



Woodbridge Farms School Council

AGM Agenda

Date: Thursday September 19, 2024

Time: 18:30

Place: Woodbridge Elementary/ Virtual

School Council Executive 2023-2024

Principal: Kerri Williams

Asst. Principal : Jess Miskiw

Chair: Not Filled

Vice Chair: Marco Candia

Secretary: Mel Fawcett

Time	Item	Owner
18:30	1.0 Welcome and Introductions Land Acknowledgement.docx	
18:40	2.0 Approval of Agenda for AGM	
18:45	3.0 Review of School Council Annual Report	
18:55	4.0 Overview of School Council Positions (attached) <ul style="list-style-type: none">● Chair● Vice Chair● Secretary● Questions from the floor regarding positions.	
19:05	5.0 Election of the 2023-2024 School Council Executive <ul style="list-style-type: none">● Call for nominations of School Council Positions<ul style="list-style-type: none">○ Chair○ Vice Chair○ Secretary	
19:15	6.0 Announcements/ Adjournment	



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Woodbridge Farms School Council Position Descriptions

Chairperson

It is expected that the School Council Chairperson will be a parent of a student attending the school. Unless otherwise delegated, the Chairperson of the School Council will:

- Chair all meetings of the School Council;
- Coordinate with the principal to establish meeting agendas; post proposed agendas in a prominent place.
- Communicate with the principal on a regular basis;
- Call regular School Council meetings;
- Decide all matters relating to rules of order at the meetings;
- Follow existing School Council operating procedures;
- Ensure that minutes are recorded and maintained;
- Have general supervision of all activities of the School Council;
- Be the official spokesperson of the School Council;
- Ensure there is regular communication with the school community, beyond those who attend meetings;
- Stay informed about school board policy that impacts School Council;
- Have signing authority, if required, on any financial accounts together with the vice-chair and/or the treasurer;
- Submit an annual report in conformance with the Regulations.
- Attend Committee of School Council (COSC) meetings or have representation by a designate.

Vice Chairperson

Unless otherwise delegated, the Vice-Chairperson of the School Council will:

- In the event of resignation, incapacity or leave of absence of the Chairperson, fulfill the Chairperson's responsibilities;
- In the absence of the Chairperson, supervise the affairs and preside at any meetings of the School Council;
- Work with and support the Chairperson in agenda preparation;
- Ensure the appropriate management, in compliance with PIPA, of any personal information collected on behalf of the School Council;



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- Assume responsibility, in consultation with the School Council, for communicating with the fundraising society or other parent groups within the School;
- Promote teamwork and assist the Chairperson in the smooth running of the meetings;
- Keep informed of relevant school and school board policies;
- Have signing authority, if required, on any financial accounts together with the Chairperson and/or the treasurer;
- Aid the Chairperson and undertake tasks assigned by the Chairperson.

Secretary

Unless otherwise delegated, the Secretary of the School Council will:

- Act as a recorder at each meeting and ensure the minutes accurately reflect the directions agreed to at the School Council meeting;
- Keep minutes, correspondence, records and other School Council documents;
- Maintain a dated record of all the members of the School Council who have knowingly provided their contact information, in compliance with PIPA;
- Distribute notices of meetings and other School Council events as required in the WBF School newsletter.
- Ensure all materials relating to the School Council including resources (Alberta School Council Resource Manual), all meeting minutes and any relevant documents are available to the public in an accessible location in the School;
- Be responsible for the keeping of records of minutes for the past seven (7) years. These records will be kept in the school in a location known by the principal.
- In the absence of the secretary, the School Council shall choose a recording secretary for the meeting.