summer School Enrollment

External Compliance and Accountability

- > Approve 5 year capital plan

Engagement with Stakeholders and Public Recognition Events

- > Acknowledge National Indigenous People's Day – Traditional Welcome
- > Trustee reports on activities between Board meetings
- > Attend Commencement Ceremonies

Advocacy for Public Education & Provincial Liaison

- > Continue to set dates for any required liaison with City and Province over the summer for capital priorities.

TRUSTEE PROFESSIONAL DEVELOPMENT IN-SERVICE

- > Board's strategic planning time –looking back and looking ahead

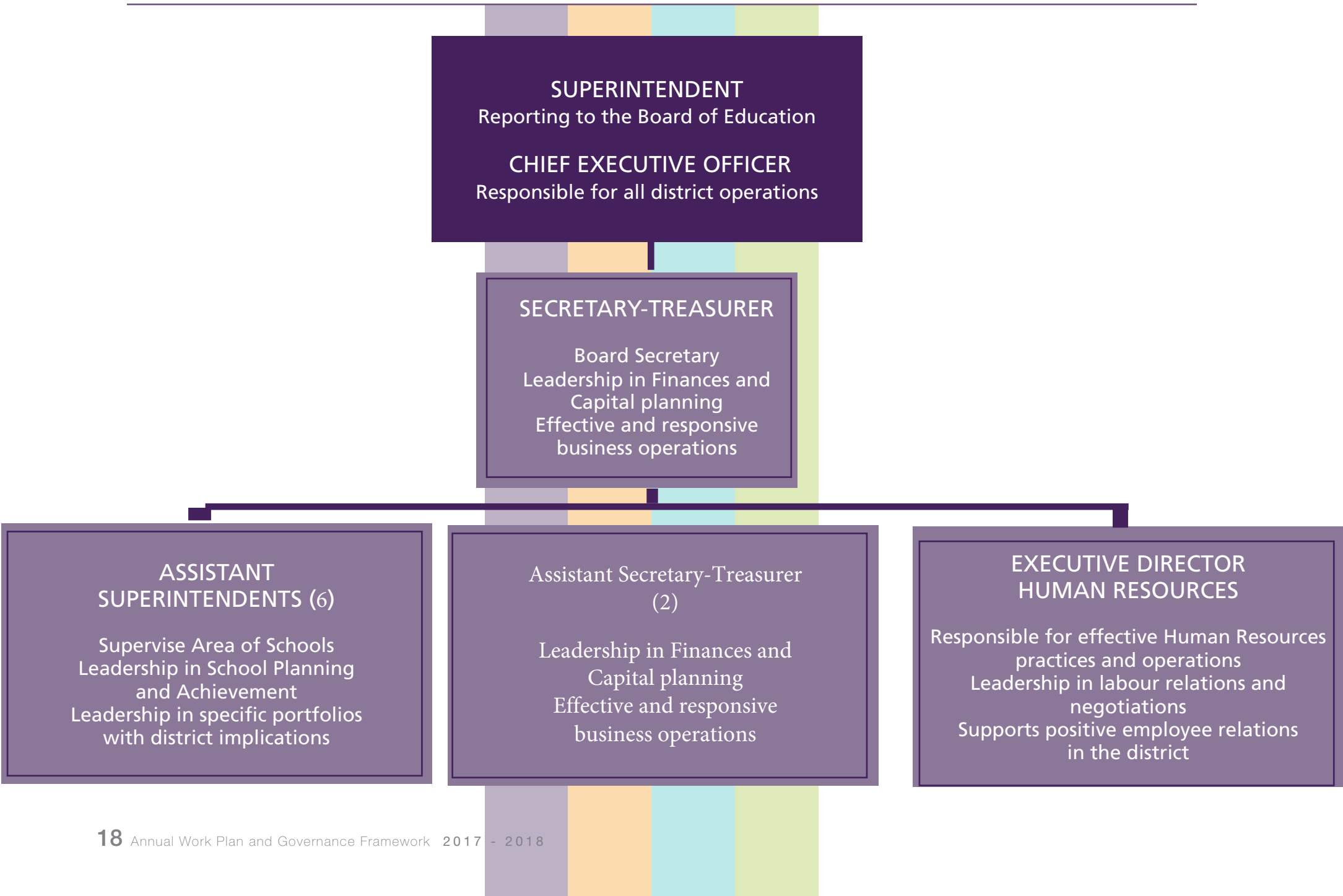
JULY & AUGUST

While there are no formal public board meetings in the summer, the school district remains very active. Our summer school programs are in full operation with approximately 12,000 students and we have numerous other learning activities underway.

The Board of Education continues to be deeply involved and as necessary are consulted on decisions that need to be made or, sometimes, on critical issues that emerge. For example, hiring decisions still happen, local and provincial outreach continues, and media interactions occur.

In the summer of 2017 for example, our Board Chair met with the Mayor of Surrey on Capital. We also had the opportunity for our Chair and Vice-Chair to take the new Minister of Education on an extended tour through our schools and community in the Clayton area to discuss our needs and to advocate for further expansion of our schools. Again, while public meetings are in abeyance over summer, the work of the Board and our educational programs continue under the guidance of the Board and staff.





2018/2019 Board Meeting Dates

Board meetings will be held in the main boardroom at the
District Education Centre,
14033 – 92nd Avenue, Surrey, BC,
commencing at 7:00 p.m.

The public is welcome to attend Regular meetings.

Special Board meetings may be scheduled by the Board with a minimum 48 hours notice.

Please refer to the district website for further information:
www.surreyschools.ca

2018				
2019				
BOARD OF EDUCATION				
19				

BOARD OF EDUCATION



The 2014-18 Surrey Board of Education: *(back row, from left)* Terry Allen, Garry Thind, Shawn Wilson (chairperson); *(front row, from left)* Gary Tymoschuk, Laurie Larsen (vice-chairperson), Laurae McNally and Bob Holmes.

Contact Us

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