

## **POLICY DEVELOPMENT AND REVIEW COMMITTEE TERMS OF REFERENCE**

### **Role:**

The Policy Development and Review Committee shall advise the Board on matters regarding development, implementation, and review of all Board policies. The committee shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide a Catholic education and compliance with provincial legislation and regulations.

### **Authority:**

Section 53 of the *Education Act* stipulates that the Board shall establish, maintain and implement policies necessary for fulfilling its responsibilities under section 33. To this end, the Policy Development and Review Committee has authority to review, revise, and develop policies. The committee makes recommendations to the Board and the Board must determine whether or not to approve the committee's recommendations. Both Trustees and the Superintendent may suggest policy changes for the committee's consideration. All policies shall adhere to the *Education Act* and align with the Magisterium of the Catholic Church.

### **Composition:**

The committee will consist of the following members:

1. Chair of the Board;
2. Three Trustees of the Board;
3. The Superintendent and designate(s) as necessary.

### **Meetings:**

The committee will meet five times a year in October, December, February, April, and June.

### **Annual Work Plan:**

The committee shall review each policy annually according to the policy review schedule located in Appendix A.

### **Policy Format**

The first paragraph of a policy should begin with a reference to the *Education Act* or another source of authority. The second paragraph should describe the Board's affirmation and/or interpretation of the *Education Act*. The next part of the policy should be a numbered list so sections can be quickly identified (e.g., Policy 4, Section 7).

**Holy Spirit Catholic School Division  
Board of Trustees  
Policy Review Schedule**

**2025/2026 School Year**

| <b><u>Board Meeting Date</u></b> | <b><u>Policies to be Reviewed</u></b>                                                                                                                                                                                                              |
|----------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>September 24, 2025</b>        | <b>Policy 1: Board Mandate, Mission, Values, and Goals</b><br><b>Policy 4: Trustee Code of Conduct*</b><br><b>Policy 7: Board Committees and Board Representation*</b><br><b>Policy 18: Board Governance and Operations*</b>                       |
| <b>November 26, 2025</b>         | <b>Policy 2: Role of the Board*</b><br><b>Policy 3: Role of the Trustee*</b><br><b>Policy 5: Role of the Board Chair</b><br><b>Policy 6: Role of the Vice Chair</b>                                                                                |
| <b>January 28, 2026</b>          | <b>Policy 9: Role of the Superintendent</b><br><b>Policy 10: Board Delegation of Authority</b><br><b>Policy 11: Staff Code of Conduct</b><br><b>Policy 12: Teaching Staff Reduction</b><br><b>Policy 17: Awards*</b>                               |
| <b>March 25, 2026</b>            | <b>Policy 13: Hearings on Teacher Matters</b><br><b>Policy 14: Appeals and Hearings on Student Matters</b><br><b>Policy 16: School Closure</b><br><b>Policy 20: Fiscal Stewardship</b><br><b>Policy 24: Budget*</b>                                |
| <b>May 27, 2026</b>              | <b>Policy 19: Conflict of Interest and Nepotism</b><br><b>Policy 21: Public Interest Disclosure</b><br><b>Policy 22: Vaccination Protocol</b><br><b>Policy 23: Extra-Curricular Activity</b><br><b>Create Policy Review Schedule for 2026/2027</b> |

\* All appendices shall be reviewed with the associated policy.