



Workshops

	Foundation	Enhancement
School Councils	Introduction & Establishment <i>(individual schools only)</i> School Council Purpose**	Operating Procedures Policies and Practices Effective Engagement in Your School Community
Groups of School Councils	Fundraising Association Partnership Purpose Managing School Council Meetings Tools for Effective School Councils	Creating School Council Plans Building Positive Partnerships
School Division Administration	The Work of School Council: It's NOT About the Meeting The School Council-Trustee Relationship 	Effective Principal Engagement and Collaboration with School Councils <i>(Division Administration only)</i> Creating and Managing Productive School Council Meetings <i>(Division Administration only)</i>

***Workshops designed to empower school councils and promote parent engagement in public education.
Learning platforms for school councils, groups of school councils, division administration and fundraising associations.
Presented in two focus areas of foundation and enhancement levels.***

*** NOTE ** School Council Purpose is a pre-requisite (taken within the previous two years) for all workshops (excluding School Council Introduction & Establishment).
72 hour CANCELLATION notice is required for all workshop bookings.**



School Councils, Groups of School Councils, Division Administration Foundation Workshops

Foundation	1.5 hour each	Audience	Requirements	Activities
<p>Introduction & School Council Establishment (<i>Individual schools only</i>)</p> <p>Understanding language in the education community, legislation that mandates the rights, responsibilities and choices of school councils, as well as their value and importance, is the first step to creating a meaningful, vibrant school council and school community. School council establishment must follow legislated requirements. Provided those requirements are met, school councils are permitted flexibility and choice in how they operate. Parents will make the decisions resulting in the official establishment of their school council and elect the executive.</p> <p>Note - duration is 3 hours, for individual school communities only.</p>		<p>The community of a newly opened school or the community of an established school where no school council exists.</p>	<p>Invitation from principal or Division. Participants: minimum five parents (ideally) plus principal and one other school staff member.</p>	<p>Review legislation relevant to the establishment of a school council; exploring rights, responsibilities and choices, understanding the benefits and value of school council, open discussion and consensus building to determine membership and governance structure. Election of school council executive.</p>
<p>School Council Purpose (<i>general pre-requisite workshop**</i>)</p> <p>Understanding the legislated role of school councils including which topics/areas are open for discussion and which require caution helps to prevent tension and dysfunction within a school council and the school community. Learning how to identify the work of school councils, how to frame a “personal issue” from a school council perspective and how to broach sensitive topics is essential for new and returning members.</p>		<p>A newly established school council, an existing school council with a majority of new members or a parent group struggling to separate a school council and fundraising association.</p>	<p>Invitation from principal or parent. Minimum five participants including school council Chair and principal.</p>	<p>Review of relevant legislation (Education Act), exploring rights, responsibilities and choices, advising examples and activities.</p>
<p>Fundraising Association Partnership Purpose</p> <p>Fundraising Associations (FRAs) are separate, legal entities with distinct rules to follow, responsibilities to comply with and liabilities to consider. Positive, collaborative, mutually respectful relationships with the principal and school council are integral to the success of each and in the best interests of students. Clarity of who has authority for what, is essential.</p>		<p>A school community recognizing the need for two distinct groups and seeking to form a society for the purposes of fundraising, or with one in place needing assistance to understand their boundaries and role.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and (potential) fundraising association President and principal. Previous workshop “Fundraising Association (FRA) Introduction” or “FRA Purpose”.</p>	<p>Review of relevant legislation (Societies Act and Education Act), “Which Group” identification activities, case studies and the Principal’s role.</p>
<p>Managing School Council Meetings (<i>up to 2 hours</i>)</p> <p>Meaningful school council meetings require strong leadership and clear, easy to follow processes for all participants. Having a solid <i>Agenda</i>, some simple <i>Rules of Order</i> and learning how to <i>Direct Discussion</i> will help to ensure the school council meetings are not a waste of anyone’s valuable time. Every meeting participant will benefit from this workshop!</p>		<p>A school council aware of its legislated role seeking to increase the efficiency and effectiveness of its meetings.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop “School Council Purpose”.</p>	<p>Exploration of some common challenges for school council meetings and introduction of important solution-oriented tools.</p>
<p>Tools for Effective School Councils</p> <p>Resources, tips, templates and tools will be provided to help participants to understand the culture of their local community and basic volunteer psychology. Strategies to increase the effectiveness of school councils will be offered.</p>		<p>A school council with a clear understanding of its legislated role, seeking to obtain strategies and tools related to fulfilling the role.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop “School Council Purpose”.</p>	<p>Identification of what school councils can do, and the resources available to assist. Exploration of school community culture/barriers and volunteer motivation.</p>
<p>The Work of School Council: It’s NOT About the Meeting</p> <p>School Councils often struggle with identifying the types of activities and work they should be doing in order to truly fulfil their legislated role. In this workshop, school councils are encouraged to examine what they are doing in relation to their intended purpose and the intended result of their work, and then consider alternative means of including their school community.</p>		<p>A school council aware of its legislated role seeking to extend their positive influence beyond the school council meeting and into the school community.</p>	<p>Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop “School Council Purpose”.</p>	<p>Examination of the common “work” of school councils, how that work relates to the intended purpose and desired result of the work, and exploration of activities and processes that will enhance the school council’s presence in the school community.</p>
<p>The School Council-Trustee Relationship </p> <p>Understanding the relationship is vital to assist you in successfully furthering your role in the school community. School councils should understand the role of the school board Trustee, and the Trustee should be aware of their role on school council. A Trustee is a valued partner who can share school board information with parents they represent, and gather valuable parent perspectives from division school councils.</p>		<p>A school council aware of its legislated role seeking to build relationships AND/OR school board Trustees and senior division administration seeking clarity on the role of the Trustee with the school council.</p>	<p>Invitation from principal and one parent OR invitation from Trustee or the school board or senior administration. Minimum five participants including school council Chair and principal, and local school board Trustee OR school board Trustees and senior administration. Previous workshop “School Council Purpose” taken within the last two years.</p>	<p>Review of legislated requirements (Education Act), common protocol, and proven practices to better understand the unique partnership that Trustees and school councils have. This is vital to successfully fulfilling their legislated roles in school communities.</p>

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School Councils, Groups of School Councils, Division Administration Enhancement Workshops

Enhancement	2 hours each	Audience	Requirements	Activities
Operating Procedures A school council has discretion to decide what works best for them, within the context of legislation and their community. Topics include; model of governance, membership, decision making, terms of office, conflict resolution.		A school council with a clear understanding of its legislated role, seeking to create operating procedures for the first time, or replace existing bylaws.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop "Purpose" within previous two school years, more recently if majority are new members.	Review of legislation relevant to school councils creating operating procedures (bylaws). Open discussion, idea sharing, and consensus building; wording of specific clauses relevant to the local community. Create <i>Draft Operating Procedures</i> for review and feedback.
Policies and Practices School council policies should reflect legislation, the context of their communities, and the work their members choose to do. Topics include; communication - internal and external, record-keeping, fundraising and accounting, privacy, location of meetings, official mailing address, new member orientation, group evaluation, social media and conflict resolution.		A school council with a clear understanding of its legislated role, seeking to create policies which will help to guide and define its processes and work.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop "School Council Operating Procedures" within previous school year.	Review of legislation relevant to school councils creating policies. Open discussion, idea sharing, and consensus building; wording of specific policies relevant to the local community. Create <i>Draft Policies</i> for review and feedback.
Effective Engagement in Your School Community School councils would like their school community to be dynamic, exciting places, where parents feel authentically engaged in supporting and enhancing student learning. Not easily accomplished, effective engagement means many different things. Explore what this means in your school community, and how it might be achieved.		A school council seeking to involve and engage the school community in supporting and enhancing student learning.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop "Purpose" within previous two school years, more recently if majority are new members.	Using local context, define effective engagement, identify existing challenges, explore possible solutions and create goals and plans focused on creating engagement opportunities for the school community.
Creating School Council Plans Meaningful involvement, recruitment and effective engagement require planning and goal setting. A plan should be simple to communicate and achievable - given the time and resources available. Evaluation and potential modification are vital to the creation of ongoing plans. The school council plan should align with the school's plan.		A school council with a clear understanding of its legislated role, seeking to identify and create goals that can be achieved within the current school year, in collaboration with the principal.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop "School Council Purpose" within previous two school years, more recently if majority are new members. Principal is prepared to present summary of <i>Annual Education Plan</i> and identify areas where school council may choose to assist.	Exploration of the value of goal setting, planning, idea sharing, open discussion, consensus building. Overview of the school's <i>Annual Education Plan</i> , identifying areas where school council may assist in achieving identified targets, as well as ongoing school council progressive learning. Create <i>Draft 1 Year Plan</i> specifying actions, resources, outcomes and evaluation methods.
Building Positive Partnerships Building positive partnerships within the Education and general community can help school councils to be more effective in their advisory role. With a focus of supporting and enhancing student learning, Positive Partnerships are informative, collaborative, and respectful of boundaries and authorities.		A school council aware of its legislated role seeking to identify and build relationships within, or outside of, the Education Community.	Invitation from principal and one parent. Minimum five participants including school council Chair and principal. Previous workshop "School Council Purpose".	Identification of Education Partners, examination of relational components, expectations and protocols.
Effective Principal Engagement and Collaboration with School Councils (Division Administration ONLY) The principal is the key figure in creating an environment conducive to authentic parental participation and engagement. Effective school council engagement in school and division work, principals working effectively and collaboratively with school councils in a mutually respectful environment, and collaborative engagement of the school community in partnership with the principal and school council, are integral to success. Note – duration varies 1½ to 3 hours.		A division group of principals, administrators, trustees and school council reps (optional) seeking to explore how administrators can work effectively with school councils. Note - intended for principals and senior administrative team members.	Invitation from Division. Minimum ten principals/administrators/trustees in attendance. Recommended attendance by a member of the administration or Board.	Review of Education Act and Regulations relevant to what opportunities are mandated for discretionary school council participation. Identifying school community culture/barriers, volunteer motivation, engagement activities and case studies.
Creating and Managing Productive School Council Meetings (Division Administration ONLY) Legislation mandates that school councils exist, but cannot tell them how to function effectively. Strong leadership of the principal plays a key role in defining the discussions and the level of engagement of a school council. Having knowledge and tools to ensure your school council meetings are welcoming, meaningful and a good use of everyone's time, are vital to the success of any school council.		A division group of principals, administrators and trustees seeking to understand the processes involved in planning and managing school council meetings appropriately. Note - intended for principals and senior administrative team members.	Invitation from Division. Minimum ten principals/administrators/trustees in attendance.	Examining the role of the principal on school council and strategies for running a productive meeting - agenda creation, rules of order and directing discussion during the meeting. Exploring case studies, changing the focus of school council business and ways to recognize productive participants at meetings.

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