Revised September 2026

POLICY DEVELOPMENT AND REVIEW COMMITTEE: TERMS OF REFERENCE

Role:

The policy development and review committee shall advise the Board on matters regarding development, implementation, and review of all Board policies. The committee shall be guided in its approach to policy making by ensuring adherence to the requirements necessary to provide a Catholic education and compliance with provincial legislation and regulations.

Authority:

Section 53 of the *Education Act* stipulates that the Board shall establish, maintain and implement policies necessary for fulfilling its responsibilities under section 33. To this end, the policy development and review committee has authority to review, revise, and develop policies. The committee makes recommendations to the Board and the Board must determine whether or not to approve the committee's recommendations. Both trustees and the Superintendent may suggest policy changes for the committee's consideration. All policies shall adhere to the *Education Act* and align with the Magisterium of the Catholic Church.

Composition:

The committee will consist of the following members:

1. Three (3) Trustees of the Board, the committee chair will be elected at the first meeting
2. The Superintendent and designate(s) as necessary
3. The Executive Assistant and/or designate(s) as deemed necessary

Meetings:

The committee will meet five times a year.

Annual Work Plan:

The committee shall review each policy annually according to the policy review schedule located in Appendix A.

Policy Format

The first paragraph of a policy should begin with a reference to the *Education Act* or another source of authority. The second paragraph should describe the Board's affirmation and/or interpretation of the *Education Act*. The next part of the policy should be a numbered list so sections can be quickly identified (e.g., Policy 4, Section 7).

Appendix A

Holy Spirit Catholic School Division
Board of Trustees
Policy Review Schedule

2026/2027 School Year

Board Meeting Date	Policies to be Reviewed
September 23, 2026	**Policy 7: Board Committees and Board Representation***
	Policy 18: Board Governance and Operations*
	Policy 21: Public Interest Disclosure
November 25, 2026	**Policy 2: Role of the Board***
	Policy 3: Role of the Trustee*
	Policy 4: Trustee Code of Conduct*
	Policy 5: Role of the Board Chair
	Policy 6: Role of the Vice Chair
January 27, 2027	**Policy 1: Board Mandate, Mission, Values, and Goals**
	Policy 9: Role of the Superintendent
	Policy 10: Board Delegation of Authority
	Policy 11: Staff Code of Conduct
	Policy 12: Teaching Staff Reduction
	Policy 24: Budget*
April 28, 2027	**Policy 13: Hearings on Teacher Matters**
	Policy 14: Appeals and Hearings on Student Matters
	Policy 16: School Closure
	Policy 20: Fiscal Stewardship
	Policy 17: Awards*
June 23, 2027	**Policy 19: Conflict of Interest and Nepotism**
	Policy 22: Vaccination Protocol
	Policy 23: Extra-Curricular Activity
	Create Policy Review Schedule for 2027/2028

*** All appendices shall be reviewed with the associated policy.**