

SECTION 2: BOARD GOVERNANCE POLICIES**Title: Communications****Background**

Communications is an important aspect of all operations of our school. This policy deals with communications within The Edmonton Society for Christian Education and Edmonton Christian School. This policy does not cover internal communications between the principal, teachers, students and parents regarding specific school and student matters.

Mandate**1. Board and The Edmonton Society for Christian Education**

1.1 The Board shall keep the Society informed of its activities.

1.2 Means to communicate are varied but can include vehicles such as the The Pathway (4 times per year), Society News (when warranted), letters to the community, Board highlights in campus newsletters, Society meetings, and school newsletters, etc.

1.3 The Executive Director is responsible for the Pathway, Board highlights and Society News, as well as suggesting/recommending to the Board additional means of communication to the community.

1.3.1 A Board representative (usually secretary) is to communicate to the Society Office, items or topics to be included in the Society Page.

1.3.2 The principal and Executive Director are to suggest items such as staff openings or changes, prayer concerns, fund raising or other activities for inclusion in the Board highlights and the Pathway.

1.3.3 These items are normally forwarded to the Society Office as needed.

1.4 Communications between the Board and the membership of the Society is encouraged. Society members are invited to contact the Board regarding any questions or concerns in written form.

2. Board and Committees

2.1 The Board communicates to its committees via verbal reports from Board members.

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- 2.2 Board minutes are to be distributed to Board members, the Executive Director and the principals. Once minutes are approved, they should be distributed to the assistant principals. Members of other committees can receive minutes if a valid reason is brought forward.
- 2.3 Board minutes are not to be distributed further or made available for two reasons. First, Board minutes may contain confidential information. Secondly, Board minutes are brief and do not contain sufficient information to convey the background, rationale, and impact of decisions recorded.
 - 2.3.1 Society members who wish to review the minutes may do so once they are approved. This review should take place in the presence of a Board member, principal, or Executive Director who can explain the background, rationale, and context of the decisions recorded.
- 2.4 Board members or representatives are to inform standing committees of the specific activities of the Board relating to that committee.
- 2.5 In addition, Board members or representatives should inform standing committees of the general activities of the Board to give members of these committees a broader perspective of what is happening in our school. Such a broader perspective will assist committees in decision making. This communication is to include a brief rationale, background and impact of the Board activities and decisions.
- 2.6 If a standing committee is not represented at a particular Board meeting, another means of communication must be established.
3. Board, Principals, Administrators and Staff
 - 3.1 The Executive Director and a principal are normally present at Board meetings.
 - 3.2 If the Executive Director or a principal is not present at a Board meeting, the Board must confirm a mechanism to inform them of Board activities (e.g. By the chairman of the Board or another Board member at a committee meeting).
 - 3.3 The principal is to inform the staff at the school of the specific activities/actions of the Board affecting the school as well as the general activities/actions/directions of the Board to give staff a broader perspective on the Society, Board and the school.

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- 3.4 The principals and assistant principals are to exercise good judgment in determining whether a topic is confidential and should/should not be communicated. In general, only personnel items, items identified by the Board, or items stamped as such are to be treated as confidential.

- 4. School and Parents
 - 4.1 Each campus must have an established mechanism to regularly communicate to parents of children in that school campus.
 - 4.1.1 Examples include regular school campus newsletters, Campus Council meetings, report cards, parent/teacher interviews, focus group meetings, specific topic meetings etc.
 - 4.1.2 Such communications needs to be two way; that is include encouragement, mechanisms and opportunity for parents to provide input to the school and be able to contact the school regarding any questions or concerns.
 - 4.2 Each school campus must have an elected campus council which provides a forum for parents to communicate with the assistant principal.

Additional Information

See the attached Communications Matrix for a visual representation of the communications process within The Edmonton Society for Christian Education and Edmonton Christian School.

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Type of Communication	Person Responsible	Subject	Audience	Forum	Frequency
Northeasterly Newsletter	Assistant Principal Northeast	School/Society news	Parents	2 page newsletter distributed to students	Weekly
West Weekly	Assistant Principal West	School/Society news	Parents	2 page newsletter distributed to students	Weekly
High School Highlites	Assistant Principal Senior High	School/Society news	Parents	2 page newsletter distributed to students	Bi-weekly
The Pathway	Executive Director	Society news		4 + page newsletter distributed to all members, parents and supporting churches	4 times per year
Principal's Notes	Principal			2 page newsletter distributed to each campus for all staff	Monthly
Phone Calls	Assistant Principals		New Parents		Once per year
Staff Memos	Assistant Principals		School Staff		Weekly

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Parent Teacher Conferences	Assistant Principals				Twice a Year
Cold Calls	Principal	Community Survey	Community		On-going
Staff Meetings	Principal and Assistant Principals				Twice a Month
Phone Calls	Admin. Assistants	Absences			Daily
Society Meetings	ESCE Board	Society Business	Society members	General meetings	Twice a Year
Memos to Principal		Class Visits School Information		2 Pages	Monthly
Pastor's Lunch	Board Chair		Pastors	Lunch	Yearly
Letters to the Community	Board Chair		Community		Twice a Year