

Policy 8

BOARD COMMITTEES

The Board recognizes its obligations to establish committees as provided for in the CUPE and NWTU collective Agreements. The Board shall be guided by the following principles when establishing committees outside the provisions articulated in collective agreements:

- The Board's decision-making role can be exercised only by the Board as a whole, not by an individual trustee or committee;
- The Board's function is primarily governance, rather than administration or operations;
- Responsibilities placed on trustees are to be closely related to the Board's central role as per Policy 2.

The Board may, consistent with the above principles, designate committees for the consideration of matters of importance to New Westminster School District, with subsequent advice or recommendations to the Board. Committees established by the Board are to assist the Board in doing Board work. Committee members or representatives shall be named by the Board Chair, normally the month following the inaugural or first meeting of the year.

Standing Committees

Standing Committees are established to assist the Board with work of an on-going or recurring nature.

There shall be four standing committees: Committee of the Whole, Coordinating Committee, Audit Committee and Policy Review Committee. As circumstances require, the Board may choose to form an Ad hoc Committee to address specific matters.

1. Committee of the Whole

The Committee of the Whole exists to provide the Board and administrative staff an opportunity to engage in meaningful planning or in-service discussions to enhance the Board's understanding of various issues which may also be preliminary in nature or are considered confidential or sensitive in nature. The Committee of the Whole may also be used to discuss open or non-confidential matters.

1.1. Committee of the Whole Structure and Organization

- 1.1.1. The Committee of the Whole is made up of all members of the Board of Education.
- 1.1.2. The Board of Education Chair shall preside as Chair of the Committee of the Whole or may appoint another Trustee to serve as chair on a term or rotational basis. In the absence of the appointed or rotational Committee Chairperson the Board Chair or Vice-Chair of the Board shall chair the Committee meeting.
- 1.1.3. Committee of the Whole meetings of the Board shall be held at 4:30 P.M. on the second Tuesday of the month (excluding March, July, August and December).
- 1.1.4. A meeting of the Committee of the Whole shall have the same notice requirement as a Board meeting.
- 1.1.5. A quorum of the Committee of the Whole shall be the same as a quorum for the Board. If a quorum is not present within fifteen minutes of the time appointed for the meeting, then the meeting shall stand adjourned.
- 1.1.6. Committee of the Whole meetings may be held in public, in-camera, or a combination thereof.
- 1.1.7. Published agendas for the Committee of the Whole will indicate what portion, if any, of the meeting will be held in open or in-camera.

- 1.1.8. In-camera matters relevant for discussion with the Committee of the Whole shall be consistent with matters described at the Board in-camera meetings as discussed in Policy 7 Board Operations.
 - 1.1.9. No Board decisions will be voted upon at the Committee of the Whole meetings. Recommendations from the Committee of the Whole shall be made to the Board of Education for vote and approval.
- 1.2 Committee of the Whole Operations
- 1.2.1 The agenda development process and operations of this committee shall follow the same procedures as outlined in Policy 7 for Board meetings.
 - 1.2.2 A record of the open portion of the Committee of the Whole meetings will be prepared and presented at the following public Open Board meeting.

2. Coordinating Committee

Coordinating Committee exists to provide the Board and Superintendent regular, meaningful engagement with, and advice from, partner groups regarding matters of importance to the district.

2.1. Coordinating Committee Membership

- 2.1.1 The Superintendent of Schools (or designate) and an appointee of the Board shall be the co-committee chairs. In addition, the following members shall comprise the Coordinating Committee:
 - 2.1.1.1. All Board of Education Trustees welcome
 - 2.1.1.2. Recording Secretary (Assigned by the Superintendent)
 - 2.1.1.3. NWTU President or designate
 - 2.1.1.4. CUPE Local 409 President or designate
 - 2.1.1.5. DPAC Chair or designate
 - 2.1.1.6. Three (3) Principal representatives (one high school, one elementary, and one middle)
 - 2.1.1.7. Exempt staff representative assigned by the Superintendent
 - 2.1.1.8. Indigenous Education Council Chair or designate
 - 2.1.1.9. Others invited by the Superintendent
- 2.1.2 The Superintendent may appoint members of their staff to support the Board in their work and shall determine the roles, responsibilities and reporting requirements of the resource personnel.

2.2 Conduct of Coordinating Committee Meetings:

- 2.2.1. The Co-Chairs of the Committee shall develop the agenda. Items may be submitted for consideration two weeks prior to the date of the committee meeting by all other members. Consultation at Coordinating Committee does not bind the Board or Superintendent to a specific action. The agenda shall generally follow the order outlined below.
 - 1. Adoption of the Agenda
 - 2. Minutes for Approval
 - 3. Discussion of Matters Referred to Coordinating Committee
 - 4. Notice of Meetings
 - 5. Adjournment

- 2.2.2 Minutes of Coordinating Committee meetings will be submitted to the Board for approval at the next Regular Meeting of the Board.
- 2.2.3 Meetings of the Coordinating Committee will occur three times a year. Dates and times are to be determined in June of the prior school year. Where appropriate, and when timelines allow, additional meetings may be added to invite partner groups the opportunity to engage in consultation at the request of a partner group, Superintendent or Board.
- 2.2.4 Meetings shall be facilitated using Robert's Rules of Order (or a simplified version thereof).

3. Audit Committee

- 3.1 The purpose of the Committee is to assist the Board of Education in fulfilling its responsibilities in relation to:
 - 3.1.1 Overseeing the School District's financial reporting process and its internal control structure and report its findings to the Board of Education. This task is facilitated by asking questions about the quality of work done by management, participating in the audit planning and reporting processes, understanding and reviewing the aspects of the operation that put the School District at risk, and the District's preparedness to face that risk. It summarizes its findings and recommendations so that the Board can make informed decisions.
 - 3.1.2 Monitoring the scope and costs of the activity of the external auditors and assessing their performance.
 - 3.1.3 Recommending to the Board the terms of engagement for the external Auditor.
- 3.2 Audit Committee Duties and meeting conduct:
 - 3.2.1 Review the audited financial statements and recommend approval of the audited statements by the Board.
 - 3.2.2 Review the External Auditor's assessment of management's risk mitigation strategies and the appropriateness of internal controls with a focus on safeguarding District assets.
 - 3.2.3 Review the "Auditor's Management Letter" with the Auditor and assess Management's action plan to address concerns.
 - 3.2.4 Review proposed terms of engagement for the external auditor and make recommendations to the Board regarding such terms of engagement.
 - 3.2.5 Make enquires of the Auditor which members of the Committee believe are necessary to discharge its fiduciary responsibilities.
 - 3.2.6 Make recommendations to the Board regarding appointment of external auditor and review external audit services at least every five years.
 - 3.2.7 As appropriate, make policy recommendations to the Board related to the role of the audit committee.
 - 3.2.8 Meetings of the Audit Committee will occur twice per year – prior to the audit commencement and upon completion of the audit of the financial statements. Where appropriate and considered necessary, additional meetings may be added for the committee to discharge their duties.
 - 3.2.9 Meetings shall be conducted in closed sessions with recommendations brought to an open meeting of the Board.
 - 3.2.10 Meetings shall be facilitated using Robert's Rules of Order (or a simplified version thereof)

3.3 Audit Committee Membership:

- 3.3.1 Membership shall include three (3) trustees appointed by the Board Chair (including the Audit Committee Chair).
- 3.3.2 Resources to the committee include one (1) external resource personnel and three (3) Staff Resources including the Secretary-Treasurer, Assistant Secretary-Treasurer and Superintendent.
- 3.3.3 Recommendations may only be raised by the audit committee members to the Board of Education.
- 3.3.4 External resource personnel: One member of the public holding an accounting designation may be appointed as a resource to the audit committee. Public members will be appointed by the Board for a term of two years with the possibility of a second two-year term extension, at the will of the Board.
- 3.3.5 Trustee members appointed shall make themselves available for meetings during the course of normal business hours.

4 Policy Review Committee

4.1 The Policy Review Committee's purpose is to review the policy framework for the District and make policy recommendations to the Board.

4.2 Policy Review Committee duties include:

- 4.2.1 Ensure Board Policies are reviewed at least once in a four-year term and that compliance with legislation, regulations and legislative mandate is maintained.
- 4.2.2 Review and make recommendations to the Board on the school district's compliance with legislative requirements.
- 4.2.3 Review matters referred to the committee by the Board and make recommendations as requested.
- 4.2.4 Bring forward changes to policy or new policies created to the District's coordinating committee for consultation with partner groups.
- 4.2.5 Meetings of the Policy Committee will meet pending the schedule determined by the Committee chair, but no less than twice per year.
- 4.2.6 Meetings shall be facilitated using Robert's Rules of Order (or a simplified version thereof).

4.3 Policy Review Committee Membership

- 4.3.1 Membership shall include three (3) trustees appointed by the Board Chair (including the Policy Review Committee Chair), and the Superintendent and up to two (2) additional Staff Resources as appointed by the Superintendent dependent on the nature of the policy being reviewed.
- 4.3.2 Trustee members appointed shall make themselves available for meetings during the course of normal business hours.

5 Ad hoc Board Committee

Ad hoc Board Committees are established to engage in collaborative examination of any matter or issue related to support of student learning for the purposes of informing governance decisions or for the support of the Superintendent in their work.

5.1 Ad hoc Board Committee Membership and Purpose

5.1.1 will be determined by the Superintendent and Board.

5.1.2 The purpose of an Ad hoc Board committee is to:

5.1.2.1 Provide Board support for the advancing of the purpose identified in at the time of the committee's constitution.

5.1.2.2 Bring to attention of the Board matters being discussed and issues which fall within the purview of the Board.

5.1.2.3 The representative shall bring recommendations to the Superintendent and/or the Board for consideration and decision.

5.2 The Ad hoc committee shall determine its terms of reference as guided by the purpose of its creation.

5.3 An Ad hoc committee dissolves once recommendations to the Board or Superintendent have been delivered or at the end of the school year in which the committee was established.

5.4 Meetings are held at the call of the Ad Hoc Committee Chair.

Legal Reference: Sections 65, 85 School Act

SD No. 40 (New Westminster)

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