



Board Planning Committee

Terms of Reference

Purpose:

To solicit and receive information from the Superintendent relevant to strategic priorities and Board operations and to provide a forum for generative and strategic discussion.

Membership:

- a) All Trustees, with Board Vice-Chair to serve as committee Chair
- b) Superintendent of Schools
- c) Associate Superintendent of Business and Operations
- d) Other staff as appointed by Superintendent

Authority:

The Board Planning Committee is delegated authority to:

- a) Make recommendations for future discussion and agenda items
- b) Request information and assign work to the Superintendent
- c) Accept reports from and refer matters to Board Committees
- d) Receive updates on operational matters and provide feedback as requested
- e) Determine the process and timeline for developing and reviewing the Strategic Plan and confirm the stakeholders to be consulted in the strategic planning process

Committee Chair will report non-confidential items at a public Board meeting for information or Board approval if required.

Areas of Focus:

Areas of focus include:

- a) Prepare trustees for items requiring Board consideration at a later date
- b) Administrative items related to Board operations and functioning
- c) Strategic conversation and planning
- d) Generative discussion allowing for the early exploration of new ideas
- e) Board professional learning/development and evaluation

Meetings:

Meeting dates will be approved annually as part of the Board Work Plan and will be typically held after regular public Board meetings. Additional Planning Committee meetings can be called by the Chair or the Superintendent and require a minimum of one week's notice unless all trustees agree to waive the notice requirement.

Minutes:

A meeting summary will be drafted by recording secretary and approved by committee at next meeting.

Remuneration of Trustees:

As per Board Policy 27 – Trustee Compensation and Development

Budget:

To be established during the Board's annual budget process.