

Title: Management Accountability

Policy Statement:

The Board expects the Principal and the Senior Leadership Team to cooperatively and individually demonstrate the values of the Board and to achieve the goals of the Board. The team is expected to strive to be effective, efficient and economical in managing the operations of the Association. Each manager is expected to be diligent and competent.

Approved: M. Lynn Gullackson
(Chair of the Board)

August 2, 2017
(Date)

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To Be Reviewed: August, 2022

Review and Amendment Date(s): February 28, 2018, May 23, 2018

Stakeholders Consulted (Date): June 15, 2017, February 12, 2018, May 8, 2018

Reference to Documents:

Bylaw 3.2

Private Schools Regulation

Home Education Regulation

Policy on Role of the Board

Monitoring of Accredited Funded Private Schools (Alberta Education)

Monitoring of Home Education Programs (Alberta Education)

Definitions:

Annual work plan means the annual schedule of regular management accountability reports to the Board.

Economical means to be cost-conscious.

Effective means to achieve desired results.

Efficient means to maximize results while minimizing spent resources.

Senior managers have the title of Principal, Administrator, or Secretary-Treasurer. As a group they are the *Senior Leadership Team*.

- *Principal* is the chief executive officer of the Board and senior manager of Trinity Christian School (TCS).
- *Administrator* is the senior manager of TCS Home Education Services.
- *Secretary-Treasurer* is the senior manager of finance and support services

Association is the Trinity Christian School Association (TCSA).

Guidelines:

“The Board delegates its management authority to the Principal and under his leadership and supervision to the Senior Leadership Team, holding them accountable by receiving regular reports.” (Policy on Role of the Board)

A. Reports

1. Senior manager accountability reports shall be written. The Board Secretary will distribute them to the Board prior to their meeting. The reports will address the effective, efficient and economical conduct of the Association's operations as an accredited funded private school and as an associate private school supervising home education programs. They should identify, mitigate and caution the Board of potential risk. They may include recommendations for improvement.
 - a. Principal. The Principal shall report to the Board at all regular Board meetings on the Association's operations.
 - b. Private school report. The Principal shall prepare and submit for approval a comprehensive education plan including detailed goals, strategies and performance measures. The Principal shall report at least semi-annually on progress in achieving the education plan and on such general educational matters as required by the Board. The Principal shall complete Monitoring of Accredited Funded Private Schools annually to the satisfaction of the Board
 - c. Home education report. The Administrator shall report at least semi-annually on home education services and such general educational matters as required by the Board. The Administrator shall complete Monitoring of Home Education Programs annually to the satisfaction of the Board.
 - d. Financial report. The Secretary-Treasurer will report quarterly on the annual budget by providing variance reports by object and function and on such financial matters as required by the Board, including reporting on all school divisions and reimbursements to home education parents.

2. Annual Work Plan

1. The Board Secretary, with the cooperation of the Senior Leadership Team, will present an annual work plan to the Board at the first Board meeting of the fiscal year. The plan will schedule the timely and appropriate presentation of various senior manager accountability reports during the fiscal year.
2. The work plan will provide for the timely introduction, approval and submission of the annual budget, education plans, and reports as required by Alberta Education.