

BOARD ANNUAL WORK PLAN – 2024-2025

The Board believes the annual work plan should accurately reflect the work of the Board and may be amended any time during the year by motion of the Board.

AUGUST/SEPTEMBER

Regular Board Meeting Agenda Items

- Review nomination of a program for the Premier's Award for Innovation
- Draft Resolutions for Submission to the SSBA Convention
- Review Auditor's Plan
- Review Human Resources Accountability Report

Events/Action

- Saskatchewan Rivers Students for Change group meeting
- Elders Council / Summer Pipe Ceremony

Budget Considerations

OCTOBER

Regular Board Meeting Agenda Items

- Approve Resolutions (if any) for Saskatchewan School Boards Association Annual Convention
- Review Legal Update of any outstanding cases
- Review Draft Annual Report and Provide Direction, if any
- Review Student Learning Accountability Report
- Review School Goal Achievement Accountability Report

Events/Action

- SCC Orientation Session
- SCC Regional Meeting (optional)

Budget Considerations

- Review budget development timelines, principles and guidelines

NOVEMBER

Regular Board Meeting Agenda Items

- Hold Organizational Meeting – Elections, Appointments and Establish Committees
- Appoint Voting Delegates and Allocate Votes for the SSBA Convention
- Approve Annual Report for Submission to Ministry of Education
- Approve the Audited Financial Statements
- Review Audit Report and Management Letter (ensure deficiencies from previous year have been remedied to the satisfaction of the auditor)
- Consider trustees' interest in Board Committees (Policy 10) (only in year 1, 2 and 3)

Events/Action

Budget Considerations

- Review operations and priorities for next fiscal year

DECEMBER**Regular Board Meeting Agenda Items**

- Annual Report (if not in November)
- Review Inclusive Education Accountability Report

Events/Action

- SSBA Fall General Assembly
- Public Section General Meeting
- Elders Council / Fall Pipe Ceremony

JANUARY**Regular Board Meeting Agenda Items**

- Review Parameters and Approval of the School Year Calendar
- Review Initial Projected Enrollment for Next Year
- Review of Board policy
- Review Quarterly Statement of Financial Position and Operations
- Finalize Board and Director Evaluation Date and Plans
- Review Selected Program Initiatives (Global Sports Academy, Cree Language Program, Michif Language Program, Land-Based Learning and Experiential Play-Based Learning Model)
- Approve Board Development Plan
- Approve Board Advocacy Plan

Events/Action

- P.A.A.T.A. Executive Linkage Meeting
- School Tours
- MLAs Meeting
- First Nations Representatives Gathering
- RMs Gathering

Budget Considerations

- Review Potential Budget Additions or Deletions for Next Budget Year

FEBRUARY**Regular Board Meeting Agenda Items**

- Review Capital Project Priorities
- Review Semi-annual Transportation Report

Events/Action

- Elders Council / Winter Pipe Ceremony
- SCC / SRSC Engagement Meeting

Budget Considerations

- Review budget development progress

MARCH***Regular Board Meeting Agenda Items***

- Review Quarterly Statement of Financial Position and Operations
- Enterprise Risk Management Summary Report
- Review agenda items for the City/School Board Liaison Committee
- Complete the Board Competency Matrix

Events/Action

- P.A. Separate School Division Joint Board meeting
- Saskatchewan Rivers Students for Change group meeting

Budget Considerations

- Review Budget Development Progress

APRIL***Regular Board Meeting Agenda***

- Review Maintenance Accountability Report
- Review Legal Update of any outstanding cases
- Review of Board policy

Events/Actions

- SSBA Spring General Assembly
- Public Section Meeting
- SCC Regional Meeting (optional)
- School tours

Budget Considerations

- Review Budget Development Progress

MAY***Regular Board Meeting Agenda Items***

- Approve Preventative Maintenance and Renewal Program and amendments
- Establish School Community Council Clusters for the Next Year
- Review Community Engagement Accountability Report
- Review Progress of Board Advocacy Plan
- Review Progress of Board Development Plan
- Approve Board Calendar Schedule for the Next Year
- Approve Board Annual Work Plan

Events/Action

- Board/Director Evaluation
- Elders Council / Spring Pipe Ceremony
- Attend achievement nights and graduation ceremonies
- Saskatchewan Rivers Students for Change group meeting

Budget Considerations

- Review Preliminary Budget

JUNE***Regular Board Meeting Agenda Items***

- Final Budget Approval, unless previously approved
- Review Quarterly Statement of Financial Position and Operations
- Review Semi-annual Transportation Report
- Review TRC – Call to Action Priority Progress

Events/Action

- Public Section General Meeting
- Attend achievement nights and graduation ceremonies
- Board's Recognition Event and school-based recognition events

JULY***Events/Action***

- Canadian School Boards Association (CSBA) Congress

ONGOING

- Consider new developments and directions from Ministry of Education.
- Attend meetings as determined by the Board.
- Engage in individual trustee development approved.
- Engage in celebration/recognition of students, staff and community.
- Attend School Community Council meetings as scheduled and upon invitation.
- Attend standing and ad hoc committee meetings as assigned.
- Update legacy document in the second and final year of the Board's term of office.
- Review the electoral boundaries and representation in the second year of the Board's term of office.

Revised: annually