



George Syme School Council Meeting

In-Person Meeting

Tuesday May 26, 2026 6 – 7 pm

Contact: 1437sc01@tdsb.on.ca

Purpose of School Council

The Toronto District School Board:

- believes education is a shared responsibility involving students, parents, staff, community members and trustees
- recognizes parental interest and involvement at home and at school positively influences student achievement
- believes community participation in public schools enhances educational opportunities for students and can play a significant role in promoting and advancing public education
- recognizes consultation with students, parents, staff, and community members is both useful and desirable,
- believes interaction among students, parents, staff, community members and trustees will foster mutual recognition

Norms of Collaboration

- Assume positive intentions
- Respect that one person speaks and contributes at a time
- Model active, attentive listening using pausing, paraphrasing (e.g., you're suggesting) and check for understanding
- Respect honesty – it's ok to disagree. Seek first to understand and then to be understood.
- Speak positively about children, teachers, parents, and each other. If a problem needs to be solved, speak to the teacher, Vice Principal or Principal privately

Land Acknowledgement

The Land Acknowledgement for all TDSB school and events system-wide:

“We acknowledge we are hosted on the lands of the Mississaugas of the Anishinaabe, the Haudenosaunee Confederacy and the Wendat. We also recognize the enduring presence of all First Nations, Metis, and Inuit peoples.”

Attendees:

Student Representatives:

George Syme Staff Representatives:

Minute taker:

Agenda

- **Welcome:** attendance, introductions
- **Community Representative:** Hugh Herd, Tanika Hewitt, Melissa Howitt (Macaulay Daycare)
- **Treasurer’s Report:** Fosia Duale-Virtue
- **Staff Update:** Ms. Dine, Ms. Hebert
- **Communication Protocol –** Ms. Naik
- **Principal’s Update:** Ms. Naik
- **Innovation Grant/STEM evening-** Ms. Naik and Ms. Cobham
- **Suggestions for future meetings:** 1437sc01@tdsb.on.ca

Explanation of School Council Roles

Chair/Co-Chairs:

Voting Members

- Prepare meeting agenda in consultation with the principal
- Chair council meetings
- Regularly keep up-to-date with information on the board website and share at council meetings
- Use technology effectively, e.g. establish e-mail distribution list etc. to stay connected with council members
- Ensure that minutes of council meetings are recorded and kept for 4 years
- Report regularly on the status of council recommendations
- Communicate regularly with school principal, council members, school community
- Facilitate the resolution of conflict
- Communicate with school principal on behalf of the council

**Parent Representatives
Voting Members**

- Attend four meetings minimum per year as per School Council Regulation.
- Bring a wealth of experience and diversity to council and help create a culture of sharing, communicating and dealing with issues and challenges
- Contribute to the discussions of the council
- Maintain a school-wide perspective on school council issues and seek to achieve consensus
- Observe the council's code of ethics and established by-laws

**Secretary
Voting members**

- Attend four meetings minimum per year as per School Council Regulation.
- Take minutes during meetings, edit, and distribute to parents two weeks before next meeting, after approval.
- After council approval, share minutes with parents, post minutes on bulletin board/ email and place in School Council binder. Make copies for council monthly meeting.

**Treasurer
Voting Member**

- Attend four meetings minimum per year as per School Council Regulation.
- Review TDSB Fundraising Guide /BusinessServices/Fundraising-Fun-Fair-Vendors/ and Procedures for School Council Funds /BusinessServices/School-Generated-Funds/School-Council/
- Keep the council members informed on budgetary matters.
- Generate monthly report and updates parents
- Work cooperatively with the school Administrators regarding program accounts.
- Be available to accurately count School Council funds raised and prepare deposit slips to school account. All money handling must be done during school hours and at George Syme school in the office.

Parent Representatives:

- Bring a wealth of experience and diversity to council and help create a culture of sharing, communicating and dealing with issues and challenges
- Contribute to the discussions of the council
- Maintain a school-wide perspective on school council issues and seek to achieve consensus
- Observe the council's code of ethics and established by-laws

Staff Representatives:

- Contribute to the discussions of council
- Solicit views from their staff groups to share with council
- May participate on any committees established by council
- Communicate information back to their staff groups
- Observe the council's code of ethics and established by-laws

School Principal and Vice Principal:

- Distributes material from the Ministry to council members
- Acts as a resource to council on laws, regulations and board policies
- Attends all council meetings unless a vice principal has been so designated
- Considers each recommendation made by council and returns to council with the action taken in response to a recommendation
- Support, promote and communicate council's activities
- Solicits views on matters pertaining to establishing or amending school policies/ guidelines relating to student achievement, accountability of the education system to parents and the communication of those plans to the public.
- Assists council with annual goal setting and the establishment of operating norms
Community, Student, Home & School Association Representatives