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Title: **GOVERNANCE POLICY**

Adopted: June 15, 2010

Revised: November 2, 2010, November 1, 2011, October 13, 2015,  
September 28, 2016, March 2017

Authorization: Education Act: Sec 169.1, 170, 218

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## **POLICY**

It is the policy of the Bloorview School Authority that the Board of Trustees is responsible for the stewardship of the Board's overall direction and strategic goals and for ensuring that its policies and resolutions are implemented.

The Board determines the broad goals, policies and specific resolutions of the organization and then holds the Director of Education and Secretary-Treasurer of the Board accountable for their implementation.

## **GUIDING PRINCIPLES**

The following statements have been developed as principles for the governance structure and formation of the Board

1. The role of Trustee is, to represent the views, expectations and interests of the school community and stakeholders, to uphold the values of the board and to protect the financial interests of the Board.
2. Trustees are accountable to the school community and stakeholders and to the Ministry of Education, for the proper conduct of their duties and responsibilities, including the implementation of policies and resolutions and the wise use of funds.
3. The Board works continually to define broad strategic goals for the organization. The Board expresses itself regarding these goals, by establishing policies or by passing specific resolutions. Some of these specific resolutions may pertain to items which are mandated by legislation or Ministry policy.
4. Once the goals of the Board have been expressed through policies or resolutions, the task of implementing these policies and resolutions is delegated to the Director of Education.

5. The Board outlines for the Director of Education what should be achieved and then allows the Director of Education to use his or her expertise and experience to determine how best to achieve these goals within the limits of law, prudence, ethics, best practice and in keeping with the mission, vision and values of the Bloorview School Authority.
6. At all times the Bloorview School Authority Board shall adhere fully to all regulatory requirements prescribed in the Ontario Education Act and Regulations thereto. Bloorview School Authority shall be guided by sound business and financial practices.
7. Bloorview School Authority shall establish, maintain and regularly review policies and procedures to manage financial practices.
8. Adequate measurement and monitoring of policy adherence shall be maintained and reported to the Board on a regular basis.

## **ROLES AND RESPONSIBILITIES**

### **Board of Trustees**

#### a) Authority and Mandate

As per the Ontario Education Act, the Board of Trustees oversees the business and affairs of Bloorview School Authority. It is ultimately responsible for the stewardship of the organization. While exercising due diligence, the Board delegates to school leadership the monitoring, reporting and controlling functions with respect to the implementation of Board policies.

The Board of Trustees' roles and responsibilities are to:

#### Accountability for Student Achievement and Well-being

- Make decisions that reflect the School Authority's focus on student achievement and its philosophy and belief statement that all students can learn
- Promote a culture of equity to ensure that appropriate educational programs and services are available for all students attending Bloorview School
- Approve measures that promote student well-being

#### Accountability to the Provincial Government

- Act in accordance with the *Education Act*, Regulations, and other statutory requirements to ensure the implementation of provincial and education standards and policy
- Provide advice to the Ministry of Education and OPSBA regarding regional and local implications of new policy recommendations

#### Accountability to the Community

- Make decisions that reflect the School Authority's philosophy, belief statements and strategic plan which represents the interests of everyone
- Establish processes that provide the community with opportunities for input appropriate to their role
- Consult and engage with parents, students and supporters of the Board on the Board's multi-year plan
- Provide two-way communications between the School Authority and School Council/Parent Involvement Committee
- Foster linkages with the Holland Bloorview Kids Rehabilitation Hospital, the broader education sector and local community organizations on issues of common concern
- Provide reports outlining School Authority results in accordance with Provincial policy
- Develop procedures to receive and hear appeals in accordance with appropriate statutes and School Authority policies
- Model a culture that reflects the School Authority's Code of Conduct
- Advocate best practices for our population of students

#### System Leadership and Planning

- Provide overall direction for the School Authority by establishing the mission, vision and values
- Develop and approve a multi-year plan aimed at achieving the Board's goals
- Annually set priorities with outcomes (Strategic Plan)
- Annually approve the Board Plan in public session for School Authority distribution
- Annually use the Board Plan to drive the budget process
- Annually review the multi-year plan with the Board's Director/Principal
- Annually evaluate the effectiveness of the School Authority in relation to the Board Plan
- Monitor progress toward the improvement of student achievement
- Communicate regularly with supporters and employees of the Board about progress made in implementation
- Approve the selection of the legal counsel annually

#### Policy Development, Implementation and Evaluation

- Develop policies that outline how the School Authority will successfully function, and that promote the Board's goals and encourage pupils to pursue their educational goals
- Ensure that all new policies have in place a purpose statement prior to development
- Approved policy statements that meet the criteria identified by the School Authority
- Monitor and evaluate the effectiveness of policies developed by the Board in achieving the Board's goals and the efficiency of the implementation of those policies

- Hold the Director accountable for the implementation and review of Board policies
- Make provision for innovative and effective practices

#### Director - Board Relations

- Select the Director
- Provide the Director with a clear job description and corporate direction
- Delegate through policy, administrative authority and responsibility subject to the provisions and restrictions of the *Education Act* and Regulations
- Monitor and evaluate the performance of the Director in meeting his/her duties under the Act including related policies, guidelines and regulations as well as duties under the multi-year plan and any other duties assigned by the Board
- Promote the professional growth of the Director in continuing to provide quality district leadership
- Ensure ongoing capacity building and succession planning for key positions
- At least once a year at the Director's request, provide the Director with an opportunity to meet alone with the Board in private session
- Promote a positive working relationship with the Director

#### Fiscal Responsibility

- Develop a budget review process to help determine annual resource allocations, using the Board Plan and other provincial and local directions
- Annually approve the budget to ensure that the financial resources are allocated to achieve the desired results
- Have in place an Audit Committee, in accordance with provincial regulations
- Approve the selection of the Auditor annually, as recommended by the Finance and Audit Committee
- Set parameters for collective bargaining and ratify Memoranda of Agreements with all bargaining units and non-union groups

#### Board Development

- Formally evaluate the Board's effectiveness and performance on an annual basis
- Develop an annual action plan for both collective and individual Trustee development by increasing knowledge of: Trustee role; processes, issues; and Board vision and mission
- Use the expertise of the Director, and other provincial organizations to help develop and support the Board of Trustees' professional development plan
- Foster an ongoing development and action program for all Trustees
- Seek opportunities to network with other school Boards and school authorities

Political Advocacy and Communication

- Develop and maintain positive and effective relationships with the Minister of Education, members of provincial parliament and counterparts in municipal government
- Annually develop a plan for School Authority advocacy that aligns with the Board's multi-year strategic plan. Consider in the plan the focus, key messages and advocacy mechanisms
- Annually develop a plan that aligns with the multi-year strategic plan to ensure that the School Authority is communicating with the community and beyond

Recognition

- Develop mechanisms to ensure that the School Authority recognizes students and student achievement
- Develop mechanisms to ensure that the School Authority recognizes staff and staff achievement
- Develop mechanisms to ensure that the School Authority recognizes community members and volunteers