

TERMS OF REFERENCE

COMMITTEE NAME: Committee of the Whole

TYPE: Board

MANDATE: To provide a forum for informal consideration and focus on a specific topic or issue.

To allow ample time for trustees to receive reports and obtain information/input from administrative staff to ensure all trustees are well-informed and share a common level of understanding on a particular topic.

To allow for in-depth discussion on specific topics prior to recommending Board action.

RESPONSIBILITY: To consider and make recommendations to the Board regarding matters including but not limited to:

1. staffing and other matters that significantly impact on budget priorities
2. curriculum and program initiatives and/or changes
3. long-term planning
4. governance processes and procedures

MEMBERSHIP: The Committee of the Whole shall consist of membership as follows:

- Trustee – Chairperson
- Trustee – Vice Chairperson
- Trustee Representatives (3)

The Committee will be supported by the Superintendent/CEO and the Secretary Treasurer.

Other staff, guests and subject matter experts will be invited to contribute and/or participate in discussions from time to time, as required.

MEETINGS: Meetings will take place as and when required, when school is in session.

Committee of the Whole meetings will be open to the public for observation. Meeting dates/times/locations will be made public at least 48 hours prior to the meeting.

As per Procedural Bylaw – Committees 12.7, minutes of meetings will be taken, and a summary of topics discussed will be provided to the Board at its next regularly scheduled meeting.

ATTENDANCE:	Trustees' attendance will be recorded in the Register of Trustee Attendance as per Regulation 2060.01R – Trustee Attendance.
	Staff attendance, as well as attendance of guests and subject matter experts will be recorded in the meeting minutes
TIME FRAME:	On-going
ACCOUNTABILITY:	The Committee shall report its findings or recommendations directly to the Board as and where required.