



## Introduction

*The Pine Creek School Division (PCSD)* is a corporate body established by the Government of Manitoba to deliver appropriate public education for all students who reside in or are otherwise the responsibility of the Division. The Division is comprised of four wards with seven elected Trustees.

The PCSD Board of Trustees is a unified body and as the leader of the Division, encourages and strengthens the Division in its goal of student achievement and success. The primary activity of the Board is governance.

The Board is elected to represent the public with regard to education and does so primarily through governance policies. Governance policies are principles adopted by the Board and provide clear direction for the achievement of Division goals. These policies serve as a course of action to the daily activities of the Division.

Senior Administration, comprised of the Superintendent and the Secretary-Treasurer, each reporting directly to the Board, is responsible for the day-to-day operations of the Division and the execution of Board policies.

PCSD governance is aligned with the Efficient and Effective Governance (E2G) model, and the process for implementation of the model, as developed by the Manitoba School Boards Association. The E2G model includes the following areas:

- Government-legislated requirements within *The Public Schools Act (PSA)* and other legislation which is cited within the policies.
- By-laws which outline the governing and operational rules for the Board itself.
- Board governance policies which arise from the Board's values and are "personal" to the Board and the community it serves.
- Administrative procedures which provide the practical measures for carrying out the spirit and intent.

By-laws and governance policies are the responsibility of the Board. Authority for administrative procedures is delegated by the Board to Senior Administration.

The content of this governance manual is based on the foundation statements which are outlined in Policy #1 Vision, Mission, Goals and Belief Statements. Areas under the authority of the Board, Senior Administration with Board approval and Senior Administration are summarized in Policy #10 Board and Senior Administration Decision-Making Matrix.

Arising from the vision, mission and belief statements is the Divisional Strategic plan, developed by the Board and the Operational or workplan as a supporting piece,



developed by Senior Administration. The process for developing the plan is described in Policy #4 Strategic Planning. Under this governance model, the Board can focus on the larger and more complex goals set out in the Strategic Plan and rely on Senior Administration to address daily operational issues.

The Board Governance Manual is supplemented by administrative procedures, the written documents by which Senior Administration delegate authority and direct the operations of the Division and the staff. The development of two types of documents reinforces the distinction between the governance responsibility of the Board and the administrative duties of Senior Administration.

This manual is organized as follows:

- Policy #1 Vision, Mission, Goals and Belief Statements
- Policy #2 Board Governance Model
- Policy #3 Role of the School Board
- Policy #4 Strategic Planning
- Policy #5 Board Operations
- Policy #6 Trustee Code of Ethical Conduct and Conflict of Interest
- Policy #7 Policy Development and Review Schedule
- Policy #8 Board Relationship with the Superintendent and Secretary-Treasurer
- Policy #9 Board Development and Education
- Policy #10 Board and Senior Administration Decision-Making Matrix
- Policy #11 Learning Environment, Programs and Services
- Policy #12 Safe Schools
- Policy #13 Community Engagement
- Policy #14 Finances
- Policy #15 Contingency Planning
- Policy #16 Audits