

Whereas the Woodbridge Farms School has formed a school council in accordance with the Education Act and the School Councils Regulations, the following is adopted as the Constitution of the Woodbridge Farms School Council:

**Name**

The name of the school council shall be the Woodbridge Farms School Council (WBFSC) Showwood Park, Alberta.

**Mission**

The purpose of our WBFSC is to foster the well-being and effectiveness of our school's community. Our parents/Guardians and WBF School staff will work together to inspire the children of woodbridge Farms School to create a learning community of support, engagement, and respect.

**Value Statement**

Our WBFSC shall facilitate communication amongst all members of our community. As partners, we will work together to support an effective learning environment that is safe and positive. All community members will uphold the guiding principles in the following code of ethics when making decisions, or providing advice, with respect to Woodbridge Farms School.

**Code of Ethics**

As a school council, advocating for student achievement and school improvement in WBF school, we shall strive to:

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- **Abide** by the legislation that governs school council.
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- **Be** *guided* by the mission statement of the school and our school council.
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- **Endeavour** to be familiar with school policies and operating practices and act in accordance with them.
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- **Practice** the highest standards of honesty, accuracy, integrity and truth.
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- **Recognize** and *respect* the personal integrity of each member of the school community.
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- **Apply and adhere** to democratic principles.
- **Declare** any conflict of interest.
- **Foster** a positive atmosphere in which individual contributions are encouraged and valued.
- **Consider** the best interests of all students in all decisions and deliberations.
- **Respect** the confidential nature of some school business and *respect* discussions this may place on the operation of the school council.
- **Never disclose** confidential information.
- **Limit** discussions at school council meetings to matters of concern to the school community as a whole.
- **Use** the appropriate communication channels when questions or concerns arise.
- **Promote** high standards of ethical practice within the school community.
- **Accept** accountability for school council decisions.
- **Accept** no payment for school council activities.

The School Council has agreed to follow the code of ethics as set out below:

1. A member shall be guided by the mission statement of the school council.
2. A member shall endeavour to be familiar with school policies and operating practices and act in accordance to them.
3. A member shall practice the highest standards of honesty, accuracy, integrity and truth.
4. A member shall recognize and respect the personal integrity of each member of the school community.
5. A member shall encourage a positive atmosphere where individual contributions are encouraged and valued.
6. A member shall apply democratic principles, supporting the decisions of the majority
7. A member shall consider the best interests of all students.

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9. A member shall respect the confidential nature of school business.
  10. A member shall not disclose confidential information.
  10. A member shall limit discussions at the school council meetings to matters of concern to the school as a whole.
  11. A member shall not accept any remuneration for acting as a member of school council (officer) or executive for school council activities.
  12. A member shall use appropriate communication channels when questions of concerns arise. Personnel concerns are not to be discussed at school council meetings, such concerns need to be addressed first to the member involved and then to the principal.

### **WBFSC Role and Objectives**

The objectives of the Woodbridge Farms School Council (WBFSC), in keeping with the Education Act and the School Councils Regulation, are as follows:

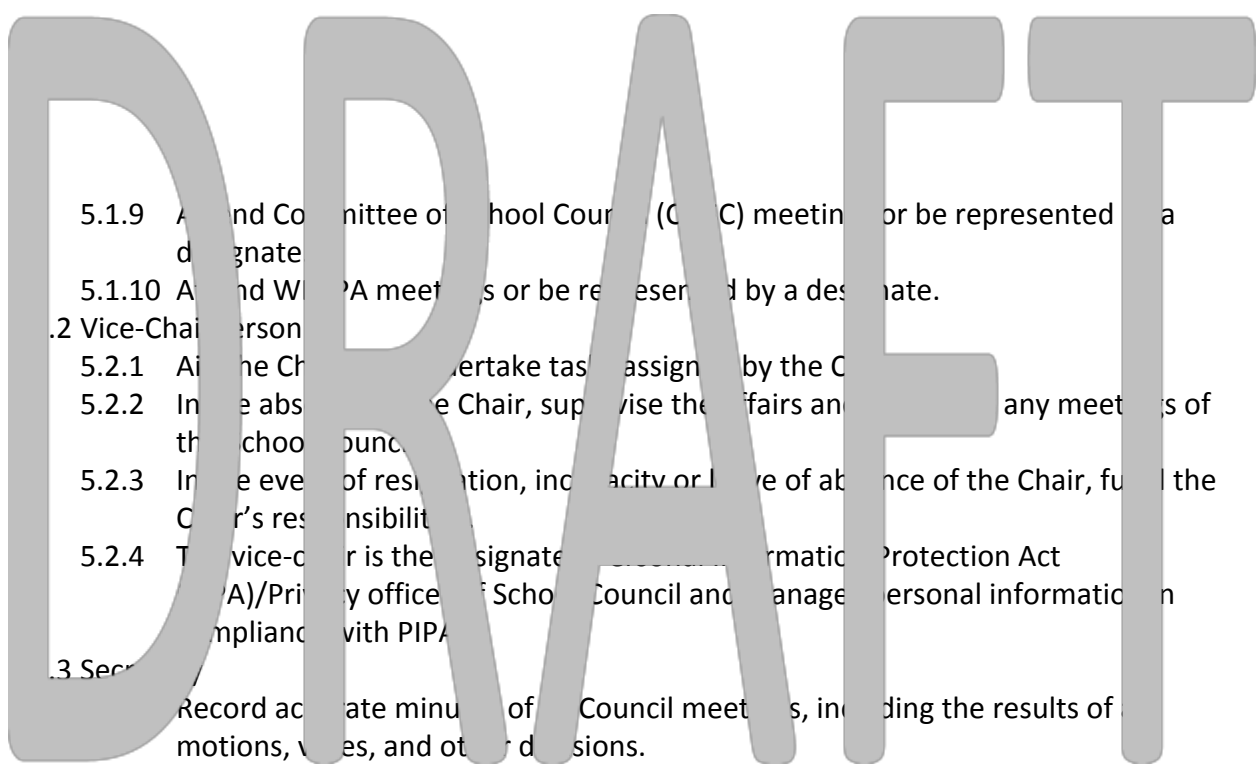
1. To provide, when required, advice on the development of the schools mission, value statement and philosophy. When required provide input on policy.
2. To have the opportunity to view the school budget, annual education plan and annual results report during the first term of the school.
3. To support an approach to schooling in which decisions are made collaboratively and at the school and classroom level and participate in the decision making process along with teachers, the principal and school board.
4. To facilitate communication with all education stakeholders, and the community, in order to advise the principal and the EIPS School Board of matters relating to the school and regarding the setting of priorities so that resources can be allocated for programs that are most needed to meet the expectations of the school and the school community.
5. To promote the school and its activities in the community and ensure actions reflect the priorities and attitudes of the students, parents/guardians, and the larger school community.
6. The WBF School Council strives to promote a productive open and transparent relationship with the WBF School fundraising society (Woodbridge Farms Parent Association) in regards to fundraising (including the WBFPA Out of School Care), special events and special committees

### **BY-LAWS of the Woodbridge Farms School Council (WBFSC)**

The following are the bylaws of the Woodbridge Farms School Council:

1. Definitions in these bylaws:
  - 1.1. "Board" means the Board of trustees of Elk Island Public Schools (EIPS).
  - 1.2. "School Council" means the school executive council (also known as the Executive), school principal, teacher for Woodbridge Farms School (WBF School) and [parents/guardians of students enrolled in WBF](#).
  - 1.3. "Executive" means the elected parents of current students of WBF School in who are in the Chair, Vice-Chair, and Secretary positions of the Council

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4. "Minister" means the Education Minister of the Alberta government.
  5. "Parent/guardian" means parents/guardian of students attending WBF School.
  6. "Regulation" means the School Councils Regulation under the Education Act.
  7. "Quorum" means minimum number of voting majority.
  8. "School" means the Farms Elementary School (WBF School).
  9. "School community" means persons other than parents and members of the school, who have in the opinion of the majority of the members of the Council, an interest in the school.
2. Membership
    1. parents and guardians for students attending School
    2. principal of WBF School
    3. at least one teacher representative
    4. School Council Executive elected by the parents/guardians
  3. Election of Executive Members
    - 3.1 Election of Parents/guardians and their appointment to council will be at the first meeting of the school year, in September. The Chair, Vice Chair, and Secretary shall be elected. Each member is to serve a minimum of a one-year term.
    - 3.2 If more than one person is nominated, voting shall be done by ballot. It is at council discretion to do all voting by ballot.
    - 3.3 The election commences with the chair.
    - 3.4 Only one family member may serve on the Executive during the same term
    - 3.5 Any vacancies of the School Council Executive will be advertised to the parent/guardian of WBF School. Elections for vacant positions will be held at the next regular meeting of School Council.
    - 3.6 Council Executive shall serve their position until their elected successors take office, they no longer meet the qualifications of membership, they resign by written submission to Council and/or they have been absent for three consecutive meetings.
  4. Executive Positions and Duties of Council shall be the chair, the vice chair and the secretary-[is repeated from above??](#)
  5. Duties of School Council Executive
    - 5.1 Chairperson
      - 5.1.1 Preside when present at and participate in all Council meetings.
      - 5.1.2 Plan the agenda for Council meetings in consultation with the Principal.
      - 5.1.3 Give due notice of Council meetings and post proposed agendas in a prominent place.
      - 5.1.4 Provide general supervision of all activities of Council.
      - 5.1.5 Be the official spokesperson of Council.
      - 5.1.6 Inform all other members of the Council of the roles and responsibilities associated with their respective positions.
      - 5.1.7 Provide the Board an annual report in accordance with Regulations and Policy, including a summary of the Council's activities for the year and the financial statements of Council. These reports shall be made available to the school community.
      - 5.1.8 Ensure that all decisions of Council are carried into effect.

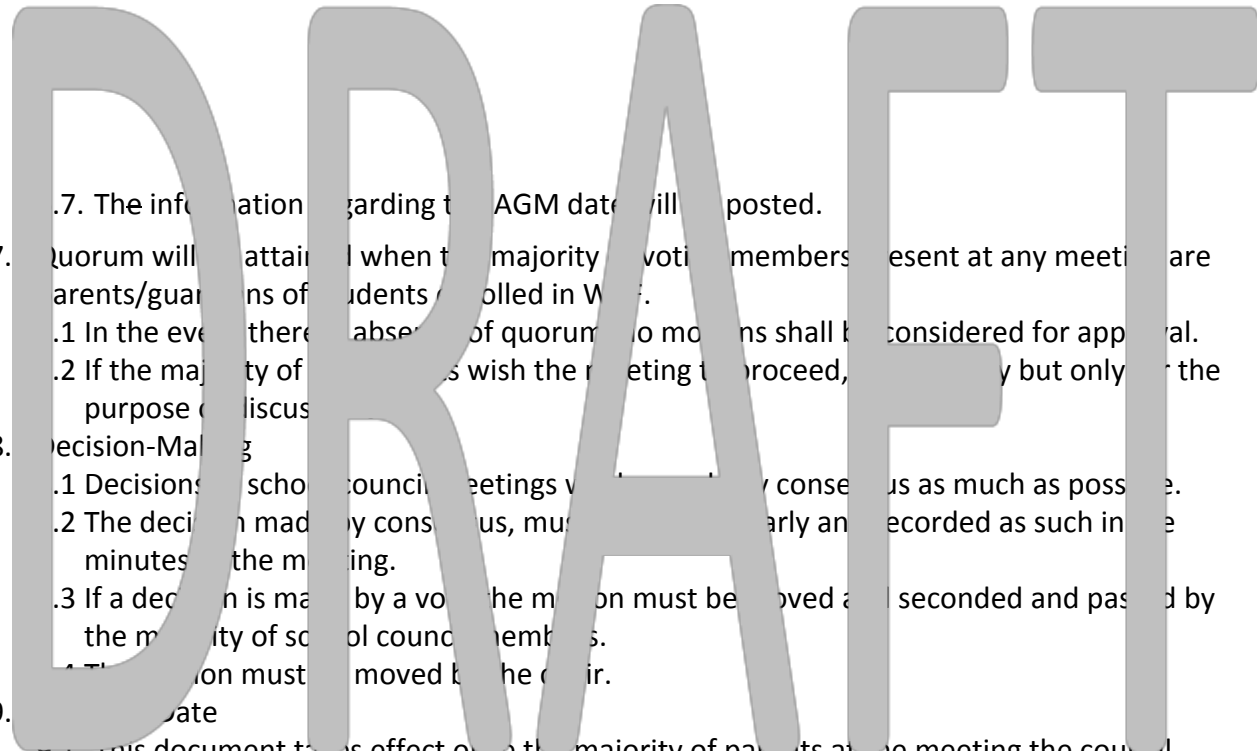


- 5.1.9 All members of the School Council (SC) meeting or be represented by a designate.
- 5.1.10 All members of the PTA meeting or be represented by a designate.
- 5.2 Vice-Chairperson
  - 5.2.1 All the Chairperson undertake tasks assigned by the Council.
  - 5.2.2 In the absence of the Chair, supervise the affairs and any meetings of the school council.
  - 5.2.3 In the event of resignation, incapacity or leave of absence of the Chair, fulfil the Chair's responsibilities.
  - 5.2.4 The vice-chair is the designated Information Protection Act (PIA)/Privacy officer of School Council and manage personal information in compliance with PIPA.
- 5.3 Secretary

- 5.3.1 Record accurate minutes of Council meetings, including the results of motions, votes, and other decisions.
  - 5.3.2 Where applicable, include highlights of meeting minutes in the school newsletter.
  - 5.3.3 Have charge of all correspondence and documents, including minutes must be kept for 7 years and remain in the school.
  - 5.3.4 Make meeting minutes accessible to the membership within two weeks of each meeting.
  - 5.3.5 Present a draft of minutes to the subsequent meeting of Council and make changes as directed by Council.
  - 5.3.6 Keeps an accurate list of names and addresses of School Council members in compliance with the Personal Information Protection Act (PIPA).
- 5.4 Past Chairperson
- 5.4.1 Serve in an advisory capacity to the new school council if their child is still attending WBF.

5.5 If there are fewer than five parents in attendance at an established meeting or if an established meeting is not successful in establishing a school council executive, the principal of WBF may establish an advisory committee for that year to carry out one or more duties or functions of the school council executive.

6. Meetings
- 6.1. All Council meetings are open to Parents, the principal, school staff and the school community.
  - 6.2. The first regularly scheduled meeting of the Council shall be held no later than 30 calendar days after the first instructional day of the school year.
  - 6.3. A minimum of 3 regularly scheduled meetings of the Council shall be held during the school year.
  - 6.4. Meetings of the Council shall be held at the school whenever possible.
  - 6.5. In the weeks prior to the meeting there will be various reminders of the upcoming Council meetings in the schools weekly newsletter.
  - 6.6. By the last meeting of the school year in June, the Council shall determine the date for the September AGM



- 7.7. The information regarding the AGM date will be posted.
7. Quorum will be attained when the majority of voting members present at any meeting are parents/guardians of students enrolled in WBF.
- 7.1 In the event there is absence of quorum no motions shall be considered for approval.
- 7.2 If the majority of members wish the meeting to proceed, the meeting may proceed but only for the purpose of discussion.
8. Decision-Making
  - 8.1 Decisions at school council meetings will be made by consensus as much as possible.
  - 8.2 The decision made by consensus, must be clearly and accurately recorded as such in the minutes of the meeting.
  - 8.3 If a decision is made by a vote the motion must be moved and seconded and passed by the majority of school council members.
  - 8.4 The motion must be moved by the chair.
9. Effective Date
  - 9.1. This document takes effect once the majority of parents at the meeting the council called for the purpose of approving it, has the majority vote.
  - 9.2. Amendment(s) of the WBFSC Constitution shall be brought forward throughout the school year and voted on at the AGM