

SCC and Principal Workplan

	SCC	Principal
August	<ul style="list-style-type: none"> August 31 is the fiscal year-end. Gather all records together and begin to prepare the Annual Financial Report. Remind SCC members and parents of the date for the first SCC meeting of the new school year. 	<ul style="list-style-type: none"> Discuss with all staff members the parameters for staff participation on SCCs: <ul style="list-style-type: none"> Staff members on SCCs must act in their role as parents and not as staff. Staff members on SCCs must avoid bias and ensure that information from one forum is not used in the other forum. Staff members are bound by strict privacy provisions under The Education Regulations and AP-1410: Confidentiality. Remind SCCs that concerns regarding students and/or staff shall be referred to the school principal and not discussed at SCC meetings. At your start-up meeting, discuss 180 Local Authority Freedom of Information and Protection of Privacy (Reviewed August 2015)
September	<ul style="list-style-type: none"> Set up and publicize SCC meetings for the year. Remember, under legislation, SCCs must have at least five meetings per year plus and an annual general meeting. When planning SCC meetings, try to coordinate with other schools in your subdivision and with Board member schedules. <ul style="list-style-type: none"> Inform your Board member of the scheduled meetings. Public notice and call for nominations must be communicated to the public at least 4 weeks before the Annual Meeting Please complete the following and submit to scc@gssd.ca by September 30: <ul style="list-style-type: none"> ✓ Previous Year's Activity Report Post SCC meeting minutes on the school website within five days of approval. Check the SCC page on the school website to ensure membership and meeting information for the new school year is up to date and accurate. Include information on programs and activities and how people can get involved with the SCC. Gather and organize all financial records for the previous year (and any other previous years), organize in date order, mark with the 	<ul style="list-style-type: none"> Prepare Administrator's Report for the September SCC meeting, using the sample Principal's Report template as a guideline. At the first meeting of the year, review the confidentiality provisions in The Education Regulations and Administrative Procedures pertaining to SCC members. Second Friday in September – Review the SCC Annual Financial Report and submit it along with the August 20xx bank statement to amanda.buchholzer@gssd.ca or send by inter-office mail. Post the SCC's Annual Financial Report to the SCC page on the school website. <i>(SCCs should use the Annual Financial Report to report back on the year's finances at the SCC Annual Meeting)</i> Submit any requests for School Loans to keith.gervais@gssd.ca to be approved by the Board. Refer to 521 Loans to School Community Councils (Updated April 2018)

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	<p>name of the SCC and the year (eg. ABC SCC – 2024-2025 Financial Records).</p> <ul style="list-style-type: none"> Submit any webpage changes to the principal. Develop your SCC Activity and Financial Plan for the year, aligning with the School Level Plan (SLP) goals 	
October - November	<ul style="list-style-type: none"> Review the school's draft School Level Plan (SLP) and provide input or plan for support as required. Discuss fundraising and spending plans, aligning spending with the SCC activity plan for the year and the school's SLP. Post SCC meeting minutes on the school website within five days of approval. SCC Annual Meeting must be held by November 15. Remember to email the following to scc@gssd.ca immediately: <ul style="list-style-type: none"> ✓ Annual General Meeting Minutes ✓ Current Year's Member Information Form ✓ Current Year's Meeting Dates Form 	<ul style="list-style-type: none"> Prepare Administrator's Report for the next SCC meeting, using the Principal's Report template as a minimum guideline. Provide your school's draft SLP to SCC members in advance of the October meeting. Present the school's fundraising plan for the year to the SCC for discussion. Refer to 520 Fundraising Projects in School for details. In particular, note: <ul style="list-style-type: none"> 1: All projects to raise money for the school must be authorized by the principal in consultation with the School Community Council. SCC Annual Meeting must be held by November 15. Remember to email Annual Meeting Minutes to scc@gssd.ca immediately.
December	<ul style="list-style-type: none"> Post SCC meeting minutes on the school website within five days of approval. 	<ul style="list-style-type: none"> Prepare Administrator's Report for the next SCC meeting, using the Principal's Report template as a minimum guideline.
January - February	<ul style="list-style-type: none"> Review the SCC's planned activities for the year; assess progress over the first semester and if necessary, adjust plans for semester 2. By January 31, check the SCC page on the school website to ensure membership and meeting information for the new school year is up to date and accurate. Submit any changes to the principal. Present an update on the SCC's fundraising activities to date and plans for the remainder of the year. Refer to 520 Fundraising Projects in School for details. Post SCC meeting minutes on the school website within five days of approval 	<ul style="list-style-type: none"> Prepare Administrator's Report for the next SCC meeting, using the Principal's Report template as a minimum guideline. <ul style="list-style-type: none"> You may wish to include an assessment of school progress at mid-year as compared to the plan set out in the school's SLP. Present an update on the school's fundraising activities to date and plans for the remainder of the year to the SCC. Check to ensure the SCC page on the school website is up to date, including meeting dates and times for the year, council membership and contact information, meeting agendas and minutes to date, SCC Activity and Financial Plan for the current year, SCC Annual Activity Reports and Annual Financial

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		Reports for previous years and information on upcoming events
March	<ul style="list-style-type: none"> Post SCC meeting minutes on the school website within five days of approval 	<ul style="list-style-type: none"> Prepare Administrator's Report for the next SCC meeting, using the Principal's Report template as a minimum guideline.
April - May	<ul style="list-style-type: none"> Evaluate the operation of your SCC over the year. Work with SCC members to draft the SCC Annual Activity Report (June). Post SCC meeting minutes on the school website within five days of approval. April 30 – Deadline to complete SCC Self-Monitoring and Improvement Survey (optional) 	<ul style="list-style-type: none"> Prepare Administrator's Report for the next SCC meeting, using the Principal's Report template as a minimum guideline. Submit any requests for School Loans to keith.gervais@gssd.ca to be approved by the Board. Refer to 521 Loans to School Community Councils (Updated April 2018)
June	<ul style="list-style-type: none"> At the final SCC meeting for the year, present a report on the SCC's fundraising activities. Note that a statement of results at the end of each activity are to be posted on the school website and included in the school newsletter. Post SCC meeting minutes on the school website within five days of approval. Decide on and communicate the date for the September SCC meeting. Gather all SCC meeting records for the year (and any previous years), organize in chronological order, mark with the name of the SCC and the year (eg. ABC SCC – 2024-2025 Non-Financial Records), and leave at the school for safe-keeping Forward all SCC records that are more than seven years old to the school; the school will send the records to the Education Centre for secure disposal. End of June – deadline to submit Annual Activity Report Plan for SCC Annual Meeting and elections if they occur in the fall 	<ul style="list-style-type: none"> Prepare Administrator's Report for the next SCC meeting, using the Principal's Report template as a minimum guideline. At the final SCC meeting for the year, present the year-end report on the School Level Plan. Present the report, explain how actual results compare to targets and whether planned actions were completed. Post the year-end report on your school website. At the final SCC meeting for the year, present a final report of the school's fundraising activities to the SCC. Note that a statement of results at the end of each activity must be posted on the school website and included in the school newsletter. Before year-end, check to ensure the SCC page on the school website is up to date, including meeting dates and times for the entire year, council membership and contact information, meeting agendas and minutes, SCC Activity and Financial Plans and SCC Annual Activity Reports and Annual Financial Reports for previous years. Plan for SCC Annual Meeting and elections if they occur in the fall

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For more information:

- This work plan and detailed information and resources are posted on gssd.ca under the School Community Councils page. [GSSD.ca](http://gssd.ca) > [School Community Councils](#)

Reference Material:

- [SCC Operations Manual & Templates](#)
- [180 Local Authority Freedom of Information and Protection of Privacy \(Reviewed August 2015\)](#)
- [520 Fundraising Projects in School \(Updated April 2018\)](#)
- [520-1 Fundraising Projects in Schools](#)
- [521 Loans to School Community Councils \(Updated April 2018\)](#)