

AUGUST / SEPTEMBER

The following items should be subject to consultation at School Council at the start of the academic year.

Please refer to the sample 'AGENDA' for reports to be presented. PIC and ad hoc committee reports should be presented and minuted each month as appropriate.

PLEASE REMEMBER: Your School/Centre Staff Council Minutes should be forwarded to the PTU Office ON A MONTHLY BASIS - by e-mail: info@ptusep.com, or by inter-school mail.

General Information

- Items discussed can generate proposals between the administration and the School Council.
- There are four general types of proposals:
 - Consultative: The administration shall seek advice from the teaching staff and then decide on the final proposal.
 - Collaborative: These proposals are developed by the teaching staff, often together with administration. If an administrator refuses a collaborative proposal, a written explanation shall be provided to the staff prior to the implementation of the decision. A copy of the explanation shall be submitted to both the Regional Director and to PTU.
 - Collaborative with information to Governing Board. These proposals are developed by the teaching staff, often together with administration. Once the proposal is approved, the administrator then informs the Governing Board.
 - Collaborative with Governing Board Approval: These collaborative proposals are jointly recommended to the Governing Board for approval. The administrator shall decide on the final version to be presented to the Governing Board. Should the proposal be rejected by the Governing Board, a new proposal must be requested.
- For additional details on School Council, see clauses 4-4.01, 4-4.02 and 4-4.03 of our local agreement, which are accessible [here](#).
- Please see the table on the next page regarding items that should be discussed at the start of the academic year.
- Three additional memoranda will be sent throughout the year with further items to be discussed. These memoranda will also be available on the PTU website.
- Do not hesitate to contact the PTU Office with any questions or concerns regarding the functioning of your School Council.

Items for Discussion at School Council at the Start of the Academic Year

	Consultative	Collaborative	Collaborative with information to Governing Board	Collaborative with Governing Board Approval
Procedures for the submission of marks		✓		
The system of reporting late arrivals and absences of students		✓		
The in-school Professional Improvement Committee		✓		
The establishment for the school year of supervision needs and a system of rotation among the teachers to implement the supervision duties required		✓		
The Value Added Remuneration Program		✓		
The use of Director's days	✓			
The establishment of a system of emergency substitution in accordance with clause 5-1.31		✓		
The following proposals may arise on an ongoing basis				
Educational activities involving changes to students' arrival or departure times requiring students to leave the school premises				✓
Approach for the implementation of popular education (Adult/Vocational)				✓
The establishment and application of a system of invigilation for each examination period	✓			