

GOVERNING BOARD ROLES AND RESPONSIBILITIES

Item	Governing Board	Principal	Staff Members	School Board	When
Educational Project (aims and objectives for improving student success)	Analyzes the situation Adopts, oversees the implementation of an periodically evaluates (74) May determine actions to promote those aims and objectives and integrate them into the life of the school (37) Makes it public (83)	Coordinates the analysis of the situation prevailing at the school and the development, implementation and periodical evaluation of the school's educational project (96.13)	Participate (74)	Ensures that each school has adopted an educational project to be implemented by means of a success plan. (221.1)	As needed
Success Plan	Approves the school's success plan, and any updated version of the plan (75) Makes it public (83)	Coordinates the development, the review and any updating of the school's success plan (96.13)	Participate (74)	Ensures that the success plan of each school reflects the strategic plan of the school board (37.1)	As needed
Management and Educational Success Agreement	Approves the draft of the management and educational success agreement (209.2)	Comes into agreement every year with the school board (director general) within the scope of a management and educational success agreement, on the measures required to achieve goals and measurable objectives set out in the partnership agreement between the school board and the Minister (209.2) Assists the governing board in the exercise of its functions and powers (96.13)	Are consulted on the draft of the management and educational success agreement (209.2)	Comes into agreement every year with the principal of each of its educational institutions, within the scope of a management and educational success agreement, on the measures required to achieve goals and measurable objectives set out in the partnership agreement between the school board and the Minister (209.2)	
Accountability	Reports every year on the evaluation of the implementation of the success plan (83) Ensures the distribution of a document explaining the educational project and reporting on the evaluation of the implementation of the success plan to the parents and school staff. The governing board shall see to it that the wording of the document is clear and accessible (83)			Informs the population in its territory of the educational and cultural services provided and reports on the quality of such services (220) Makes public the strategic and updated plans. (209.1) Gives the population in its territory an account of the implementation of its strategic plan.	
Rules of conduct and safety measures	Approves (76)	Ensures they are prepared (96.13) Proposes (76)	Participate (77)		
Annual activity report	Prepares, adopts and transmits a copy to the school board (82)				
Services provided by the school	Informs the parents and the community served by the school of the services provided by the school and reports on the level of quality of such services (83)				
Amendment or revocation of the deed of establishment	Is consulted (79)			Consults and decides (40, 217)	
Selection criteria for the appointment of the principal	Is consulted (79)			Consults and appoints (79, 96.8, 217)	
Matters pertaining to the proper operation of the school or to the improved organization of the services provided by the school board	Advises the school board (78)				
Approach proposed for the implementation of the Basic School Regulation	Approves (84)	Ensures that proposals are prepared (96.13) Proposes (84)	Participate (89)	Ensures that the Basic School Regulation is implemented (222)	
Overall approach in terms of the enrichment and adaptation of the objectives and suggested content of the programs	Approves (85)	Ensures that proposals are prepared (96.13) Proposes (84)	Participate (teaching personnel only) (89)	Ensures that the programs of study established by the Minister are implemented (222.1)	
Time allocation for each subject	Approves (86)	Ensures that proposals are prepared (96.13) Proposes (84)	Participate (teaching personnel only) (89)		
Local programs of study	Is informed	Approves (96.15)	Propose (teaching personnel only) (96.15)		

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Criteria for the introduction of new instructional methods	Is informed	Approves (96.15)	Propose (teaching personnel only) (96.15)		
Selection of textbooks and instructional materials	Is consulted Is informed	Consults the governing board and approves the selection (96.15)	Propose textbooks and instructional materials (teaching personnel only) (96.15)	Ensures that only the textbooks, instructional materials or class of instructional materials approved by the Minister are used by schools for the teaching of any program of study established by the Minister (230)	
Principles concerning the cost of documents in which students write, draw or cut out	Establishes the principles (77.1)	Proposes them to the governing board (77.1)		Adopts a policy on the financial contributions that may be made by parents for these documents (212.1)	
Standards and procedures for the evaluation of student achievement	Is informed	Approves (96.15)	Propose (teaching personnel only) (96.15)	Ensures that each school evaluates student achievement and administers the examinations imposed by the Minister (231) May impose internal examinations at the end of each cycle of the elementary level and at the end of the first cycle of the secondary level (231)	
Report cards and other ways in which parents are informed of the academic progress of their children	Is consulted May consult the parents of children in the school (89.1)	Consults the governing board and approves (96.15)	Propose (teaching personnel only) (96.15)		
Rules governing the placement of students and their promotion from one cycle to the other at the elementary level, subject to the rules prescribed by the Basic School Regulation.	Is informed	Approves (96.15)	Propose (teaching personnel only) (96.15)	Establishes rules governing promotion from elementary school to secondary school and from the first cycle to the second cycle of the secondary level, subject to the rules prescribed by the Basic School Regulation (239)	
Programming of educational activities which entail changes to the students' regular time of arrival and departure or which require the students to leave the school premises (including day care)	Approves (87)	Ensures that proposals are prepared (96.13) Proposes (87)	Participate (89)		
Implementation of complementary educational services and special educational services programs	Approves (88)	Ensures that proposals are prepared (96.13) Proposes (88)	Participate (89)	Establishes the programs (224)	
Student enrolment criteria	Is informed (239)			Sends to governing board at least 15 days before the beginning of the enrolment period	
Use of the premises or immovable	Approves (93)	Proposes (93)		Authorizes if term of agreement exceeds one year (93) (For CQSB delegated to Director responsible for buildings and equipment)	
Gifts and contributions	May solicit and receive a gift or contribution and supervises the management of the fund (94)			Creates a designated fund, keeps separate books and accounts (94)	
School's annual budget	Adopts (95)	Prepares Submits the budget to the governing board Administers the budget and renders an account to the governing board (96.24)		Allocates resources among the schools (275) And approves the school budgets (276) At the end of every fiscal year, the school surpluses shall be transferred to the school board and added to the school's appropriations for the following fiscal year if the management and educational success agreement so provides (96.24) If a school closes, the school surpluses and funds shall be transferred to the school board (96.24)	

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School requirements as regards goods and services, and the premises or immovable	Is consulted (96.22)	Consults the governing board and informs the school board of the school's requirements (96.22)			
Extracurricular services	May organize (90) May conclude a contract on behalf of the school board after having sent a draft of the contract to the school board (91)			May indicate its disagreement (91)	
Noon hour supervision	Comes to an agreement with the school board on the manner in which supervision is ensured (292)			Ensures noon hour supervision after having agreed upon the manner with the governing boards and on such financial conditions as it may determine (292) <i>(For CQSB, determined in budget management process)</i>	
School childcare services	May request (256) Comes to an agreement with the school board on the manner in which services are organized (256)			Must provide childcare (256) <i>(For CQSB, determined in budget management process)</i>	