

Draft Regulations

Draft Regulation

Education Act
(chapter I-13.3)

Information that a school service centre's or governing board's annual report must contain

Notice is hereby given, in accordance with sections 10 and 11 of the Regulations Act (chapter R-18.1), that the Regulation respecting the information that a school service centre's or governing board's annual report must contain, appearing below, may be made by the Minister of Education on the expiry of 45 days following this publication.

The draft Regulation provides for the information that must appear in a school service centre's or governing board's annual report. The draft Regulation also contains the templates to be used to draw up the reports.

Further information on the draft Regulation may be obtained by contacting Philippe Lavoie, strategic planning, performance and risk management advisor, Ministère de l'Éducation, 1035, rue De La Chevrotière, 23^e étage, Québec (Québec) G1R 5A5; email: philippe.lavoie@education.gouv.qc.ca.

Any person wishing to comment on the draft Regulation is requested to submit written comments within the 45-day period to Stéphanie Vachon, Secretary General, Ministère de l'Éducation, 1035, rue De La Chevrotière, 15^e étage, Québec (Québec) G1R 5A5; email: stephanie.vachon@education.gouv.qc.ca.

JEAN-FRANÇOIS ROBERGE
Minister of Education

Regulation respecting the information that a school service centre's or governing board's annual report must contain

Education Act
(chapter I-13.3, s. 457.6)

DIVISION I SCHOOL SERVICE CENTRE'S ANNUAL REPORT

1. In accordance with section 220 of the Education Act (chapter I-13.3), a school service centre's annual report gives the population in its territory an account of the implementation of its commitment-to-success plan and the results obtained measured against the objectives and targets it contains.

2. A school service centre's annual report includes

(1) messages from the chair of the board of directors and the director general of the school service centre, or a joint message from both;

(2) a first section entitled "Presentation of the school service centre" that contains

(a) a presentation of its schools and centres, their clients and its territory;

(b) the highlights of the year; and

(c) the educational and cultural services offered, giving an account of their quality;

(3) a second section entitled "Governance of the school service centre" that presents

(a) the members of the board of directors, specifying the position occupied by each member;

(b) a schedule of the meetings held;

(c) the achievements of the board of directors;

(d) a list of the board of directors' committees and their members;

(e) a list of the school service centre's committees and their members;

(f) the information provided for in section 175.1 of the Act, with the necessary modifications for French-language school service centres; and

(g) the information that the school service centre must make public under section 25 of the Act to facilitate the disclosure of wrongdoings relating to public bodies (chapter D-11.1);

(4) a third section entitled "Results" that presents

(a) the results obtained with regard to each objective and target in the commitment-to-success plan and, if applicable, to the objectives determined by the Minister that apply to the plan under section 459.2 of the Act. If a target is not met, the school service centre indicates the difference between the target set out and the result obtained, the reasons for that difference and the measures proposed to remedy the situation;

(b) the information concerning measures to prevent and stop bullying and violence referred to in the second paragraph of section 220 of the Act; and

(c) the results of the sustainable development objectives the school service centre set for itself, if applicable, and the actions taken during the year;

(5) a fourth section entitled "Use of the resources" that presents

(a) the information provided for in section 275.2 of the Act;

(b) the financial statements of the school service centre;

(c) the information provided for in section 20 of the Act respecting workforce management and control within government departments, public sector bodies and networks and state-owned enterprises (chapter G-1.011);

(d) the information concerning the maintenance of physical resources, in accordance with table 4.5 of Schedule I, as well as any information that the school service centre considers useful concerning the use of its informational resources; and

(6) one or more schedules containing the Student Ombudsman's report referred to in the fourth paragraph of section 220.2 of the Act, any report of activities of a committee of the school service centre, and any other document that the school service centre considers relevant to complete the information in its annual report.

DIVISION II GOVERNING BOARD'S ANNUAL REPORT

3. In accordance with sections 82 and 110.4 of the Act, a governing board's annual report summarizes the board's activities by presenting, in particular, the decisions made by the board pursuant to the Act and the results of the board's activities.

4. A governing board's annual report includes

(1) a message from the chair of the governing board, including a brief portrait of the institution;

(2) a first section entitled "Presentation of the governing board" that lists the members of the governing board and specifies each member's position and the expired portion of their term;

(3) a second section entitled "Summary of activities" that presents

(a) a schedule of the meetings held;

(b) the activities carried out and the decisions made pursuant to the Education Act, mainly those relating to the general powers conferred on a governing board and those relating to educational services, community services, physical resources and financial resources; and

(c) the results of the activities carried out and the decisions made by the governing board; and

(4) one or more schedules containing any document that the governing board considers relevant to complete the information in its annual report.

DIVISION III DRAWING UP OF THE ANNUAL REPORTS

5. The annual reports are drawn up using the attached templates.

6. This Regulation comes into force on *(insert the date corresponding to the fifteenth day following the date of its publication in the Gazette officielle du Québec)*.

It applies as of the 2020-2021 school year.

SCHEDULE I

(s. 5)

TEMPLATE FOR A SCHOOL SERVICE CENTRE'S ANNUAL REPORT

**ANNUAL MANAGEMENT
REPORT**
School service centre

MESSAGE FROM THE CHAIR
of the school service centre

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MESSAGE FROM THE GENERAL MANAGEMENT
of the school service centre

Insérer le texte.

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1. Presentation of the school service centre

1.1 Overview of the school service centre

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1.2 Educational and cultural services

Insérer le texte.

1.3 Highlights

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2. Governance of the school service centre

2.1 Board of directors

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Schedule of the meetings held

Insérer le texte. (Utiliser au besoin, le style « paragraphe de liste » avec des puces comme ci-dessous)

Achievements of the board of directors

- Insérer le texte.
- Insérer le texte.
- Insérer le texte.
- Insérer le texte.

2.2 Other governance committees

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■ List of the board of directors' committees and their members

Name of committee	List of members
Committee 1	
Committee 2	

■ List of the school service centre's committees and their members

Name of committee	List of members
Committee 1	
Committee 2	

2.3 Code of ethics and professional conduct for the board of directors

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2.4 Disclosure of wrongdoings relating to public bodies

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■ **Accountability under the Act to facilitate the disclosure of wrongdoings relating to public bodies**

Accountability 20XX-20XX <i>Act to facilitate the disclosure of wrongdoings relating to public bodies</i>	Number of disclosures or communications of information
1. Disclosures received by the designated officer	
2. Disclosures ended under paragraph 3 of section 22	
3. Well-founded disclosures	
4. Disclosures broken down according to the categories of wrongdoings set out in section 4	
5. Information forwarded under the first paragraph of section 23	

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3. Results

3.1 Commitment-to-success plan

3.1.1 Results of the commitment-to-success plan (PEVR)

■ **Approach 1: xxx**

Objective	Indicator	Target	Results ¹ 20XX-20XX	Results ² 20XX-20XX	Results ² 20XX-20XX	Results ² 20XX- 20XX	Results ² 20XX- 20XX
Objective 1							
Objective 2							
Objective 3							
Etc.							

■ **Approach 2: xxx**

Objective	Indicator	Target	Results ¹ 20XX-20XX	Results ² 20XX-20XX	Results ² 20XX-20XX	Results ² 20XX- 20XX	Results ² 20XX- 20XX
Objective 1							
Objective 2							
Objective 3							
Etc.							

Explanation of the results

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¹ Results of the first year of accountability of the PEVR.

² Results of the subsequent years of implementation of the PEVR.

Note to the writer, to be removed: If a target is not met, the school service centre indicates the difference between the target set and the result obtained, the reasons for that difference and the measures proposed to remedy the situation.

3.1.2 Objectives determined by the Minister of Education

Objective	Indicator	Target	Results ³ 20XX-20XX	Results ⁴ 20XX-20XX	Results ⁴ 20XX-20XX	Results ⁴ 20XX-20XX	Results ⁴ 20XX-20XX
Objective 1							
Objective 2							
Objective 3							
Objective 4							
Objective 5							
Objective 6							

Insérer le texte.

Note to the writer, to be removed: If a target is not met, the school service centre indicates the difference between the target set and the result obtained, the reasons for that difference and the measures proposed to remedy the situation.

³ Results of the first year of accountability of the PEVR.

⁴ Results of the subsequent years of implementation of the PEVR.

3.2 Anti-bullying and anti-violence plan

3.2.1 Summary of the incidents of bullying and violence reported at the school service centre

■ Scale of frequency of the incidents of bullying or violence

Scale
No incident
Fewer than 10 incidents reported
10 to 19 incidents reported
20 to 39 incidents reported
40 or more incidents reported

School	BULLYING (frequency of incidents)	VIOLENCE (frequency of incidents)	Proportion of the measures for which a complaint was filed with the Student Ombudsman
Name of the school	Example: Fewer than 10 incidents	Example: 10 to 19 incidents reported	Example: (1.8%)

3.2.2 Measures in the schools of the school service centre

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Note to the writer, to be removed: The school service centre mentions prevention activities as well as measures to prevent and stop bullying and violence.

3.3 Sustainable development

Note to the writer, to be removed: For each objective, specify according to the table below.

■ Objective X

Actions	Indicators	Targets 20XX-20XX	Results 20XX-20XX	Achievement of target
Insérer le texte	Insérer le texte	Insérer le texte	Indiquer le résultat	Atteinte ou Non atteinte
Insérer le texte	Insérer le texte	Insérer le texte	Indiquer le résultat	Atteinte ou Non atteinte

4. Use of the resources

4.1 Allocation of the school service centre's revenues

Objectives of the annual allocation of revenues

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Principles of the annual allocation of revenues

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Criteria to be used to determine the amounts allocated

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4.2 Financial resources

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4.3 Workforce management and control

- Staff distribution in paid work hours for the period from April 1, 20XX to March 31, 20XX

Job class	Hours worked (1)	Overtime (2)	Total paid hours (3) = (1) + (2)	Number of employees for the period concerned
1. Executive staff	00:00	00:00	00:00	
2. Professional staff	00:00	00:00	00:00	
3. Teaching staff	00:00	00:00	00:00	
4. Office staff, technicians and staff of comparable rank	00:00	00:00	00:00	
5. Labourers, maintenance and service staff	00:00	00:00	00:00	
Total in hours	00:00	00:00	00:00	

- Overview of staffing level from April 1, 20XX to March 31, 20XX

Target set out by the Minister of Education (A) Source: Information sent by the Ministère de l'Éducation du Québec (MEQ) via CollecteInfo	
Total hours of paid work (B) Source: Information sent by the MEQ via CollecteInfo	
Extent of the overstaffing, if applicable Calculation: (C) = (B) – (A)	
Compliance with staffing level Answer choice: Yes/No (If the answer is "No", the school service centre must specify the measures taken to correct the situation)	

4.4 Service contracts involving an expenditure of \$25,000 or more

- Service contracts involving an expenditure of \$25,000 or more, entered into between April 1, 20XX and March 31, 20XX

	Number of contracts	Amount of the contract (before taxes)
Service contracts with a natural person		
Service contracts with a contractor other than a natural person		
Total		

4.5 Physical and technological resources

4.5.1 Physical resources

- Immovable assets from April 1, 20XX to March 31, 20XX

20XX-20XX (Previous year)	20XX-20XX (Year of accountability)		
Balance not invested or incurred	Investments made	Amounts incurred	Amounts not invested or incurred

4.5.2 Technological resources

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5. Schedules to the annual report

Report of the Student Ombudsman

Insérer le rapport du protecteur de l'élève.

Other schedules

Insérer les annexes.

SCHEDULE II

(s. 5)

TEMPLATE FOR A GOVERNING BOARD'S ANNUAL REPORT

ANNUAL MANAGEMENT REPORT
Governing board

MESSAGE FROM THE CHAIR of the governing board

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1. Presentation of the governing board

1.1 List of the members of the governing board

Surname and given name	Title (e.g. parent, school staff and position on the board)

2. Summary of the activities of the governing board

2.1 Schedule of the meetings of the governing board

Date (Month day, year)	Type of meeting specify: regular, special, subcommittee, etc.

2.2 Activities carried out and decisions made

Matters addressed	Dates (Month year)	Actions taken (e.g. adopted, approved, consultation made, etc.)	Comments (Clarifications, partners, does not apply, etc.)
General powers			
Adopting the educational project ⁵			
Adopting the anti-bullying and anti-violence plan			
Approving the rules of conduct and the safety measures (or the operating rules of centres)			
Approving the required financial contributions			
Establishing the principles for determining the cost of the documents in which students write, draw or cut out			
Approving the list of material for personal use			
Adopting the operating rules of childcare			
Giving notices to the administration (power of initiative) or the school service centre			

⁵ Other powers are listed in the *Education Act* and may be mentioned by the governing board in the "Actions taken" column.

Matters addressed	Dates (Month year)	Actions taken (e.g. adopted, approved, consultation made, etc.)	Comments (Clarifications, partners, does not apply, etc.)
Forming committees (e.g. a subcommittee on a particular matter)			
Consulting on amending or revoking the deed of establishment			
Consulting on the selection criteria for the appointment of the principal			
Informing the parents and the community of the educational services provided and of their level of quality			
Sending documents intended for the parents			
Powers relating to educational services			
Approving the approach for the implementation of the basic regulation			
Consulting on the choice of textbooks and instructional material and on the ways in which parents are to be informed of the academic progress of their children			
Approving the overall approach for the enrichment or adaptation of the objectives and content of the programs of studies			
Approving the conditions and procedures for integrating the activities or content prescribed by the Minister (e.g. sex education)			
Approving the time allocation for each subject (grids-subjects)			
Approving educational activities which entail changes in the students' schedule inside or outside of school			
Approving the approach for the implementation of the student services and special educational services programs (or popular education for centres)			
Consulting the parents			
Consulting the students or a group of students (as is required)			
Powers relating to community services			
Organizing community services (e.g. extracurricular activities)			
Contracting with a person or body			
Powers relating to financial and physical resources			
Approving the use of premises or immovables that are placed at the disposal of the institution			

Matters addressed	Dates (Month year)	Actions taken (e.g. adopted, approved, consultation made, etc.)	Comments (Clarifications, partners, does not apply, etc.)
Soliciting and receiving sums of money (designated fund)			
Adopting the institution's annual budget			
Other activities carried out (e.g. consultations, information, special projects, etc.)			

2.3 Results

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Schedules

Insérer les annexes.