



Board Planning Committee

Terms of Reference

Purpose:

The Board Planning Committee complements public Board meetings by providing a forum for discussion of matters that require a more fulsome understanding prior to being considered by the Board for final resolution or decision. The Board Planning Committee also supports the deliberation of information, situations, directions, and ideas.

Membership:

- a) All Trustees, with Board Vice-Chair to serve as Committee Chair
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Other staff as appointed by the Superintendent

Trustees are the voting members of the Board Planning Committee.

Authority:

The Board Planning Committee is delegated the authority to:

- a) Make recommendations for future discussion and agenda items
- b) Solicit feedback, request information, and assign work to the Superintendent
- c) Accept reports from and provide direction to Board Committees
- d) Receive updates on operational matters and provide feedback as requested
- e) Formulate recommendations to be formally debated at public Board meetings
- f) Address and respond to procedural matters
- g) Analyze and determine strategic plans and action
- h) Action items formally delegated through Board resolution or Board policy
- i) Make decisions via motions on items within its authority

Areas of Focus:

Areas of focus include:

- a) Receiving information and advice on current and emerging issues
- b) Preparing trustees for items requiring Board consideration at a later date
- c) Administrative items related to Board operations and functioning
- d) Strategic conversation and planning
- e) Generative discussion allowing for the early exploration of new ideas
- f) Board professional learning and development
- g) Advocacy strategies and plans
- h) Board evaluation and Superintendent evaluation planning

Meetings:

Meeting dates will be approved annually by the Board Planning Committee and will be typically held after regular public Board meetings. Additional Planning Committee meetings can be called by the Board Chair, the Committee Chair, or the Superintendent and require a minimum of seven calendar days notice unless all trustees agree to waive the notice requirement.

Minutes:

Minutes will be drafted by Administration and approved by the committee at the next meeting.



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Remuneration of Trustees:

As per Board Policy 27 – Trustee Compensation and Development

Budget:

To be established during the Board's annual budget process.