

	SC	C	Principal
August	•	August 31 is the fiscal year-end. Gather all	Discuss with all staff members the parameters for
August		records together and begin to prepare the	staff participation on SCCs:
		Annual Financial Report.	Staff members on SCCs must act in their role as
		Alliadi I manelai Report.	parents and not as staff.
	•	Remind SCC members and parents of the date	Staff members on SCCs must avoid bias and
		for the first SCC meeting of the new school	ensure that information from one forum is not
		year.	used in the other forum.
		yean.	Staff members are bound by strict privacy
			provisions under The Education Regulations and
			AP-1410: Confidentiality.
			<ul> <li>Remind SCCs that concerns regarding students</li> </ul>
			and/or staff shall be referred to the school
			principal and not discussed at SCC meetings.
			At your start-up meeting, discuss <u>180 Local Authority</u>
			Freedom of Information and Protection of Privacy
			(Reviewed August 2015)
September	•	Set up and publicize SCC meetings for the	Prepare <u>Administrator's Report</u> for the September
		year. Remember, under legislation, SCCs must	SCC meeting, using the sample Principal's Report
		have at least five meetings per year plus and	template as a guideline.
		an annual general meeting. When planning	
		SCC meetings, try to coordinate with other	At the first meeting of the year, review the
		schools in your subdivision and with Board	confidentiality provisions in The Education
			to SCC members.
		scheduled meetings.	
	•	Public notice and call for nominations must	
		be communicated to the public at least 4	•
		weeks before the Annual Meeting	_
	•		man.
			Doct the SCC's Annual Financial Penart to the SCC
		✓ Previous Year's Activity Report	•
	•		· · · · · · · · · · · · · · · · · · ·
		website within five days of approval.	jiianees at the see / iiiiaar iiieetiiig)
		Charly the SCC page on the school website to	Submit any requests for School Loans to
	•	·	
		· · · · · · · · · · · · · · · · · · ·	(Updated April 2018)
		mored with the sec.	
	•	Gather and organize all financial records for	
		=	
i e	1	p. c can jour faile any other previous	
	•	member schedules.  o Inform your Board member of the scheduled meetings.  Public notice and call for nominations must	<ul> <li>confidentiality provisions in The Education Regulations and Administrative Procedures pertaining to SCC members.</li> <li>Second Friday in September – Review the SCC Annua Financial Report (Accounting Manager will send the Excel Doc to fill out) and submit it along with the August 20xx bank statement to amanda.buchholzer@gssd.ca or send by inter-office mail.</li> <li>Post the SCC's Annual Financial Report to the SCC page on the school website. (SCCs should use the Annual Financial Report to report back on the year's finances at the SCC Annual Meeting)</li> <li>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)</li> </ul>



	SCC	Principal
October - November	<ul> <li>name of the SCC and the year (eg. ABC SCC – 2024-2025 Financial Records).</li> <li>Submit any webpage changes to the principal</li> <li>Develop your SCC Activity and Financial Plan for the year, aligning with the School Level Plan (SLP) goals</li> <li>Review the school's draft School Level Plan (SLP) and provide input or plan for support as required.</li> <li>Discuss fundraising and spending plans, aligning spending with the SCC activity plan for the year and the school's SLP.</li> <li>Post SCC meeting minutes on the school website within five days of approval.</li> <li>SCC Annual Meeting must be held by</li> </ul>	• Prepare Administrator's Report for the next SCC
	November 15. Remember to email the following to info@gssd.ca and scc@gssd.ca immediately:  ✓ Annual General Meeting Minutes ✓ Current Year's Member Information Form ✓ Current Year's Meeting Dates Form	SCC Annual Meeting must be held by November 15. Remember to email Annual Meeting Minutes to
December	Post SCC meeting <u>minutes</u> on the school website within five days of approval.	Prepare Administrator's Report for the next SCC meeting, using the Principal's Report template as a minimum guideline.
January - February	<ul> <li>Review the SCC's planned activities for the year; assess progress over the first semester and if necessary, adjust plans for semester 2.</li> <li>By January 31, check the SCC page on the school website to ensure membership and</li> </ul>	<ul> <li>Prepare Administrator's Report for the next SCC meeting, using the Principal's Report template as a minimum guideline.</li> <li>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.</li> </ul>
	<ul> <li>meeting information for the new school year is up to date and accurate. Submit any changes to the principal.</li> <li>Present an update on the SCC's fundraising</li> </ul>	<ul> <li>Present an update on the school's fundraising activities to date and plans for the remainder of the year to the SCC.</li> </ul>
	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	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,
	<ul> <li>Post SCC meeting <u>minutes</u> on the school website within five days of approval</li> </ul>	SCC Activity and Financial Plan for the current year, SCC Annual Activity Reports and Annual Financial



	SCC	Principal	
		Reports for previous years and information on upcoming events	
March	Post SCC meeting <u>minutes</u> on the school website within five days of approval	Prepare <u>Administrator's Report</u> for the next SCC meeting, using the Principal's Report template as a minimum guideline.	
April - May	Evaluate the operation of your SCC over the year.	<ul> <li>Prepare <u>Administrator's Report</u> for the next SCC meeting, using the Principal's Report template as a minimum guideline.</li> </ul>	
	Work with SCC members to draft the <u>SCC</u> Annual Activity Report (June).	Submit any requests for School Loans to      Noith grown in Massed on to be appropriately the Board.	
	Post SCC meeting <u>minutes</u> on the school website within five days of approval.	<u>keith.gervais@gssd.ca</u> to be approved by the Board.  Refer to 521 Loans to School Community Councils  (Updated April 2018)	
	April 30 – Deadline to complete SCC Self- Monitoring and Improvement Survey (optional)		
June	<ul> <li>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.</li> <li>Post SCC meeting minutes on the school website within five days of approval.</li> </ul>	<ul> <li>Prepare Administrator's Report for the next SCC meeting, using the Principal's Report template as a minimum guideline.</li> <li>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.</li> </ul>	
	<ul> <li>Decide on and communicate the date for the September SCC meeting.</li> <li>Gather all SCC meeting records for the year (and any previous years), organize in chronological order, mark with the name of</li> </ul>	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.	
	<ul> <li>the SCC and the year (eg. ABC SCC – 2024-2025 Non-Financial Records), and leave at the school for safe-keeping</li> <li>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</li> </ul>	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.	
	secure disposal.  • End of June – deadline to submit Annual Activity Report	Plan for SCC Annual Meeting and elections if they occur in the fall	
	Plan for SCC Annual Meeting and elections if they occur in the fall		



Created: July 2025

### For more information:

 This work plan and detailed information and resources are posted on gssd.ca under the School Community Councils page. 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)

### Editable Templates:

- 2.1.3 App Template School Community Council Meeting Agenda
- 2.1.4 App Template SCC Meeting Principal's Report
- 2.1.6 App Template School Community Council Membership Information Sheet & Meeting Dates
- 2.1.7 App Template School Community Council Activity Report
- 2.3.2 App Template SCC Activity and Financial Plan in Support of the SLP
- 2.3.2 App Template SCC Activity and Financial Plan in Support of the SLP