

# Pembroke School Board of Trustees Policy

## Community Communications, Consultation & Reporting

### Purpose

The board consults with the community so that

- the School reflects the expectations of its community;
- the community has a sense of involvement in the School;
- the expertise of the community is used to the School's advantage;
- the community shares responsibility for decisions affecting the School.

The board reports to the community to help keep parents well informed of school activities, policies and major decisions.

### Objectives

1. On important issues that have significant implications for parents/community, the school:
  - a. communicates with the school community at an early stage in the decision making process;
  - b. considers the opinions of the school community in making decisions;
  - c. communicates and explains its decisions.
2. Important issues may include
  - major changes in the philosophy and direction of the school;
  - the co-option of persons to the board;
  - items requiring out of the usual expenditure by caregivers.
3. The effort and resources applied to consultation reflect the importance of the issue.  
Example: most consultation will be at a simple level using the committee structure of the board and board newsletters. From time to time, when major issues arise, the board may initiate a more thorough consultation process.
4. Dates of board meetings, important issues to be discussed and decisions reached are well publicised. There is time available at the beginning of board meetings for questions and comment from the public.
5. Board News is published regularly in the Newsletter. At the end of each Board meeting a summary of what needs to be reported to the Community is appended to the minutes and becomes the basis for the Principal to report to the community in the next Newsletter. The Newsletter will be published on our website.
6. If the board proposes to co-opt a member, it will publicise the preferred skills, qualifications or background sought, and invite by notice in a newsletter volunteers and suggestions from the school community before making an appointment.
7. Regular monthly meetings of the Board of Trustees are notified in school newsletters.
8. Minutes of Board of Trustees meetings are displayed on the school notice board and in the library.
9. A school information booklet is provided to parents/caregivers on enrolment of their children.
10. A folder containing the school charter and Board policies is available at the office for public viewing.
11. Any requests for copies of any school documentation from members of the public are referred to the principal.

### Effectiveness Self-Review

1. This policy will be reviewed in accordance with the board's triennial programme of self-review, and the review report will be available to members of the school community after it has been approved by the board.
2. The review will be conducted in the form of a board and principal survey, using the objectives listed above as the criteria for determining effectiveness of the policy in action.

May 2022 version adopted

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Chairperson

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Principal

20-5-22  
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Date