

■ Addendum H – GB Annual Report Template

20____ - 20____
School Name
123 Main Street, West Island, QC

Chairperson’s Message

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Members

G. Woods, Chair	Parent Member
I. Smith	Teacher
J. Grand	Parent Member
P. Jones	Support Staff
M. Smith	Student Representative

Meeting Dates

Meetings were held monthly in the library of School Name at 7:30 p.m. on the following dates:

October xx, 20xx	March xx, 20xx
November xx, 20xx	April xx, 20xx
December xx, 20xx	May xx, 20xx
January xx, 20xx	June xx, 20xx
February xx, 20xx	September xx, 20xx

Actions, Issues, Events, Programs

A discussion of the issues and items that the governing board examined and acted on during the year should be outlined in this section along with any action items that resulted. For example, it is the function of the governing board to inform the school community on the Educational Project and School Success Plan. You can include a summary of how the community was informed here.

The governing board is responsible for informing the community of the school’s educational project and the success plan. This section can discuss how this was accomplished.

Sub-Committees

This section should list all sub-committees formed by the governing board during the year with their mandates and actions, outputs and/or recommendations resulting from their efforts.

Success Plan Goals and Evaluation of Their Implementation

This is a separate report; a summary could be included here.

Each year, the success plan goals should be reviewed and modified as appropriate. Goals should be specific, measurable, attainable, realistic and timely so that results can be measured. The year's goals can be listed here, along with the governing board's evaluation of the implementation of the plan.

Recommendations

Summarize any recommendations that the governing board has for the school and for the next year's governing board in this section.

Adopted by the School Name Governing Board

Date

Chairperson