

# **Ancaster Meadow School Council Constitution**

## **Name**

The name of this organization shall be The Ancaster Meadow Elementary School Council.

## **Objectives**

- To help develop, support and implement the school's improvement plan
- To advise the school administration and the board on all matters affecting the school community
- To promote positive relations among students, and the community about programs and services available
- To encourage and assist parent involvement in children's learning and development
- To communicate with, and support the Home and School Association's efforts to provide financial means to enhance each student's experience at Ancaster Meadow
- To communicate with other organizations involved in the education and development of children
- The School Council shall annually submit a written report on its activities to the principal of the school and the school board

## **Members of the Council**

- Council should be comprised of the following:
  - Up to 30 parents or guardians of students enrolled at Ancaster Meadow
  - Principal and/or Vice Principal
  - Teacher representative(s)-with one combined vote
  - Non-teaching staff representative
  - One community representative
  - Home & School representative
  - President or Vice-President of Student Council (if they choose to attend)

## **Meeting Schedule**

- Hold a minimum of four meetings per year
- All meetings shall be open to all members of the school community
- Council members are expected to attend all meeting. After 3 absences, they will lose voting rights.

## **Selection Process**

- In September of each year, a notice shall be sent to all parents and guardians of incoming students to request volunteers for council. Depending on the response, an election may be held within 30 days of the start of the school year.
- The Chair(s) and Secretary of the Council shall be a member who is a parent, and shall be elected by the Council
- Council shall request community representatives
- The school Principal and/or Vice-Principal shall be a designated member of the Council
- The Home & School shall have a representative as a designated member of the Council
- Members of the teaching staff of the school shall select the teacher representatives
- Members of the non-teaching staff of the school shall select the non-teaching staff members

## **Resignations**

- Any resignations of an executive must be in writing.
- Any executive positions that are vacated as a result of resignations during the year shall be filled immediately.

## **Roles and Responsibilities**

Chair/Co-Chair-the Chair/Co-Chairs of the School Council:

- Call School Council meetings
- Prepare the agenda for the School Council meetings with the assistance of the principal
- Chair the School Council meetings
- Communicate with the school Principal
- Ensure there is regular communication with the school community
- Consult with board staff and trustees as required

Council Members-the membership of the school council shall:

- Participate in Council meetings
- Act as a link between School Council and the community
- Encourage the participation of parents

Principal-the Principal of the school shall:

- Facilitate the establishment of the school council and assist in its operation
- Support and promote the council's activities
- Seek input from the council in area for which it has been assigned responsibility
- Act as a resource for laws, regulations, school board activities and collective agreements
- Obtain and provide information required by the council to enable it to make informed decisions
- Communicate with the chair(s) of the council as required
- Ensure that copies of the council meeting minutes are kept at the school
- Assist the council in communicating with the school community
- Encourage the participation of parents from the school community
- Maintain authority, responsibility and obligations of the principal as mandated under School Board Policy and the Education Act and Regulations of the Province of Ontario

Secretary

- Ensure that the minutes of the Council meetings are recorded and maintained. These minutes should be sent via e-mail to all members minimum 1 week prior to the next meeting
- Once approved, the minutes will be posted to the school website

Committees-committees shall:

- Be headed by a member of the school council. Committees will report to the school council at the regular meeting. All activities of the committee must be approved by the school council as a whole.

## **Voting Procedure**

- All motions must be moved, second and carried by a simple majority.

## **Amendments to the School Constitution**

- The school constitution shall be reviewed annually in September and amended as needed
- The school council shall vote on any proposed change(s)
- Amendments require two-thirds majority vote following notice of motion

Last amended: October 2024

Last reviewed: October 2024