



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 (3) Trustees of the Board
3. The Superintendent and designate(s) as necessary
4. The Board Recording Secretary and/or designate(s) as deemed necessary

Meetings:

The committee will meet five times a year in September, November, January, March, and May.

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

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

* All appendices shall be reviewed with the associated policy.