



**NISGA'S SCHOOL  
DISTRICT NO. 92**

# Governance Policy Manual

The Board of Education  
NISGA'S SCHOOL DISTRICT NO. 92

DECEMBER 2020

# TABLE OF CONTENTS

		Page
Policy 1	Governance Foundations .....	3
Policy 2	Role of the Board.....	7
Policy 3	Roles and Expectations of Individual Trustees .....	13
Policy 4	Trustee Code of Conduct.....	19
Policy 5	Board Operations .....	22
Policy 6	Policy Development and Review .....	38
Policy 7	Board Delegation of Authority .....	40
Policy 8	Language Visibility, Promotion, and Appreciation .....	45
Policy 9	Student Safety, Security, Health and Wellbeing.....	47
Policy 10	District Housing .....	56
Policy 11	Financial Planning and Reporting .....	57

































































































































- d. Throughout the fiscal year, management will provide regular financial reporting. This reporting will compare actual and forecasted expenditures to the budget plan and progress to the achievement of the operational plans.
- e. Management will produce a Financial Statement Discussion and Analysis report to assist readers in understanding the financial position, financial performance and cash flows presented in the financial statements. This report is one element of the robust annual school district financial reporting framework established by the Ministry of Education to address the reporting requirements, as specified in the *School Act* and to align with the *Budget Transparency and Accountability Act*.
- f. The Board will amend the budget plan as conditions change and will formally approve an annual budget plan by June 30 and amended budget plan by February 28.
- g. Twice annually, management will report on the alignment of resources with strategic goals.
- h. The Board will report annually to education partner groups, and the community on the progress towards meeting Board objectives as outlined in the *Financial Plan*.
- i. The Board will evaluate the financial and budget planning processes on an annual basis, identifying lessons learned and revisions for future consideration.

**Timelines and Engagement Opportunities for Financial Planning and Reporting**

September	Open Board Meeting	Approval of Audited Financial Statements, Financial Statement Discussion and Analysis Report. Approval of Framework for Enhancing Student Learning.
November	Open Board Meeting	Monthly financial report to September 30. Financial Plan amendments, if any.
December	Open Board Meeting	Monthly financial report to October 31. Statement of Financial Information (SOFI)
January	Open Board Meeting	Monthly financial report to November 30. Summary of changes to the Annual Budget and highlights within the amended draft budget.
February	Open Board Meeting	Monthly financial report to December 31. Adoption of Amended Budget. Financial Plan amendments, if any.
March	Open Board Meeting	Monthly financial report to January 31.
April	Open Board Meeting	Monthly financial report to February 28. Subsequent year Annual Budget discussion. First draft of multiyear financial plan.
May	Open Board Meeting	Monthly financial report to March 31. Subsequent year budget discussion. Draft Financial Plan for consideration.
June	Open Board Meeting	Monthly financial report to April 30. Approval of Financial Plan and adoption of Annual Budget. Draft Framework for Enhancing Student Learning.