

BOARD COMMITTEES

The Board may establish standing and ad hoc committees of the Board when necessary to assist it with governance functions. When a committee is established the Board shall define the committee's purpose, powers and duties, membership (up to three Board members) and meetings. Committees of the Board shall never interfere with the delegation of authority from Board to Superintendent. The Board may delegate specific powers and duties to committees of the Board that are established by the Board, subject to the restrictions on delegation in the [School Act](#).

The primary purpose of all committees of the Board shall be to act in an advisory capacity to the Board. Unless specific powers have been delegated by the Board the power of all committees shall be limited to making recommendations to the Board and shall not include that of acting on behalf of the Board unless specifically authorized by Board motion for individual issues.

Standing committees

The Board has established the following standing committees to conduct its business:

- Audit
- Education & Strategic Planning
- Policy
- Finance and Facilities
- Communications

All committees shall report to the Board at the Board meeting following each committee meeting.

The Chair of a standing committee shall place all committee recommendations before the Board at a regular business meeting of the Board in the form of a proposed motion. Action of any standing committee shall not be binding until formally approved by the Board unless the Board by a majority vote gives the standing committee power to act.

Any member of the Board may attend standing committee meetings as a guest but only appointed members of the standing committee may participate.

Matters that the Board has directed to a Committee for action must take precedence over any other Committee business.

The Superintendent shall appoint resource personnel to work with committees and the Superintendent shall determine the roles, responsibilities, and reporting requirements of the resource personnel. Minutes or notes shall be recorded at all committee meetings by the designated staff resource person.

The Chair of a standing committee may make motions and speak to any question during committee meetings without leaving the Chair. Otherwise, the rules applying to Regular or Special Meetings of the Board shall be observed.

1. Policy Committee

1.1 Purpose/Function:

- 1.1.1 To ensure the Board Policy Handbook is kept current.
- 1.1.2 To facilitate Board capacity building, continuous improvement, and accountability.
- 1.1.3 To facilitate the Board's effective advocacy.
- 1.1.4 To review and provide recommendations to the Board in regard to governance matters referred to the committee.

1.2 Powers and Duties:

- 1.2.1 Develop and recommend draft policy positions for submission to the BCSTA Annual General Meeting.
- 1.2.2 Ensure the annual facilitated Board Self Evaluation is carried out in a timely manner and in accordance with Policy. Subsequent to the annual evaluation, monitor implementation of the agreed upon actions.
- 1.2.3 Annually develop an Advocacy/Influence Plan, recommend the plan to the Board and monitor the implementation of the agreed upon plan.
- 1.2.4 Annually make recommendations for building governance capacity of the Board (Annual Board Development Plan) and ensure approved actions are implemented.
- 1.2.5 On an ongoing basis identify motions which are intended to have continuing effect and ensure they are integrated into existing or new policy statements.
- 1.2.6 Ensure Board Policies are reviewed on a schedule such that all Policies in the Board Policy Handbook are reviewed at least once in a four-year term. Make recommendations to the Board regarding policy revisions.
- 1.2.7 Policy or Governance Matters Referred to the Committee by the Board:
 - 1.2.7.1 Review matters referred and make recommendations as requested.

1.3 Membership: (3 trustees)

- 1.3.1 The Chair of the committee and committee members shall be appointed by the Board of Education Chair after the Board of Education Chair has consulted with the other trustees.
- 1.3.2 A quorum shall be a majority of the members.

1.3.3 The Chair of the Committee shall preside and may vote on all questions submitted.

1.4 Meetings:

1.4.1 The Committee shall meet at least three times per year unless items referred to the Committee by the Board necessitate additional meetings.

2. Finance and Facilities Committee

2.1 Purpose/Function:

2.1.1 To review and provide recommendations to the Board in regard to assigned financial and facilities planning matters.

2.2 Powers and Duties:

2.2.1 Student Enrolment:

2.2.1.1 Annually review enrolment and enrolment trends and the potential impact on capital planning, student accommodation and catchment changes.

2.2.2 Capital Planning:

2.2.2.1 Annually review and make recommendations regarding the draft Five-Year Capital Plan for submission to the BC Ministry of Education.

2.2.3 Long Range Facilities Plan:

2.2.3.1 Review and make recommendations regarding the draft Long-Range Facilities Plan for submission to the BC Ministry of Education.

2.2.4 Facilities Planning Matters Referred to the Committee by the Board:

2.2.4.1 Review matters referred and make recommendations as requested.

2.2.5 Fiscal Accountability Reporting

2.2.5.1 Review and assess Fiscal Accountability Reports in light of Policy 12 Appendix B Quality Indicators and make recommendations to the Board.

2.2.6 Preliminary and Amended Budgets Items

2.2.6.1 Review the Preliminary and Amended Operating Budgets and make recommendations as deemed appropriate to the Board.

2.3 Membership:

2.3.1 The Finance and Facilities Committee functions as a Committee of the Whole, therefore, its membership includes all trustees.

2.3.2 The Chair and members shall be appointed by the Board of Education Chair after the Board of Education Chair has consulted with the other trustees.

2.3.3 A quorum shall be a majority of the members.

2.3.4 The Chair of the Committee may vote on all questions submitted.

2.4 Meetings:

- 2.4.1 The Committee shall meet six times per year unless items referred to the Committee by the Board necessitate additional meetings.

3. Education and Strategic Planning Committee

3.1 Purpose/Function:

- 3.1.1 To review and assess the performance of the Superintendent in relation to the quality indicators identified in Policy 12 Appendix B regarding: student learning, student well-being and strategic planning and reporting.
- 3.1.2 To review education or strategic planning and reporting related matters referred to the committee by the Board.

3.2 Powers and Duties:

- 3.2.1 Strategic Planning and Reporting: Annually review the Strategic Planning Accountability Report acknowledging accomplishments and if deemed appropriate recommend revisions to the plan.
- 3.2.2 Annually review the Student Learning Accountability Report, identify and acknowledge accomplishments, identify opportunities for improving student learning and report observations to the Board.
- 3.2.3 Annually review the Student Well-being Accountability Report, identify and acknowledge accomplishments, identify opportunities for improving student well-being and report observations to the Board.
- 3.2.4 Annually review the Aboriginal Education Enhancement Agreement, identify and acknowledge accomplishments, identify opportunities for improving student learning and report observations to the Board.
- 3.2.5 Review and make recommendations to the Board regarding proposed Board Authority Authorized Courses.

3.3 Membership:

- 3.3.1 The Education/ Strategic Planning Committee functions as a Committee of the whole so its membership includes all trustees.
- 3.3.2 The Chair of the committee and committee members shall be appointed by the Board of Education Chair after the Board of Education Chair has consulted with the other trustees.
- 3.3.3 A quorum shall be a majority of the members.
- 3.3.4 The Chair of the Committee may vote on all questions submitted.

3.4 Meetings:

- 3.4.1 The Committee shall meet six times per year unless items referred to the Committee by the Board necessitate additional meetings.

4. Audit Committee

4.1 Purpose/Function

- 4.1.1 The purpose of the Committee is to assist the Board of Education in fulfilling its responsibilities in relation to:
 - 4.1.1.1 Overseeing the School District's financial reporting process and its internal control structure and report its findings to the Board of Education. This task is facilitated by asking questions about the quality of work done by management, participating in the audit planning and reporting processes, understanding and reviewing the aspects of the operation that put the School District at risk, and the District's preparedness to face that risk. It summarizes its findings and recommendations so that the Board can make informed decisions.
 - 4.1.1.2 Maintaining direct lines of communications with the Superintendent and with the external auditors.
 - 4.1.1.3 Monitoring the scope and costs of the activity of the external auditors and assessing their performance.
 - 4.1.1.4 Recommending to the Board the terms of engagement for the external auditor.

4.2 Powers and Duties

- 4.2.1 Review the audited financial statements and recommend approval of the audited statements by the Board.
- 4.2.2 Review the Auditor's assessment of management's risk mitigation strategies and the appropriateness of internal controls with a focus on safeguarding District assets.
- 4.2.3 Review the "Auditor's Management Letter" with the auditor and assess Management's action plan to address concerns and follow up on the implementation of the auditor's letter of recommendations including ensuring the Board directs by motion the recommendations to be implemented, and ensuring any deficiencies identified in the audit report and management letter are addressed in a timely manner to the satisfaction of the external auditor.
- 4.2.4 Review the nature and extent of other services provided by the auditor in relation to auditor independence and ensure the auditor presents information relative to those Fiscal Quality Indicators contained in Policy 12 which the Audit Committee determines can be best assessed by the external auditor.
- 4.2.5 Monitor the development of and changes to accounting principles and practices and financial reporting standards, and their impact on the School District's financial reporting.
- 4.2.6 Review proposed terms of engagement for the external auditor and make recommendations to the Board regarding such terms of engagement. Oversee the engagement of external auditors including the terms of the audit engagement and appropriateness of proposed fees.

- 4.2.7 At least once a year, meet with the external auditors at a private meeting, without staff members present.
- 4.2.8 Make enquires of the Auditor which members of the Committee believe are necessary to discharge its fiduciary responsibilities.
- 4.2.9 Make recommendations to the Board regarding appointment of external auditor and review external audit services at least every three years.
- 4.2.10 Make recommendations regarding the appointment of the District banker and review banking services at least every three years.
- 4.2.11 Review fiscal accountability reports and related information.
- 4.2.12 As appropriate make policy recommendations to the Board related to the role of the Audit Committee.
- 4.2.13 Reviews, in connection with the review of the audited financial statements, an annual report on the use of legal services and on substantial outstanding legal actions against the School District in order to monitor possible risk exposures and contingent liabilities;
- 4.3 Membership: (3 trustees):
 - 4.3.1 The Chair and members shall be appointed by the Board of Education Chair after the Board of Education Chair has consulted with the other trustees.
 - 4.3.2 A quorum shall be a majority of the members (2 trustees).
- 4.4 Meetings:
 - 4.4.1 The Committee shall meet at least three times a year. At least once per year the Committee shall meet with the Auditor without the presence of administrative staff.
 - 4.4.2 In establishing the agenda for meetings of the Committee, the Chair will be advised by the Secretary-Treasurer of items for the agenda. The proposed agenda for the meeting, together with background documentation, is forwarded to all trustees is published to trustees in eScribe the Friday before the meeting is to take place.

5. Communications Committee

The Communications Committee is a committee of the Board of Education. It serves to review and recommend ways in which communication processes with partner groups can be improved in the Langley School District.

5.1. Purpose/Function:

- 5.1.1. To review background information, consult with partner groups, and explore opportunities in a means to improve communication.
- 5.1.2. To make recommendations to the Board of Education regarding communication processes with District partner groups including CUPE 1260, CUPE 1851, DPAC, the Langley Principals' and Vice-Principals' Association, the Langley Teachers' Association, and exempt/management staff.

5.2. Powers and Duties:

- 5.2.1. To review the effectiveness of communication processes with District partner groups.
- 5.2.2. To provide an opportunity for consultation and feedback from District partner groups regarding communication processes.
- 5.2.3. To identify needs and propose solutions related to communications processes with District partner groups.
- 5.2.4. The Communications Committee reports to the Board of Education and the Committee Chairperson shall provide a report at Regular Meetings of the Board.
- 5.2.5. The agenda will be set by the Committee Chair in consultation with the Superintendent and Secretary-Treasurer.
- 5.2.6. Minutes of all meetings shall be recorded and filed electronically.
- 5.2.7. Minutes shall be approved by the Voting Member Trustees at the next Communications Committee meeting.
- 5.2.8. The Communications Committee reports to the Board of Education and the Committee Chairperson shall provide a report at Regular Meetings of the Board.

5.3. Membership:

- 5.3.1. Three Trustees (that are voting members)
- 5.3.2. The Board Chair will appoint an alternate trustee who will attend in place of an absent voting member trustee; it shall be the responsibility of the absent voting member trustee to advise the Committee Chair and alternate prior to the Committee Meeting.
- 5.3.3. The Chair and members shall be appointed by the Board of Education Chair after the Board of Education Chair has consulted with the other trustees.
- 5.3.4. Other trustees may attend, but have no voting privileges.
- 5.3.5. Up to two representatives from each of the partner groups. Partner Groups may designate an alternate in the event a representative is unable to attend a meeting. Designated alternates may attend all meetings as an observer.

5.4. Meetings:

- 5.4.1. The Committee will meet three times per year.
- 5.4.2. Quorum shall be a majority of voting member trustees on the Committee.

Ad Hoc Committees

Ad hoc committees may be established to assist the Board on a specific project for a specific period of time. The terms of reference for each ad hoc committee will be established by Board motion at the time of the formation. Such ad hoc committees shall cease to exist when the purpose has been achieved. The Chair of the Board shall appoint membership and the Chair of the ad hoc committee.

Resource Personnel

The Superintendent shall appoint resource personnel to work with committees and the Superintendent shall determine the roles, responsibilities, and reporting requirements of the resource personnel.

Legal Reference: Section 65, 85 School Act

Adopted: December 15, 2020