

ANNUAL Board SELF-EVALUATION 2017-2018
Summary Report

Pembina Hills Regional Division No. 7
Board of Trustees
September 12, 2018

Evaluation Process

The Board self-evaluation process is referenced in *Policy 2 Role of the Board, and Policy 7-12 Board Operations Board Self-Evaluation*. By policy the Board is required to conduct a formal Board evaluation with an external consultant at least once per elected term, and a self evaluation annually.

The Board of Trustees contracted consultant Maurice Fritz to assist in facilitating the Board and superintendent evaluation. Surveys were emailed by the consultant to all Board members and the superintendent. The responses were used in the self evaluation process. The process included a debrief evaluation meeting at which the consultant facilitated a discussion of the following topics that had been identified by trustees:

1. Governance
2. Understanding Roles
3. Stakeholder Engagement

The following sections summarize the discussion that occurred within the debrief evaluation meeting between the consultant and trustees:

1. Governance

Board members had a discussion about governance processes, decision making, and information provided at Board meetings. Trustees came to discover that each individual processes information differently. Some trustees felt that, when possible, they would like to have more time to process or reflect on a topic before a decision is required. It is essential that trustees are prepared for Board and committee meetings. It is important to provide the time that trustees need in Board Planning Committee Meetings to review the budget, Co-op pool, and allocation formula to ensure fulsome discussion and sound decision making. Trustees will continue to collaborate with one another and build upon each other's knowledge and understanding.

Trustees feel meetings are well run and that any additional training in procedural rules can be obtained through individual professional development. The Board appreciates the work of administration on the information and assurance reports that are presented at Board meetings. The division is fortunate to have a very knowledgeable administrative staff.

Action

As a newly elected Board (October 2017) it was also felt that members need to set time aside to continue to build relationships with one another. This would also assist in understanding fellow Board members personality traits, and how they think and make decisions.

The agenda planning committee will look at how to balance timelines and the placement of items on the agenda to ensure that adequate decision making time is provided. When required, the Board chair will preface that the item is for discussion and can be brought back on a future agenda under business arising.

2. Understanding Roles

The School Board would like to continue to engage with our public so they develop a better understanding of the role of a trustee. We will also continue to work with and partner with our municipalities. Trustees will continue to engage with their schools, and are encouraged to put an article in school newsletters in addition to reporting at school council meetings.

The Board understands its role as it relates to the Superintendent.

Action

In order to reach community members and parents/guardians who are not on social media and communicate in a timely manner it was suggested that we ask administration to look into publishing the "Board News" in the local weekly papers.

3. Stakeholder Engagement

The Board would like to expand our engagement with our stakeholders. The division has an active Facebook page with 1000+ followers. Currently we share information on our website and social media to connect with families/community members in a timely manner. The Board discussed further engaging people through possible mini-surveys or polls on topics such as the PHPS budget or priorities. The division also has an email subscription on the division webpage that people can sign up to receive school Board news and other PHPS postings. Trustees will continue to encourage people to sign up, and to attend our public meetings. The Board will continue to schedule meetings with our municipal partners to build relationships and advocate together provincially on issues. The Board appreciates the work of staff and students in hosting our school based Board meetings. Trustees have a desire to engage with students further, and are willing to speak to classes on governance.

Action

The Board will work with the superintendent and his team to further engage our stakeholders in the coming year. The Board will continue to share creative ideas for how to reach our various stakeholders including those who no longer have children in school.

Summary Comments

The contracted consultant summarized that the PHPS Board of Trustees is operating at a high level of efficiency with good communication between trustees, and a positive and respectful relationship with the Superintendent. Since October 2017 the Board has continued to learn and grow as a team. Over the year trustees have participated in learning activities to further develop their understanding of education, PHPS operations, Board governance and their role as trustees. The Board policy committee reviews new legislation and ensures that policies are revised or created when required. Board news and minutes are posted on the division website after every Board meeting. A Board follow-up list is created detailing what actions need to be taken as a result of the decisions made and who is assigned to complete that task. Information and assurance reports provided by staff to the Board contain useful and relevant information that assist in good decision making.

The Board has effective two-way communication with the superintendent and supports him in his role. The Board and administration are building a culture of open communication within the division where more than one party interacts with the Board, and staff members are able to communicate in a safe and secure environment. We continually seek to understand and respect our differing roles as governors and administration. Trustees treat one another with respect and work as part of a team to support the decisions of the Board.

The PHPS Board of Trustees is honoured to serve our schools and communities. We take our responsibilities seriously in overseeing the education of our students and the operations of the division. As a Board we want to sustain the viability of our schools and grow our communities. We welcome feedback on our work, and partnerships that benefit the education of our students.



Jennifer Tuininga, Board Chair
September 12, 2018