

Governance Support Officers

For further information on school committees please contact a Governance Support Officer in the following offices.

Area 1 (Thompson)

16 Kelsey Bay
Thompson, Man. R8N 0L7
(204) 677-6744

Area 2 (Dauphin)

38-1st Avenue N.W.
Dauphin, Man. R7N 1G7
(204) 638-6839

Area 3 (Winnipeg)

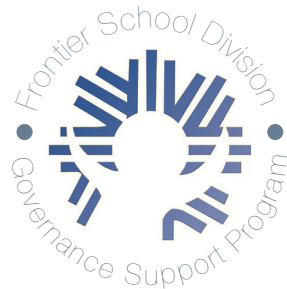
30 Speers Road
Winnipeg, Man. R2J 1L9
(204) 775-9741

Area 4 (Cranberry Portage)

General Delivery
Cranberry Portage, Man. R0B 0H0
(204) 472-3800

Area 5 (Norway House)

Box 1000
Norway House, Man. R0B 1B0
(204) 359-6711



Role of the School Committee

Secretary



Frontier School Division
Governance Support Program

Role of the Secretary

The Secretary...

- is the official recorder of the proceedings of school committee meetings,
- calls the meeting to order in the absence of the Chairperson and Vice-Chairperson,
- participates in the meeting in the same way as any other member,
- keeps an attendance record,
- writes any letters of response on behalf of the school committee,
- maintains the school committee filing system,
- keeps accurate minutes of school committee meetings,
- circulates any correspondence at each meeting,
- prepares minutes for distribution as soon as possible after each meeting and ensures they are sent out to the members and other staff within fourteen (14) days after the meeting.

School Committee Meeting Minutes

Minutes are a record of what happened at a meeting. A checklist for a good set of minutes includes:

- date, time and place of meeting,
- type of meeting (regular or special),
- names of school committee members present and absent, and reasons for absence,
- reports provided including Treasurer's report,
- motions made and adopted, including names of movers and seconders,
- topics discussed,
- date and time of next meeting.

A standard minute form is available in the *School Committee Resource Manual*. Secretaries are encouraged to use this form for recording meeting minutes.

What is a Motion?

A motion is a proposal for action that is recorded in the minutes. When a majority of committee members support a motion, it becomes the official decision of the committee. Any requests that go to the School Board from a school committee are made in a form of a motion, as are decisions related to the expenditure of money. Below is an example of how a motion is presented and recorded in the minutes.

Sample Motion For Sports Trips

Motion #__ That the following sports trips(s) (list) is approved as presented.

Moved By_____ Seconded By_____

Carried_____ Defeated_____

If a majority of the members vote in favour, the chairperson declares the motion carried. If a majority of members do not support the motion, it is defeated. Both the carried and defeated motion is recorded in the minutes.

What is in-camera?

An "In-camera" session is when a committee discusses confidential and sensitive information such as personnel issues or student concerns.

During an "in-camera" session, guests/visitors will be asked to leave the room. The Principal and Governance Support Officer remain. When discussions are concluded, the school committee goes out of "in-camera" and continues with the meeting.

The Chairperson reminds members that all in-camera discussions cannot be discussed outside of the in-camera session.

The processes for an in-camera session are outlined in the *School Committee Resource Manual*.