

Policy Number and Name: 312 Board Development and Orientation

Policy Section: 300 Board Governance

Effective Date: November 23, 2023

Revised Date:

Purpose:

The Board is responsible to ensure the Trustees and collective Board have the knowledge and skills to fulfill their duties effectively. It is an accountability of the Board to provide orientation of new Trustees and ongoing development of the Board.

Policy:

1) Board Development

The Board shall:

- a) Ensure following the Board Self-Assessment conducted annually, an organizational growth and development plan is developed as a result of this assessment and the outcomes identified and addressed in the following year.
- b) Determine knowledge and competencies necessary for effective governance and ensure gaps in knowledge and competencies are addressed.
- c) Compile yearly plan for Board development and integrate it into the annual Board Planning Cycle.
- d) Consider Saskatchewan School Boards Association (SSBA) and Canadian School Boards Association (CSBA) resources.

2) New Trustee Orientation Process

- a) To ensure continuity and facilitate smooth transition from one Board to the next following an election, Trustees must be adequately briefed concerning existing Board policy and practice, statutory requirements, initiatives, and long-range plans. The Board believes an orientation program is necessary for effective Trusteeship.

The Board shall ensure:

- i) The Vice Chair, in consultation with the Director, will facilitate the Division's orientation program for newly elected Trustees.
- ii) New Trustees are to attend the orientation session(s).
- iii) Incumbent Trustees are encouraged to help newly elected Trustees become informed about the history, functions, policies, procedures, and issues.



- iv) The Division will provide financial support for Trustees to attend Saskatchewan School Boards Association sponsored orientation seminars.
- b) The Division will offer an orientation program for all newly elected Trustees that provides information on:
 - i) Board governance model and accountabilities;
 - ii) Role of the Trustee, the Board, and the Director;
 - iii) Delegation of authority to the Director and related accountability mechanisms including Director evaluation process criteria and timelines;
 - iv) Organizational structures and procedures of the Division, and governance tools used by the Board;
 - v) The Board Policy Handbook (including Board Planning Cycle), agendas, and minutes;
 - vi) Existing Division strategic plan, *My Prairie Spirit Classroom*, initiatives, annual reports, budgets, financial statements, and long-range plans;
 - vii) Division programs and services;
 - viii) The Board's function as an appeal body;
 - ix) Statutory and regulatory requirements, including responsibilities with regard to conflict of interest; and
 - x) Confidentiality in matters discussed within closed session.
- 3) Board of Education Chair/Vice Chair Succession
 - a) Ensure the Division has sufficient Board of Education capacity, including familiarity with the Board policy, committees, issues, and processes, to enable an internal interim successor for the Chair and Vice Chair to continue competent leadership of the Board in the event of absence or a sudden loss.

References:

The Education Act, 1995, Sections 71, 85, 87
The Local Government Election Act, 2015