
SSBA Fall Assembly
Saskatoon November 13, 2016
David A.H. Brown
The Approach for 2016

• Practical: what does this mean for me? For the Director of Education?

• Easy to use, easy to understand: line of sight

• Competency and best practices based

• Layered: different needs, different times:
  1. High level summary
  2. Main sections of what is my job?
  3. Supplementary information and tools for each
  4. Links to additional resources, tools
The Content for 2016

• Built on the same framework as the 4-module board member education and certification program
• Integrated with what was kept from the previous version
• Applying the Performance Management Framework
• Inclusion of “key questions” the board should ask in each section
The Format

- Mixed media
The Format Features

• Use of case examples where appropriate
• Interactive where possible: website, links,
• Paper/print Handbook
• “Governance Gord” videos
• Links to external resources
The Outline

Foreword (Acknowledgements and Copyright)
Introduction (Who Should Read, and Purpose)
What Board Members Need to Know About:

- Governance Handbook Summary
- Governance & Strategy
- Governance & Risk
- Governance & Resources
- Governance & People
- Key Questions the Board Should Ask

Helpful Resources and Links
Bibliography
Appendices (References to Training Program, Governance Practices Checklist; Acronyms and abbreviations)
Governance Handbook Summary

- Video on Roles and Responsibilities
- PDF of Summary Document
- Key Questions the Board Should Ask
Governance & ABC: Main Sections

- Link to Full Text of Section 1 Document and include a PDF of the Document for Download and Printing
- Link to Full Text of Supplemental Information for Section 1 (include clickable list of items/table of contents) and Include a PDF of the Document for Download and Printing
- Link to Video 2
Key Questions the Board Should Ask

- One Page Hand Out Document that Includes all 4 Sets of Questions
- Key Questions to Ask Document about Governance and Strategy
- Key Questions to Ask Document about Governance and Risk
- Key Questions to Ask Document about Governance and Resources
- Key Questions to Ask Document about Governance and People
Governance & Strategy: Section 1

- The Education System
- The Conceptual Model
- Your Roles and Responsibilities
- Ethical Conduct
- Your Role in Planning and Performance Oversight
- Key Questions
Agency Theory: The Board’s Role

- **Principals:** want results
  - HI (High Importance)

- **Agents:** employ resources
  - LO (Low Importance)

- **Approve Strategy (Direction):**
  - Board approves the strategy and budget to employ resources toward the desired results

- **Approve Budget (Control):**
Setting the strategic direction of the organization and allocation of resources to strategies including budgets.
Governance & Risk: Section 2

- Linking Strategic Planning, Risk and Performance Targets
- Balanced Scorecard
- Risk Oversight: Tolerances and Policies
- Evaluating Performance
- Your Role in Communications and Stakeholder Engagement
- Key Questions
Develop measurable indicators that can be systematically tracked to assess progress made in achieving predetermined goals.
Provides performance results and the extent to which objectives have been realized.
Setting the strategic direction of the organization and allocation of resources to strategies including budgets
<table>
<thead>
<tr>
<th>Objective</th>
<th>Measure</th>
<th>2014/15 Target</th>
<th>Q1</th>
<th>Q2</th>
<th>Q3</th>
<th>Q4</th>
<th>2015/16 Target</th>
<th>2016/17 Target</th>
<th>Comments and Progress update on strategic initiatives</th>
</tr>
</thead>
<tbody>
<tr>
<td>Improve student achievement</td>
<td>% Graduation rate*</td>
<td>14/15 – 60%</td>
<td>Y</td>
<td>R</td>
<td>Y</td>
<td>R</td>
<td>15/16 - 65%</td>
<td>16/17 70%</td>
<td>Update on progress on strategic initiatives.</td>
</tr>
</tbody>
</table>

**On Target ✓** (Performance is at %100 percent of target)

**Potential Concern or Actively Monitoring ≈** (Performance is within 75-99% of target)

**Confirmed Concern or Action Planned!** (Performance is less than 75% of target)

What actions are we taking to meet target? (why we are in the green, red or yellow zone)
Governance & Resources: Section 3

- Audit & Finance Committee
- Your Role in Budgeting
- Funding Components
- The Budget Cycle
- Your Role in Reviewing and Approving Financial Statements
- Your Role in Using Financial Reports for Performance Oversight
- Key Questions
1. Consult with community; Identify board priorities; Consider provincial initiatives

2. Report enrolment to the Ministry of Education

3. Identify desired program, set preliminary budget that reflects program

4. Receive data from the Ministry of Education about amount of grant

5. Revise program and budget as needed

6. Monitor budget and educational results (ongoing)
Governance & People: Section 4

- Governance & HR Committee
- Board – Director of Education Relationship
- People Beyond the Director
- Effective Board Functioning and Culture: Meetings
- Evaluating the Board, Board Member
- Key Questions
A performance plan for the Director of Education is established in collaboration between the board and Director.

The board conducts the annual evaluation of the Director of Education, and steps are agreed for the coming year.

The Director of Education provides regular reports to the board, and the board provides regular feedback to the Director.

Agreed upon measures are monitored by the Director of Education and the board.
1. Board and Committee Charters/Terms of Reference

2. Specific Duties and Responsibilities/New Items of Business

3. Board Calendar/Work plan

4. Agenda Development/Board and Committee Meetings

5. Pre-meeting Packages with Information Required from Management/Professionals

6. Meeting Presentations, Reports, Deliberations

7. Minutes, In-Camera and Action Items
Obtuse
Closed
Negative
Tearing Down
Off Topic
Micro

Clear and Direct
Open
Positive
Building
On Topic
Strategic

Questions, Comments, Suggestions, Responses
Let’s Talk

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