



## **Board Meeting Highlights November 2016**

### **Audited Financial Statements**

The Board approved the submission of the Audited Financial Statements (2015-16 operating year) for submission to Alberta Education by November 30 as required.

A representative from KPMG, the Board's appointed auditors was in attendance to meet the Directors and speak to the audit process. Previously, KPMG representatives had met with the Board's Finance and Audit Committee to review the financial statements. Stanley Wong, Chair of the Board's Committee presented the statements to the Board and responded to questions.

The process and report were very positive. Based on thorough research, CGS obtained an "unqualified audit" which is a complete audit that analyses both the internal systems of control as well as details in the organization's books.

Because Alberta Education has moved from annual to quarterly, and as of April 2017 to monthly reporting, KPMG provided helpful recommendations to allow for readily available financial statements and Alberta Education schedules. Currently, much time is required to develop schedules every month.

The May 2015 Budget for the operating year 2015-16 included a small deficit (\$24,096) based on a projected enrolment of 605. The actual funded enrolment was 588 which increased the budgeted deficit to \$63,366 in the fall budget update. Overall, this is a small amount in the large picture and permitted by AB Ed because the Board has an accumulated operating surplus to cover the budgeted deficit.

Additionally, the Board approved several "extra to the budget" project expenses last year which included buying out the classroom TV monitors and replacing/upgrading the previously leased technology infrastructure along with a five-year warranty plan.

### **Fall 2016-17 Budget Update**

Alberta Education requires Board to submit a Fall Budget Update to address any potential variances in revenues and/or expenditures from the spring budget. Since the revenue is based on enrolment as of September 30 each year, the Board approved the Fall Budget Update for submission to Alberta Education by November 30 as required, without any changes. The



budgeted enrolment of 590 is only 2 students more than the actual funded enrolment of 588 which is not substantial. Of note, the enrolment is currently 593; however, funded enrolment is not impacted by students enrolling or leaving after September 30 each year.

### **Annual Results Report and Three Year Education Plan**

The Board approved the combined AERR/3YEP for submission to Alberta Education by November 30 as required.

The Accountability Framework established by the Ministry measures the overall success of the provincial learning system. Measures include stakeholder satisfaction as well as student achievement on the Provincial Achievement Tests and Diploma Examinations (grade 12) and high school completion rates. The full report will be posted to the CGS website on November 30 and includes a Message from the Chair; Accountability Pillar Overall Summary for CGS; Summary of Accomplishments; Profile of the School; Trends and Issues; Performance Measures, Targets and Strategies to achieve the provincial and charter goals; Facility and Capital Plans; Class Size Report as well as contextual information influencing results.

### **Policy Review**

Best practice defined by Regulation notes that *"The Board shall establish policies and procedures governing the conduct of meetings of the board and the administration and business of the board, and monitor and evaluate the effectiveness of the established policies and procedures on a regular basis."* To this end, the Board reviews one or two of its governance policies at each Regular Meeting. This month, Policy 3 Role of the Director was reviewed to consider the ongoing need for the policy, the intentions, the effectiveness, the change need, and evidence of compliance in the Board's decision-making. The Board considered a number of similar policies from both charter and other public jurisdictions. The Policy will remain as published in the Governance Policy Handbook posted on the website.

### **Reports**

The Policy and Governance Committee, chaired by Margo Purcell, reported on its recent meeting.

The Board Chair, Natalya Nicholson gave her report and reviewed the correspondence sent and received by the Board in the past month.



The Superintendent provided a written report and added information about the following items: appointment of Judi Hadden, Principal as the CGS representative to the newly formed Alberta Education Research Network (ARN); requirements of WCB with respect to volunteers; Ransom Ware invasion of CGS files and recovery supported by the efforts of Joel Melashenko, Director of Technology; update on the Municipal Government Act and implications for charter boards with respect to access municipal reserve land for new schools; and the recent TAAPCS meeting in Red Deer.

Notes:

### **Reminder of AGM**

The **AGM of the Calgary Girls' Society is Tuesday, November 29 at 7:30 pm in the Lakeview School Commons.** (All parents of students are members of the Society. The Society Board is also the Charter Board of Directors). Quorum requires 9 Members to be in attendance and the Directors, who are also Members of the Society, cannot be the majority. Please attend!

### **Change in Meeting Location**

The Regular Meeting of the Board, January 11 at 6:00 pm will be in the Learning Commons at the **Bel Aire** campus.

The official record of a Board Meeting is the approved Minutes. The *Board Meeting Highlights* is intended only as a communication to the CGS learning community.