**“Messy Minutes” Problem Areas**

1. **Attendance**
	1. The minutes should record the first and last name of all participants and their role on the PSSC as a parent representative, teacher representative, etc.
2. **Meeting Called to Order**
	1. The vice principal should only participate in meetings when they are acting in the place of the principal. Vice Principal Knot may attend as an observer but should not be a participant.
	2. The Education Act requires the principal to attend all PSSC meetings. The PSSC’s role is to advise the principal and she must be there to hear the advice.
3. **Agenda**
	1. Ava’s motion was not seconded, though it was carried.
	2. Changes to the agenda should be done by a motion and vote.
	3. Last minute additions are not good practice and ideally, Don should have notified the Chair before the meeting to request a change.
4. **Approval of Minutes of Last Meeting**
	1. Neither a Principal or Vice Principal can make motions, second motions or vote. Principals and DEC members are not considered members of the PSSC. They attend and participate but do not have a vote or count for quorum.
5. **Business Arising out of the Minutes of Last Meeting**
	1. Making changes to previously approved minutes requires a motion.
	2. Hiring practices are outside the mandate of the PSSC.
	3. The PSSC does not ‘approve’ policies or practices. The Principal must listen to concerns raised about policies within the PSSC mandate but has the authority to exercise their discretion.
6. **Correspondence**
	1. Reading a letter condemning the Principal at a public PSSC meeting is inappropriate and not within the scope of the PSSC mandate. The parent should have been encouraged to raise concerns directly with the principal or the district office as appropriate.
	2. A Principal’s performance is not up for discussion or debate at a public PSSC meeting. The PSSC may be asked by the Superintendent to privately discuss and provide feedback on the principal’s performance with regards to their work with the PSSC.
	3. The PSSC is not the employer/boss of the principal.
7. **Reports**
	1. School Improvement Plan
		1. The PSSC may note or make comment on a new reading plan, but it is the principal’s responsibility to influence or change staff practice.
		2. The SIP objectives are not casually changed throughout the year.
	2. Student Report
		1. The student’s report should not name specific students. While the general learning environment of the school may be relevant, PSSC does not deal with discipline issues.
		2. Comments about specific students or staff are inappropriate.
		3. The PSSC does not have authority over specific student discipline issues and must focus on the school and the learning environment as a whole.
	3. Teacher Report
		1. PSSC funds are not intended to off-set school expenses, equipment or other general expenses. PSSC for money is intended to help the PSSC with their mandate. PSSC’s must use money on expenses related to their work.
		2. Principals, or vice principals acting in the place of the principal do not second motions.
		3. The PSSC mandate does not include fundraising.
		4. Lennie is in conflict of interest.
	4. DEC Report
		1. Irma is the DEC member at the meeting. She can provide input and information from the DEC but does not have the authority to insist on any changes.
		2. DEC members do not have a role in hiring principals in the same way that the school’s PSSC does. DEC is only involved in the hiring of the superintendent. The superintendent is their sole employee and oversees the day-to-day management of the district including the hiring of principals and vice principals.
	5. Principal’s Report
		1. Principal Master should not ask the PSSC for approval of staff business.
		2. The principal may present information on initiatives being undertaken at the school. While the PSSC may occasionally be asked for input on initiatives, they do not have the authority to approve the work of the principal or provincial policies.
	6. The Next Three Months
		1. In good practice, Don should not take a leave from PSSC business for three months without cause. PSSC member may have their position declared vacant if they have missed 3 meetings without cause.
8. **Next Meeting**
	1. It is good practice to set and keep a regular PSSC meeting schedule as these are public meetings and parents are entitled to know when the PSSC is meeting.