

CHAIR'S COMMITTEE REPORT

MANDATE

To support the Chair in monitoring the effectiveness of the Board, determining action for correspondence received by the Board, and supporting the Chair in fulfilling their obligations under the Education Act and as assigned by the Board.

Meeting Type:	Public Board Meeting
Presented for:	Approval
Date and Time of meeting	The committee met on 2025 March 18 from 1:00 PM to 2:05 PM.
Content:	<p>The committee completed the following actions to work towards fulfilling its mandate:</p> <ul style="list-style-type: none"> • Gained clarification on the revised process for reporting out on Committee of the Whole, In-Camera agenda items. • Reviewed details of a discussion with the City of London Major regarding public accessibility of school playgrounds confirming the Boards full support. • Discussion regarding the Chair's Committees Terms of Reference and voting membership. The following recommendation was moved and CARRIED: THAT the revisions to the Chair's Committee Terms of Reference be approved. • Focused on co-ordinating member activities it was determined through consensus to proceed with planning this years OPSBA's Take your MPP to School Day. • The committee considered and accepted the Board Motion Status Review process.

	<ul style="list-style-type: none"> Reviewed of the March 25 Regular Board meeting agenda and alignment with the Board's Annual workplan and Multi Year Strategic Plan. Evaluated Trustee membership for the Student Trustee Mentors. The following motion was moved and CARRIED: THAT Trustees' Beth Mai, Marianne Larsen and Gina McGahey be appointed as mentors to the incoming Student Trustees for the 2025 – 2026 school year.
Recommendations: <i>(only required when presenting for Board/COW approval)</i>	MOTIONS <i>(if applicable)</i> THAT the revisions to the Chair's Committee Terms of Reference be approved. THAT Trustees' Beth Mai, Marianne Larsen and Gina McGahey be appointed as mentors to the incoming Student Trustees for the 2025 – 2026 school year.
Financial Implications:	N/A
Timeline:	N/A
Communications:	N/A
Appendices:	Chair's Terms of Reference – Tracked Changes



Chair's Committee Terms of Reference

Committee Classification: Non-Statutory

Purpose

To support the Chair of the board in fulfilling their responsibilities under the *Education Act* and as assigned by the board.

Mandate

To support the Chair in monitoring the effectiveness of the Board, determining action for correspondence received by the Board, and supporting the Chair in fulfilling their obligations under the *Education Act* and as assigned by the Board.

Voting Members

Membership of the Chair's Committee includes the Chair of the Board, the Vice Chair, the most recent past Chair, [the Chair of Program and School Services Advisory Committee \(PASSA\)](#), [the Chair of Planning and Priorities Advisory Committee \(PAPA\)](#), and [the Chair of Board Governance and Bylaw Committee \(BGBR\)](#).

[If a Committee Chair is unable to attend, the committee's Vice-Chair may attend in their absence.](#)

[In the event that a Trustee member would hold multiple seats, the Vice-Chair of the committee may attend in place of the Chair.](#)

[A Trustee representative from PASSA, PAPA, and BGBR will be appointed as the alternate voting member for Chair's Committee. They will only attend in the event the Chair and Vice-Chair are representing other committees, or unable to attend Chair's Committee.](#)

Non-Voting Members

Administrative support may be added as required at the discretion of the Director or Designate.

Membership Term

The term of membership of this committee is one year. The Chair of the Board is the Chair of the committee. In the Chair's absence, the Vice Chair shall chair the meeting.



Meeting Schedule

The Chair's committee meets the week prior to the Regular Board meeting and as often as needed. The committee may remain in session no later than 2 hours after its scheduled start time unless a vote of two-thirds of those present is taken to continue the meeting to a specified time. A further two-thirds vote may be taken to extend the meeting a second time for a specified period. The meeting may not be extended past the time approved in the second motion (subject to bylaw change).

Orientation

Committee Orientation will be provided within the first 60 days of the start of a term during which the committee has newly appointed members. Members are required to participate in orientation. The Chair of the committee will participate in the Chair's orientation.

Decision Making

The committee's governing document is Robert's Rules of Order for small boards. Committee members will provide input to the Chair on decisions that are the legislative responsibility of the Chair.

Governance Scope

- Initiate and review Board self-assessments and committee self-assessments and recommend action as appropriate.
- Co-ordinate Member activities.
- May make recommendations to the Board regarding member participation in professional development (PD) using the board's pooled PD funds, if available
- To advise on the development of draft Board, Special Board, Committee of the Whole, Organizational and Inaugural Meeting agendas in consultation with the Chair and Director of Education
- To consider and schedule delegation requests to Board and committee meetings or to refer such requests to another Board committee for action, information or follow-up
- To receive and place on an agenda for the Board's consideration any Trustee request to be absent for more than three consecutive Board Meetings, in accordance with the requirements in the *Education Act*

- To monitor the Board's Annual Work Plan and Multi-Year Strategic Plan implementation plan for scheduling Board and committee reports, with particular emphasis on information and progress reports regarding the achievement of goals in the Multi-Year Strategic Plan, as well as annual reports from Board committees that are required by legislation
- To recommend for appointment, trustee mentors for student trustees
- To recommend payment of Board-related professional expenses
- To receive and recommend to the Board any action(s) that may be required regarding formal correspondence addressed to the Board of Trustees from other school boards, the Ministry of Education, official government representatives, the Ontario Public School Boards' Association or other recognized educational associations
- Editorial review of the content of trustee newsletters prior to distribution.
- Review inappropriate communications or social media posts and may make a recommendation to the board under the current Trustee Code of Conduct.
- To consider and recommend to the Board the process that will be used for Trustee Determination and Distribution and related reports, in accordance with existing legislation
- To address any other matters assigned to it through the board

Agenda

It is the responsibility of the Chair and Vice Chair in consultation with the Designate, to identify missing items and prioritize the items on the agenda. Trustees may submit agenda items for consideration at the Chair's Committee meetings through the Chair of the Board.

Reporting Mechanisms

As per Board Bylaws.

Evaluation and Review

The committee will conduct an annual self-evaluation of its performance against its mandate and these Terms of Reference.



The committee must review these Terms of Reference every two years. If amendments are recommended, a report will be made to the Board for the revisions to be adopted.

Committee mandates are evaluated and reviewed by the Chair's Committee and self-evaluations will be completed by each committee.

Resources

- Committee Orientation Handbook
- Chair's Handbook
- TVDSB Bylaws

Additional committee resources can be found in the committee's Teams Channel.