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Title: **GOVERNANCE POLICY**

Adopted: June 15, 2010

Revised: November 2, 2010, November 1, 2011, October 13, 2015,  
September 28, 2016, March 2017, June 2019

Reviewed: February 2022

Authorization: Education Act: Sec 169.1, 170, 218

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## **POLICY**

It is the policy of the Bloorview School Authority (School Authority) that its Board of Trustees (Board) is responsible for the stewardship of the Board's overall direction and strategic goals and oversight of policy and resolution implementation.

The Board determines the broad goals, policies and specific resolutions of the organization and then holds the Supervisory Officer or designate accountable for their implementation.

## **GUIDING PRINCIPLES**

1. The role of Trustee is, to represent the views, expectations and interests of the school community and stakeholders, to uphold the values of the board and to protect the financial interests of the Board.
2. Trustees are accountable to the school community and stakeholders and to the Ministry of Education, for the proper conduct of their duties and responsibilities, including the implementation of policies and resolutions and the wise use of funds.
3. The Board works to define broad strategic goals for the organization. The Board expresses itself regarding these goals, by establishing policies or by passing specific resolutions. Some of these specific resolutions may pertain to items which are mandated by legislation or Ministry policy.
4. Once the goals of the Board have been expressed through policies or resolutions, the task of implementing these policies and resolutions is delegated to the Supervisory Officer.
5. The Board outlines for the Supervisory Officer what should be achieved and then allows the Supervisory Officer to use his or her expertise and experience to determine how best to achieve these goals within the limits of law, prudence, ethics, best practice and in keeping with the mission, vision and values of the Bloorview School Authority.

6. At all times the Bloorview School Authority Board shall adhere fully to all regulatory requirements prescribed in the Ontario Education Act and Regulations thereto. Bloorview School Authority shall be guided by sound business and financial practices.
7. Bloorview School Authority shall establish, maintain and regularly review policies and procedures to manage financial practices.
8. Adequate measurement and monitoring of policy adherence shall be maintained and reported to the Board on a regular basis.

## **BOARD's ROLES AND RESPONSIBILITIES**

### Authority and Mandate

As per the Ontario Education Act Ontario, the Board of Trustees oversees the business and affairs of Bloorview School Authority. It is ultimately responsible for the stewardship of the organization. While exercising due diligence, the Board delegates to school leadership the monitoring, reporting and controlling functions with respect to the implementation of Board policies.

### Accountability for Student Achievement and Well-being

The Board ' roles and responsibilities include:

- Making decisions that reflect the School Authority's focus on student achievement and its philosophy and belief statement that all students can learn
- Promoting a culture of equity designed to ensure that appropriate educational programs and services are available for all students attending Bloorview School
- Approving measures that promote student well-being

### Accountability to the Provincial Government

The Board s' roles and responsibilities include:

- Acting in accordance with the *Education Act*, Regulations, and other statutory requirements in a manner designed to ensure the implementation of provincial and education standards and policy
- Providing advice to the Ministry of Education and OPSBA regarding regional and local implications of new policy recommendations.

### Accountability to the Community

The Board s' roles and responsibilities include:

- Making decisions that reflect the School Authority's philosophy, belief statements and strategic plan, which considers the interests of the community
- Establishing processes that provide the community with opportunities for input appropriate to their role

- Consulting and engaging with parents, students and supporters of the Board on the Board's multi-year plan
- Providing two-way communications between the School Authority and School Council/Parent Involvement Committee
- Fostering linkages with the Holland Bloorview Kids Rehabilitation Hospital, the broader education sector and local community organizations on issues of common concern as considered appropriate from time to time
- Providing reports outlining School Authority results in accordance with Provincial policy
- Developing procedures to receive and hear appeals on behalf of students and/or employees in accordance with appropriate statutes and School Authority policies
- Modeling a culture that reflects the School Authority's Code of Conduct
- Advocating best practices for our population of students

### System Leadership and Planning

The Board s' roles and responsibilities include:

- Providing overall direction for the School Authority by establishing the mission, vision and values
- Develop and approve a multi-year plan aimed at achieving the Board's goals
- Annually set priorities with outcomes
- Annually approving the Board Plan in public session for School Authority distribution
- Annually using the Board Plan to drive the budget process
- Annually reviewing the multi-year plan with the Board's Supervisory Officer/Principal
- Annually evaluating the effectiveness of the School Authority in relation to the Board Plan
- Monitoring progress toward the improvement of student achievement
- Communicating regularly with and the Supervisory Officer and School Authority employees about progress made in implementation
- Approving the selection of the legal counsel annually

### Policy Development, Implementation and Evaluation

The Board of Trustees' roles and responsibilities include:

- Developing policies that outline how the School Authority will successfully function, and that promote the Board's goals and encourage pupils to pursue their educational goals
- Having all new policies contain a purpose statement prior to development
- Approving policy statements that meet the criteria identified by the School Authority
- Monitoring and evaluating the effectiveness of policies developed by the Board in achieving the Board's goals and the efficiency of the implementation of those policies
- Holding the Supervisory Officer accountable for the implementation and review of Board policies
- Making provision for innovative and effective practices

### Supervisory Officer - Board Relations

The Board of Trustees' roles and responsibilities include:

- Selecting the Supervisory Officer
- Provide the Supervisory Officer with a clear job description and corporate direction
- Delegating through policy, administrative authority and responsibility subject to the provisions and restrictions of the *Education Act* and Regulations
- Monitoring and evaluating the performance of the Supervisory Officer in meeting his/her duties under the Act including related policies, guidelines and regulations as well as duties under the multi-year plan and any other duties assigned by the Board
- Promoting the professional growth of the Supervisory Officer in continuing to provide quality district leadership
- Ensuring ongoing capacity building and succession planning for key positions
- At least once a year at the Supervisory Officer's request, providing the Supervisory Officer with an opportunity to meet alone with the Board in private session
- Promoting a positive working relationship with the Supervisory Officer

### Fiscal Responsibility

The Board of Trustees' roles and responsibilities include:

- Developing a budget review process to help determine annual resource allocations, using the Board Plan and other provincial and local directions
- Annually approving the budget with a view to ensuring that the financial resources are allocated to achieve the desired results
- Having in place an Audit Committee, in accordance with provincial regulations
- Approving the selection of the Auditor annually, as recommended by the Finance and Audit Committee
- Setting parameters for collective bargaining and ratify Memoranda of Agreements with all bargaining units and non-union groups

### Board Development

The Board s' roles and responsibilities include:

- Formally evaluating the Board's effectiveness and performance on an annual basis
- Developing an annual action plan for both collective and individual Board member development by increasing knowledge of: member role; processes, issues; and Board vision and mission
- Using the expertise of the Supervisory Officer, and other provincial organizations to help develop and support the Board s' professional development plan
- Fostering an ongoing development and action program for all Board members

### Advocacy and Communication

The Board's roles and responsibilities include:

- Developing and maintaining positive and effective relationships with the Ontario Ministry of Education, and other governmental parties as considered appropriate from time to time.
- Potentially considering, annually, developing a plan that aligns with the multi-year strategic plan. Any plan would be designed to ensure that the School Authority is communicating with the community and may provide advocacy mechanisms for achievement of the plan.
- Seeking opportunities to network with other boards and school authorities.

### Recognition

The Board s' roles and responsibilities include:

- Developing mechanisms designed to ensure that the School Authority recognizes students and student achievement
- Developing mechanisms designed to ensure that the School Authority recognizes staff and staff achievement
- Developing mechanisms designed to ensure that the School Authority recognizes community members and volunteers as considered appropriate from time to time