

Reminders and Some Helpful Tips

The role of the school council is to act as advisory to the principal in working together to build a positive school climate and culture.

- Everything you need to know is in the School Council Handbook (SCH) and your School Council's Bylaws. Have both documents at all of your meetings. (For SCH go to Parents/ School Councils)
- Meeting agendas are set by the chair and the principal.
- Agendas have timelines for agenda topics as it is important to respect attendees' time. A typical agenda runs for one hour.
- All school councils are members of ASCA and have access to all of their resources, including speakers for your individual meetings. www.albertaschoolcouncils.ca/
- Minutes of meetings must first be reviewed and edited by the principal and school council chair before being presented at the next meeting. It is recommended meeting minutes be watermarked as "DRAFT" until approved at the following meeting.
- Be clear about the process for parents to bring agenda items forward. Include this information on each agenda and post on school website.
- Specific parent concerns are directed to the teacher or school administration.
- In order to support the goals of the school, you may consider participating in fundraising.
- Before embarking on fundraising, review and discuss Checklist.
- School Councils and Societies operate separately from each other under different legislations.
- The school principal is ultimately accountable and responsible for all decisions made including financial decisions and how funds are dispersed.
- Bank statements come to the principal at the school for review.
- There are specific guidelines for the acquisition and replacement of creative playgrounds.