



Brunswick SCC

Brunswick School Community Council Constitution

1. Membership

1.1 Elected Voting Members

The School Community Council (SCC) will have the following Elected Members:

- 7 parent and community members elected at the Annual General Meeting, each serving a two year term.

1.2 Appointed Members

The School Community Council will have the following Appointed Members:

- School Principal;
- A teacher; and
- Additional members as recommended by the SCC and approved by the NESD Board of Education

2. Officers

The following School Council Officers will be determined annually from among the Elected Members. School Council Officers are voted on by the Elected Members.

- Chairperson
- Vice-Chairperson
- Secretary
- Treasurer
- Members At Large (3 elected members)

Roles and responsibility of School Community Council Officers are listed in Appendix A.

3. School Community Council Meetings

3.1 Annual General Meeting

The Annual General Meeting will be held prior to the end of each school year. During the meeting School Community Council members will be elected and officers will be chosen.

3.2 The School Community Council will meet a minimum of 5 times per school year, in addition to the AGM.

3.3 Town Hall Model of Governance

In this model, members are elected to the School Community Council, but regular meetings are open to the entire school community. Any member of the school community can participate in the meeting and be involved in the discussion of matters brought before the SCC.

3.4 Voting

On matters requiring a formal vote, only Elected members of the SCC may vote.

3.5 Quorum

A quorum of the SCC shall be a majority of the Elected Members.

3.6 Additional Meeting

An additional meeting of the SCC shall be called by the Chairperson of the SCC if required to do so by the Board of Education.

4. Public Consultation and Communication

The School Community Council will consult and communicate with the school community through but not limited to the following strategies:

- Bulletin Board
- Website
- Newsletters
- Minutes of SCC meetings
- Social media

5. School Community Council Code of Conduct

The SCC will adopt a Code of Conduct. (See Appendix B)

6. Conflict-of-Interest

A SCC Member may occasionally find themselves in a conflict-of-interest position under consideration by the SCC. When this happens, the Member should declare that they are in a conflict-of-interest situation and leave the room for the portion of the meeting, thus refraining from participating in the discussion. The Member should not vote on any decision made on the issue.

7. Decision-Making Process

Majority Vote Model

The issue is discussed, and a vote is taken. The majority vote decides the issue.

8. Handling Complaints or Concerns

8.1 Complaints or Concerns about an Individual Student or Staff Member

Any matter concerning an individual student or staff member must be directed to the staff member or Principal. It is not the responsibility of the SCC to deal with the concerns or complaints about individuals other than to direct the concern to the appropriate individual. The NESD Board of Education Administrative Procedure 408 - Student and Parent Complaints and Grievances outlines the appropriate procedure to resolve complaints or concerns.

8.2 Complaints or Concerns about SCC Initiatives or Activities

8.2.1 Informal Complaints or Concerns

Provided SCC Members are comfortable in their knowledge and feel at ease expressing themselves, concerns or questions about SCC initiatives or activities expressed informally to members of the SCC may be addressed immediately by the Member. If a Member is unsure of the appropriate response, she/he should say so but indicate that she/he will check and get back to the individual. If such a commitment is made the member must follow through. After responding to the complaint or concern the member should always ask if their response has been satisfactory. If the individual is not satisfied with the response, the Member should explain how the concern or complaint could be brought to the attention of the SCC in a more formal manner.

8.2.2 Formal Complaints or Concerns

Concerns or complaints can be brought to the attention of the SCC by addressing the concern in writing to the Chairperson or by requesting that the Chairperson provide the individual with an opportunity to meet with the SCC at an upcoming meeting. The SCC will provide a written response regarding how they have or will address the concern or complaint.

9. Conflict Resolution Process

The Conflict Resolution Process will be used by the SCC to address both internal conflict, which may occur among individuals within the SCC and external conflict that may occur between the SCC and individuals, groups, or organizations outside of the SCC. The conflict resolution process is outlined in The [North East School Division School Community Council Handbook and Orientation Guide \(page 15\)](#).

10. Committees

The SCC will act in a coordination role for committees operating in support of the SCC and the school program.

Committee(s) may be established by the SCC as needed. Each committee will be chaired by an Elected Member and the School Council will pre-approve all expenditures.

11. Amend the Constitution

The SCC may amend its constitution by sending suggestions for change in writing to the NESD Board of Education 15 days prior to a meeting of the Board.

Appendix A

Role and Responsibilities of School Community Council Officers

The Chairperson will:

- conduct meetings of the SCC
- ensure that all members have input to discussion and decisions
- prepare meeting agendas in consultation with the Principal and other SCC members
- oversee operations of the SCC
- establish networks that support the SCC
- act as a spokesperson for the SCC

The Vice-Chairperson will:

- support the Chairperson in his/her duties, taking over when the Chairperson is unable to attend
- perform responsibilities assigned by the Chairperson

The Secretary will:

- take minutes at the SCC meetings
- receive and send correspondence on behalf of the SCC
- take charge of any official records of the SCC
- maintain a membership list of all members of the SCC
- ensure appropriate notice is given for all meetings of the SCC

The Treasurer will:

- provide a financial report for each meeting
- maintain council finances; and
- provide a financial report to the school division, see Administrative Procedure 203 - Local Budget and School Community Council

The Member At Large will:

- support the needs of the SCC

Appendix B

School Community Council Code of Conduct

1. The School Community Council of Brunswick School is not a forum for the discussion of individual school personnel, students, parents, or other individual members of the community. The School Community Council provides an opportunity for members of the community to have input and influence related to the policies of the school and school division for the betterment of children and education at Brunswick School.

2. A member of the SCC who is approached with a concern relating to the individual is in a privileged position and must treat such discussion with discretion, protecting the confidentiality of the people involved and directing the parent in accordance with the provision of Section 8 of the Constitution.

3. A parent or community member who accepts a position as a member of a School Community Council:

- Upholds the constitution and bylaws, policies, and procedures of the SCC.
- Performs his/her duties with honesty and integrity.
- Works to ensure that the well-being of students is the primary focus of all decisions.
- Respects the rights of all individuals.
- Takes direction from the members, ensuring that the representative processes are in place.
- Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking forward concerns.
- Works to ensure that issues are resolved through due process.
- Strives to be informed and only passes on information that is reliable and correct.
- Abides by the decisions made by the Council.
- Respects all confidential information.
- Supports public education.