



Woodbridge Farms School Council

Annual General Meeting

Meeting Minutes

Date: Thursday September 19, 2024

Time: 18:37

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

Agenda Item	Notes	Actions
1.0 Welcome	18:37 - Called to order by Marco Candia. Land Acknowledgement and Introductions	
2.0 Approval of AGM Agenda	18:43 Nana motions to approve the AGM Agenda. Alexia 2nd. All in favour.	Approved as circulated.
3.0 Review of School council Annual Report	18:52 WBFA Annual Report 2023-2024 Meeting Dates: <ul style="list-style-type: none">• September 9, 2023• October 13, 2023• November 27, 2023• January 15, 2024• March 11, 2024• May 13, 2024 Parent Association Activities: Thank you to all the volunteers! <ul style="list-style-type: none">• Terry Fox Snack• Hot Lunches• Halloween Dance• Read-a-thon Fundraiser• Wee Wonderland• Holiday Hot Chocolate & Cookies	



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	<ul style="list-style-type: none"> ● Stawnichy's Fundraiser ● Spring Flowers Fundraiser ● Salisbury Fundraiser ● Swim lesson Bussing ● Grade 6 farewell lunches ● Mabel's labels Fundraiser ● Teacher & Staff appreciation ● Cotton Candy Days 	
4.0 Overview of School Council Positions	18:45 Description of roles attached below. <ul style="list-style-type: none"> ● No questions asked regarding positions. 	
5.0 Election of the 2023-2024 School Council Executive	18:49 Call for nominations. <ul style="list-style-type: none"> ● Mel nominates Marco for Chair, Jamie 2nd. Marco accepts. All in favour. ● Marco nominates Alexia for Vice Chair, Jocelyn 2nd. Alexia accepts. All in favour. ● Nana nominates Mel for Secretary, Jamie 2nd. Mel accepts. All in favour. 	<ul style="list-style-type: none"> ● Marco for Chair. Approved as circulated. ● Alexia for Vice Chair. Approved as circulated. ● Mel for Secretary. Approved as circulated.
6.0 Adjournment	Meeting adjourned at 18:53	



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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;
- 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.



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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.