

## **Administrative Memorandum**

### **Regular Board Meeting**

**Date:** June 12, 2019  
**Topic:** 2019-2020 Governance Framework and Annual Work Plan  
**Submitted by:** Jordan Tinney, Superintendent of Schools/CEO

---

#### Background:

As the governing body for BC's largest school district, trustees in Surrey are responsible for a budget of over \$700 million. The district is recognized as one of the largest employers in British Columbia with 11,000 employees who serve over 500,000 people and now close to 75,000 students. The work of the district, under the guidance of the Board of Education, is integral to our community and our region.

Leadership in such a dynamic enterprise is complex. Trustees are responsive at the local level and they also provide input and guidance provincially. The Governance Framework and Annual Work Plan is the general framework for the monthly work of the Board. The Framework focuses on the major events and decisions through a school year. The document is an important part of Board transparency and it serves as a strategic planning document for the year ahead.

The Framework describes the importance of good governance grounded in research and best practice. We also document how the Board's goals are aligned with our overall district vision. On a month by month basis, a calendar of key governance activities are listed and these are broken down into the five categories of effective governance. These are:

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.

The Framework describes how the work of the Board unfolds monthly in each of these above categories and it also describes the monthly professional development and in-service undertaken by the Board so that they can effectively govern the system. Finally, each month includes key dates where trustees represent Surrey in their provincial liaison role.

As a whole, this is intended to be a transparent document showing the work of the Board as they serve the children and community of Surrey. The document is available online and in print. We thank the Board for our ongoing annual strategic planning sessions where we worked to collaboratively develop this document.

---

**It is recommended:**

THAT the Board of Education adopt the 2019-2020 Governance Framework and Annual Work Plan as presented.

---