

WBS School Advisory Council (SAC) Meeting Agenda

January 16th, 2024, 6:30 pm to 8:00 pm

Location: West Bedford School Library

1. Opening

- Call to Order
- Welcome and Introductions
- Any urgent items to add to the Agenda?

2. Approval of Minutes from December 2023 Meeting

- Review and Approval of Minutes from the Previous Meeting

3. Presentation by Chris Mahone- School Identity

4. Old Business

- Follow-up on Action Items from Previous Meetings
 - Principal/ALL: Policies- Principal to confirm any policies specific to WBS? Any new policies from HRCE?
 - Principal Casey: To circulate Micro Survey Questions and Student Success Survey Question for SAC info/review

5. New Business

- Does SAC want to provide input into: School Food and Nutrition Policy:
 - Was Completed in Fall but low participation and SAC is invited to provide ongoing input if SAC has any additional thoughts related to the school food environment- documents attached (HRCE contacts are: Sharlene.whelan@novascotia.ca or Joanna.mcdonald@novascotia.ca).
- Overcrowding Submission to HRCE: Does the WBS or SAC have interest in making a written submission on behalf of school community to the HRCE re: issue of overcrowding and request formal update/action plan from HRCE to address be provided to WBS /SAC?
- Discussion on SAC Funds and Funding Proposals , including:
 - Principal Casey to recap the SAC funds currently available
 - Gary / Principal Casey lead discussion on status of community fundraising/sponsors and School Song Project Funding Proposal
 - Principal Casey/Jamuna to lead discussion on funding proposals from students & teachers for SAC Consideration
 - Jamuna/Karen to lead discussion on WBS-SAC application for \$10k SAC Grant from HRCE (per Minister discussed at last meeting); Who will lead preparation of the application? (Alex & Bei with support of Chairs? Or other members?) Timelines?

- Principal Casey/SAC Fund Manager (Alex) discussion on SAC financial/funds governance, record keeping and processes:
 - Do we have SAC budget line on WBS budget?
 - Do we have SAC specific bank account for cheques or EFT or do we use WBS accounts and maintain records of funding via SAC records and budget lines on WBS budget- (All SAC monies are within the WBS Accounts)
 - Criteria for decisions on funding?
 - Secretary (Bei) and Fund Manager (Alex) to manage SAC funds, manage fund/proposal record keeping and provides updates to SAC at each meeting if any new developments (Susan will provide an Account summary at each meeting; suggest Alex and Bei keep a SAC Spreadsheet to log the funding proposals granted. The SAC spreadsheet and the school account summary should always match.)
 - Funds / Proposals to be reviewed at each meeting going forward if any updates or new proposals
 - All SAC Members: Discuss current proposals received and make decisions on funding

- 5. Student Representative items
 - Any new items or follow up?

- 6. SAC Members' questions/comments
 - Any other business? Open floor for the SAC member discussion.

- 7. Future Meetings and Adjournment
 - Next SAC Meeting: February 20, 2024
 - Adjournment of the Meeting