**BOARD POLICY**

Nipissing-Parry Sound Catholic District School Board

**POLICY: GP 5**

**SUBJECT: AGENDA PLANNING**

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## POLICY STATEMENT

To accomplish its job contributions with a governance style consistent with Board policies, the Board will develop and follow a multi-year cycle that includes all elements of the Board's work.

1. The Board shall maintain control of its own agenda by developing each year, and updating as required throughout the year, an annual schedule based on the multi-year cycle:

   1.1 Considered review of the Ends in a timely fashion, which allows the Director of Education to build a budget based on accomplishing a one-year segment of the board's most recent statement of long-term Ends.

   1.2 Linkage with the ownership to gain a representative mix of owner values, perceptions and expectations, prior to the above review.

   1.3 Education related to development and revision of Ends. The board will consider including environmental scanning, presentations by thought leaders or experts, and activities which develop strategic foresight.

   1.4 Risk assessment, including probability of risks and impact of particular risks, as background context for policy review.

   1.5 Content review of selected Executive Limitations, Governance Process and Board-Management Delegation policies, consistent with a multi-year schedule that includes all policies.

   1.6 Self-evaluation of the Board's own compliance with its Governance Process and Board-Management Delegation policies.

   1.7 Documentation of monitoring compliance by the Director of Education with Executive Limitations and Ends policies. Monitoring reports will be provided and read in advance of the Board meeting, and discussion will occur only if reports show policy violations, if reports do not provide sufficient information for the Board to make a determination regarding compliance, or if policy criteria are to be debated.

   1.8 Education about the process of governance.

2. Based on the outline of the annual schedule, the Board delegates to the Chair the authority to fill in the details of the meeting content. This includes examination of all correspondence addressed to the Board or to individual Trustees as members of the Board, and determination of whether the matter raised in the correspondence is to be placed on the Board agenda. The detailed agenda shall be prepared jointly by the Board Chair, Vice-Chair and Director of Education. Potential agenda items shall be carefully screened to ensure that they relate to governance, rather than administration. Screening questions shall include:

- Clarification as to whether the issue clearly belongs to the Board or the Director of Education.
- Identification of what category an issue relates to - Ends, Executive Limitations, Governance Process, Governance-Management Delegation.
- Review of what the Board has already said in this category, and how the current issue is related.

3. Throughout the year, the Board will attend to Required Approval Agenda items as expeditiously as possible, approving the entire Required Approval Agenda with a single motion. When an item is brought to the Board via the Required Approval Agenda, provided acceptable monitoring assurance pertaining to the item has been supplied, the Board will not discuss the item prior to approval. Deliberation will only be in regard to whether or not the Director of Education's decision complies with relevant board policies.

   3.1 Prior to the calling of the vote on the Required Approval Agenda, a Trustee may make a motion that an item be removed from the Required Approval Agenda to the Decision Agenda. Such a motion shall include a brief rationale for the proposed removal. The item will be removed only if a majority of the Board supports the motion, which is not debatable.

4. Items may be added to the Board agenda in the following ways:

   4.1 Addition of items between Agenda Planning Meetings, using the process outlined in item 5 below.

   4.2 With unanimous consent, emergency items that require immediate attention may be added to the agenda of the Board meeting of the same night before the agenda is approved.

5. A trustee wishing to add an item to a board agenda between Agenda Planning Meetings shall follow the process below. Such additions may include, but are not limited to, the potential need for policy revision following the monitoring of policy compliance.

   5.1 The trustee shall submit a written request to the Chair, including identification of the policy to which the item relates, and rationale for addressing the item prior to the next Agenda Planning Meeting.

   5.2 The Chair shall screen the item to ensure it is related to governance, rather than an issue that has been delegated to the Director of Education.

      5.2.1 If the Chair is satisfied it is a governance issue, it shall be scheduled on the Board agenda as soon as practical.

      5.2.2 If the Chair determines it is not a governance issue, such a decision shall be provided to the trustee, including rationale, in writing. The trustee may choose to drop the matter, or to request the chair to add a request to consider the item to the next regularly scheduled meeting of the Board.

   5.3 If so requested, the Chair shall add the request to consider the item to the next regularly scheduled meeting of the Board. The Board as a whole shall then hear the rationale for including the item, determine whether the item should be discussed, and if so, schedule it on an appropriate agenda.

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| | | |
|---|---|---|
| **Monitoring:** November | **Method:** Internal | **Frequency:** Biennial |

| | | | |
|---|---|---|---|
| **Approval Date:** | 2005 11 29 (NPS 220-05) | **Effective Date:** | 2022 10 26 |
| **Revision Date(s):** | 2008 06 24 (NPS 63-08)<br>2012 10 30 (NPS 111-12)<br>2014 04 29 (NPS 71-14)<br>2022 03 29 (NPS 66-22)<br>2022 10 25 (Multi-Year Cycle only)<br>2023 10 31 (Multi-Year Cycle only) | **Review Date(s):** | 2015 11 24<br>2017 11 28<br>2019 11 26<br>2021 11 30<br>2022 02 24<br>2023 11 28 |

Chair of the Board

Secretary of the Board

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## MULTI-YEAR CYCLE
## 2023-2024

| | | Q1 | | | Q2 | | | Q3 | | | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | Jun. |
| Planned Linkage with Owners [1] | | | | Skilled Trades | | Mathematics | | Literacy: Early Years | | DE&I: R.I.S.E student group / Mental Health | |
| Board Education [2] | | | | | | | | | | | |
| Ends Decisions [3] | | | | | | | | | | | |
| Governance Process Decisions [4] | Year 1 (Sept - odd years) | - Review GP1<br>- Determine BoT education plans for the year | - Develop Ownership Linkage Plan for the year<br>- Review GP3 | | Review GP5 | Review GP2 | Review GP6 | | - Review GP9<br>- Indigenous Student Trustee Appointment | Review GP7 | Review GP11 |
| | Year 2 (Sept – even years) | - Review GP1<br>- Determine BoT education plans for the year | - Develop Ownership Linkage Plan for the year<br>- Review GP3 | Review GP7 | | Review GP8 | | Review GP4 | Student Trustee Appointment | Review GP10 | Review GP11 |
| Executive Limitations Decisions [5] | | - Review EL4<br>- Review EL5 (Q3) | - Review EL5 (Q4)<br>- Review EL9 | Review EL6 | Review EL8 | Review EL4 | - Review EL5 (Q1)<br>- Review EL7 | - Review EL2<br>- Review EL3 | - Review EL1<br>- Review EL5 (Q2) | | Review EL10 |
| Board-CEO Relationship Decisions [6] | Year 1 | | | Review BMD5 | | | | Review BMD2 | | | |
| | Year 2 | | | | Review BMD4 | | Review BMD3 | | Review BMD1 | | |
| Monitoring Ends & Executive | Annual | - EL5 (Q4)<br>- EL9 | - ENDS (#4)<br>- EL6 | - ENDS (#1-3)<br>- EL5 (Auditor's Report & Financial | EL4 (Rev. Est.) | - EL5 (Q1)<br>- EL7 | - EL2<br>- EL3 | - EL1<br>- EL5 (Q2) | Student Trustee Appointments | EL10 | - EL4 (Budget)<br>- EL5 (Q3) |

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| | | Q1 | | | Q2 | | | Q3 | | | Q4 |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Sept. | Oct. | Nov. | Dec. | Jan. | Feb. | Mar. | Apr. | May | Jun. |
| Limitations [7] | | | | Statements) - EL8 | | | | | | | |
| Self-Monitoring Governance Process [8] | Year 1 | GP3 | BMD5 | GP5 | GP2* | GP6 | BMD2 | GP9 | GP8.1 | GP11 | GP1 |
| | Year 2 | GP3 | GP7 | BMD4 | GP8 | BMD3 | GP4 | BMD1 | GP10 | GP11 | GP1 |
| Other Reports | Annual | • School Accommodations Report<br>• Board enrolment and staffing updates<br>• Trustee Attendance | • Separate School Assessment Campaign<br>• School activities: Remembrance Day, Treaties Week, Bullying Awareness Week | • Audit Committee Annual Report to the Board<br>• Audit Committee Annual Report to the Ministry<br>• Trustee Expenses | • Draft Director's Report | | • School Year Calendar | • Public Salary Sector Disclosure<br>• Upcoming PIC and/or SEAC Activities | • Upcoming PIC and/or SEAC Activities | • Staffing Report | • Educational Field Trips<br>• Student Accident Insurance |

*Monitor GP2 at every meeting*

[1] *Scheduled discussion with owner representatives, and/or board discussion of input previously received from owners*
[2] *Scheduled educational topics*
[3] *Includes planned development work on Ends, and review of each policy at least annually*
[4] *Includes regular review of Governance process policies, and decisions related to governance process*
[5] *Includes regular review (during monitoring reports) of Executive Limitations policies and decisions which board must make because it has prohibited the CEO from doing so in Executive Limitations*
[6] *Includes decisions related to Board-CEO Relationship*
[7] *According to frequency specified in BD policy on "Monitoring Executive Performance"*
[8] *According to frequency specified in GP policy on "Board Self-Evaluation"*