



**SURREY BOARD OF EDUCATION  
2024/2025  
GOVERNANCE  
FRAMEWORK AND  
ANNUAL WORK PLAN**

# THE IMPORTANCE OF A GOVERNANCE FRAMEWORK

Effective Boards of Education have a governance structure that is designed to result in strong decisions that flow from a strategic direction supported by quality information and public transparency. This clear governance framework, based in research\*, has been used to establish the board's annual work plan and is designed to demonstrate to the public how the work of the board supports these principles.

In a broad sense, the Board of Education, working hand-in-hand with the superintendent and district senior staff, accomplish their work in the following ways:

- Setting the strategic direction in the context of the district and province;
- Monitoring the performance of the system and adjust plans as necessary;
- Attending to both internal and external compliance and accountability;
- Engaging effectively with stakeholders and the public and operate on a basis of transparency; and
- Advocating for public education locally and provincially.

In our annual work plan, the activities of the board, both annual and emergent, are identified for the coming year as a way to communicate the work of the board and as a way to operate on the basis of transparency.

In each month, the work of the board is aligned to the governance framework. While many issues overlap, the broad categories operate as an efficient and effective organizer for the work of the board.

*\*Based on Australian National Audit Office:  
Public Sector Governance (2003)*

## BOARD'S VISION AND GOALS

Annually, the board refines and establishes its goals, to support the overall district vision of *Learning by Design* which states that:

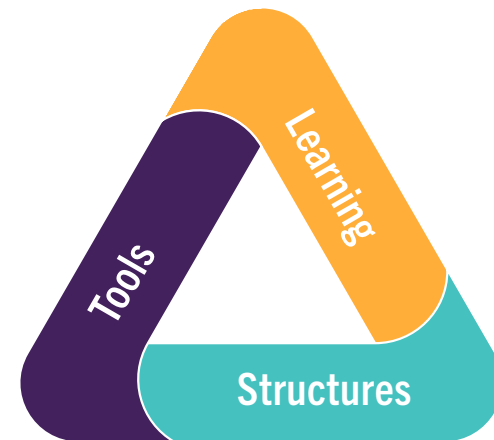
“We prepare our learners to think creatively and critically, communicate skillfully and demonstrate care for self and others.”

We realize this vision through:

- Supporting the design of engaging learning environments for all students.
- Operational efficiencies that prioritize resources to directly support learning.
- Relationships with community partners to broaden opportunities for students.
- Advocacy for necessary facilities and resources.
- Supporting schools and workplaces that are safe and caring for all.

## OUR VISION: LEARNING BY DESIGN

At the heart of Surrey Schools is a district-wide shared vision for learning —Learning by Design—where we prepare our learners for a world in which they think creatively and critically, communicate skillfully, and demonstrate care for self and others. Learning by Design has three core aspects—Learning, Structures, and Tools—that support innovation in our schools.



**Learning:** Learning that honours our diverse cultures and traditions. Inspired by individual passions, interests and connected to real-world experiences and challenges. Supported by all who work with, and for our students.

**Structures:** Time, physical space, access to information, and connection to community provide the flexibility to support powerful learning.

**Tools:** Tools that enable digital citizenship support access to information and demonstrations of learning. Tools to support learning extend beyond digital technologies.

## FROM GOVERNANCE AND GOALS TO A STRATEGIC ANNUAL WORK PLAN

As part of effective governance, each year the Surrey Board of Education identifies a strategic working plan for the year ahead.

This work plan is tailored to the specific events and topics that are on the board's horizon in the coming school year while attending to the ongoing governance and compliance requirements that are annual in nature.

Our district vision is realized by a focus on priority practices. These practices guide our support of schools and our pursuit of engaging learning environments.

**Our priority practices guide our vision for learning. They are:**

- **Curriculum Design**
- **Quality Assessment**
- **Instructional Strategies**
- **Social and Emotional Learning**

## ANNUAL WORK PLAN

The annual work plan is broken into the categories of governance as indicated in the framework. In addition to the framework and the annual work plan, each month the board engages in in-service and professional development activities to both inform the board in a deeper way about the monthly governance work, and also as a way to answer detailed operational questions that support individual trustees as they work to continually support quality public education.

These monthly in-service opportunities are an important supporting structure for the board's work. These sessions help deepen the board's understanding of operational issues while allowing staff to address any questions or issues that the board may have in the many areas that make up Surrey's educational and business operations. In each month of the year, there is generally a theme for the work and the in-service opportunities are intended to align with those themes.

## Board's Governance Activities

- Strategic direction and context
- System planning and performance monitoring
- External compliance and accountability
- Engagement with stakeholders and public recognition events
- Advocacy for public education and provincial liaison

These sections of the annual work plan, aligned with strong governance themes, will be populated with the monthly and ongoing activities of board governance.

## Trustee Professional Development In-Service

The ongoing work of the board is supported by targeted regular in-service and professional development. These activities are listed in this section of the annual work plan and are intended to support the governance activities in that current month.

It is important to note that at each monthly public board meeting, trustees report out on a range of activities including the numerous committees and events in addition to updates on budget and capital. This framework does not reference those routine communications as part of the regular board meetings. Most specific are the “Progress Report on Active Capital Projects” and the “Board Report” which are highlighted every month.

# JULY & AUGUST 2024

## KEY DATES



**July 2:**  
First day of Summer Learning



**August 2:**  
Last Day of Summer Learning

While there are no formal public Board meetings in the summer, the school district remains very active. Our summer learning programs are in full operation with over 14,500 students and we have numerous other learning activities underway.

The Board of Education continues to be deeply involved and as necessary, is consulted on decisions that need to be made on critical issues that emerge over the course of the summer. For example, hiring decisions still happen, local and provincial outreach continues and media interactions occur.

Each year, there are both advocacy and governance activities that occur over summer. Again, while public meetings are in abeyance over summer, the work of the board and our educational programs continue under the guidance of the board and staff.

The end of August formally starts the beginning of a new school year with the board attending the administration meeting in late August.

### Strategic Direction and Context

- › Attend all administration meeting – strategic vision for district

# SEPTEMBER 2024

## KEY DATES



**September 3:**  
Schools open



**September 27:**  
Non-instructional day



**September 30:**  
National Day for Truth & Reconciliation

## Theme: Enrolment and Setting the Stage

September is a month when we welcome students to our schools. The district has seen increasing enrolment growth and this year we will welcome 83,000 students. September is a time when we assess enrolment and place students in classes to set the stage for the coming year.

## Strategic Direction and Context

- › Receive superintendent's report on organizational structure
- › Receive annual work plan and identify high priority items for coming year
- › Receive report on BCSSA/Ministry of Education and Child Care
- › Invitations for presentations to highlight work of schools and district
- › Management Discussion and Analysis (MD&A)
- › Begin Long Range Facilities Plan update process

## System Planning and Performance Monitoring

- › Receive preliminary enrolment and analysis projections vs. actual
- › Review annual school planning calendar including schedule of Board meeting dates
- › Receive report on summer facilities work
- › Board annual capital tour including implications of capital constraints

# SEPTEMBER 2024 CONT'D...

## External Compliance and Accountability

- › Submit Executive Compensation Disclosure to Public Sector Employers' Council
- › Review the auditor's report and management letter
- › Approve the Audited Financial Statements for the previous school year for September 30 submission

## Engagement with Stakeholders and Public Recognition Events

- › Welcome letter to employees, parents, and community
- › Recognize National Day for Truth & Reconciliation and Orange Shirt Day

## Advocacy for Public Education and Provincial Liaison

- › Invite Ministry of Education and Child Care to meet on Surrey's capital and other priorities
- › Extend invitation to City of Surrey and City of White Rock for liaison meetings
- › Extend invitations to the Katzie and Semiahmoo First Nations for Indigenous Rights Holder's meetings

## Trustee Professional Development In-Service

- › Capital planning and the annual capital cycle
- › Financial audits and the annual financial cycle
- › School start-up routines (enrolment, projections, staffing, capital implications)



# OCTOBER 2024

## KEY DATES



**October 25:**  
Non-instructional day



**October 25–26:**  
BCSTA Provincial Council



**October 30:**  
Board Strategic Planning Session

## Theme: Professional Development – Planning and Adjusting

After submitting our enrolment on September 30 which will determine our annual funding, October is a month where the stage is set and staff engage in substantial professional development including participation in the Provincial Specialist Day on October 25.

## Strategic Direction and Context

- › Superintendent Report: student progress prior school year and looking ahead
- › Board Strategic Planning Session

## System Planning and Performance Monitoring

- › Receive Summer Learning report
- › Human Resources report: e.g. COR audit, hiring, staffing
- › Receive report on potential boundary adjustments

## External Compliance and Accountability

- › Student enrolment update
- › Implications for capacity and funding
- › Budget methodology

## Engagement with Stakeholders and Public Recognition Events

- › Recognize World Teachers' Day
- › Invite Members of Parliament to meet regarding funding for English Language Learner Welcome Centre, WRAP Program, and advocacy
- › Represent board at the BCSTA Provincial Council meeting

## Advocacy for Public Education and Provincial Liaison

- › Bargaining if required
- › Annual cycle of student enrolment counts
- › District snow response plan
- › Professional learning and district context
- › Programs of Choice and enrolment trends (wait lists)
- › Feeding Futures Programs

## Trustee Professional Development In-Service

# NOVEMBER 2024

## KEY DATES



**November 7:**  
BCPSEA Fall Symposium



**November 8:**  
Non-Instructional Day



**November 21–23:**  
BCSTA Trustee Academy

**Theme: Budget adjustment, Provincial Liaison and Selection of Chair and Vice-Chair**

With enrolment submitted, the district receives its annual budget. Final adjustments are made, and the board engages on the provincial scene to advocate for public education.

## Strategic Direction and Context

- › Elect Board Chair and Vice-Chair
- › Receive trustee representation on committee list for information
- › Approve Board Authorized Courses for following school year
- › Policy committee report

## System Planning and Performance Monitoring

- › Receive the business development financial activity report for the year ending, June 30, 2024
- › Approve 2025/2026 and three-year budget guiding principles

## External Compliance and Accountability

- › Receive 2024/2025 budget forecast

## Engagement with Stakeholders and Public Recognition Events

- › Acknowledge Take Our Kids to Work Day
- › Board members attend Remembrance Day ceremonies in the community

## Advocacy for Public Education and Provincial Liaison

- › Attend BCPSEA Fall Symposium
- › Attend BCSTA Trustee Academy
- › Host the Annual Surrey School District Retirement Celebration

## Trustee Professional Development In-Service

- › Business Development
- › Policy Review
- › Preparations for 2025/2026 budget cycle in January
- › Public Engagement and Community Communications
- › Leadership Development and Recruitment

# DECEMBER 2024

## KEY DATES



December 23 – January 3:  
Winter Break

### Theme: Celebrating our Schools

December is a month with numerous school and community events. Trustees participate and celebrate the winter season in schools and through school-based and community events.

#### System Planning and Performance Monitoring

- › Receive report on boundary adjustments for the following year
- › Receive update on BC Accessibility Act Implementation

#### External Compliance and Accountability

- › Approve the Statement of Financial Information (SOFI) report for submission to Ministry of Education and Child Care

#### Engagement with Stakeholders and Public Recognition Events

- › Attend December social events as invited
- › Attend Bell Centre Volunteer Appreciation Dinner

#### Trustee Professional Development In-Service

- › International Education planning for the following September
- › Budget and Risk Management
- › Mental health in schools

# JANUARY 2025

## KEY DATES



**January 6:**  
Schools Reopen



**January 30–31:**  
BCPSEA AGM

## Theme: Kindergarten Registration and BC School Trustee Motions

January is a time to welcome kindergarten registration across the district. It is also a time where the board refines and focuses on the motions they wish to present at the annual BC School Trustee AGM in April.

## System Planning and Performance Monitoring

- › Receive report on student achievement – fall summary
- › Budget update
- › Annual Employee and Family Assistance Program (EFAP) Update
- › How Are We Doing report

## External Compliance and Accountability

- › Receive updated ministry operating grant and draft 2024/2025 amended budget

## Engagement with Stakeholders and Public Recognition Events

- › Request public input for the upcoming year's budget

## Advocacy for Public Education and Provincial Liaison

- › Represent board at BCPSEA AGM
- › Invite and present to MLAs – topic capital/budget and other issues
- › Prepare submission of motions to BCSTA AGM

## Trustee Professional Development In-Service

- › BCPSEA liaison and advocacy for labour relations
- › Enhancing student learning framework - update
- › Student projections for coming school year
- › Bargaining update if required
- › Review policy positions for submission to BCSTA AGM

# FEBRUARY 2025

## KEY DATES



**February 21**  
Non-Instructional Day



**February 22:**  
BCSTA Provincial Council



**February 26:**  
Board Strategic  
Planning Session

## Theme: Community Budget Consultation and Liaison Meetings

February is a time to prepare the budget for the year ahead with our annual parent meetings. This is also a time to schedule our partner liaison meetings where the board meets with each partner group about budget priorities and district direction.

### Strategic Direction and Context

- › Board Strategic Planning Session

### System Planning and Performance Monitoring

- › Approve international student fees

### External Compliance and Accountability

- › Approve the amended annual budget and bylaw for submission to the Ministry of Education and Child Care

### Engagement with Stakeholders and Public Recognition Events

- › Engage with public
- › Partner liaison meetings (STA, CUPE, SPVPA, Student Voice, EPEG, DPAC)
- › Recognize International Mother Language Day
- › Recognize Pink Shirt Day - anti-bullying

### Advocacy for Public Education and Provincial Liaison

- › Represent board at BCSTA Provincial Council meeting

### Trustee Professional Development In-Service

- › BCSTA motions to propose – provincial direction
- › Review – BCSTA Provincial Council
- › Review and refine – Board goals for the coming school year
- › Enrolment pressures and mitigation strategies for the following year

# MARCH 2025

## KEY DATES



**March 17-21:**  
Spring Break



**March 24-28:**  
School Closure Days

## Theme: Receipt of Budget and Calendar Approval

In March of each year the district receives its preliminary budget for the coming year. Planning begins in earnest as our annual staffing processes can begin and our public budget consultations are complete. This is also when the board approves the calendar for the coming school year.

### Strategic Direction and Context

- › Approve the local school calendar and board meeting dates (three-year calendar)
- › Approve the Specialty Program and Academy Fees

### System Planning and Performance Monitoring

- › Annual report on progress/finances on English Language Learner Welcome Centre and WRAP Program
- › Board receives budget report on staffing timelines and processes for coming year

### External Compliance and Accountability

- › Receive Ministry of Education and Child Care funding announcement

### Engagement with Stakeholders and Public Recognition Events

- › Receive preliminary feedback on public budget consultation
- › Attend District Science Fair

### Advocacy for Public Education and Provincial Liaison

- › Prepare communications to the district about preliminary budget and implications

### Trustee Professional Development In-Service

- › Policy – preparations for review and process
- › Human Resources – staffing update, timeliness and processes
- › Inclusion and Equity

# APRIL 2025

## KEY DATES



**April 24-26:**  
BCSTA AGM

## Theme: Budget Implications and Staffing Processes

With the preliminary budget received, the board begins its final adjustments to the budget based on district priorities, community consultations and liaison meetings. This planning initiates our annual staffing processes and hiring begins for the coming year.

### Strategic Direction and Context

- › Approve the annual bylaw for capital projects with preliminary ministry support

### System Planning and Performance Monitoring

- › Receive information on staffing implications for coming school year

### External Compliance and Accountability

- › Budget meetings to align current year priorities with coming year allocations

### Engagement with Stakeholders and Public Recognition Events

- › Trustee reports on activities between board meetings
- › Observe the Day of Mourning

### Advocacy for Public Education and Provincial Liaison

- › Attend the BCSTA AGM

### Trustee Professional Development In-Service

- › Budget – review and enhancement update/analysis
- › Preparation for BCSTA AGM motions that board wishes to present

# MAY 2025

## KEY DATES



**May 1:**  
Board Strategic  
Planning Session



**May 1–2:**  
SPVPA Conference



**May 2, 26:**  
Non-Instructional Days



## Theme: Approve Budget and Set Governance Framework

With the budget approved, the board can now set the strategic governance plan for the coming year. This is also a time for the board to present to the City of Surrey on our planning priorities and our coming five-year plan. It is also a time for the board to make its annual submission to the provincial *Select Standing Committee on Finance* to advocate for provincial funding.

## Strategic Direction and Context

- › Policy Committee report
- › Audit Committee report
- › Board's strategic planning session

## System Planning and Performance Monitoring

- › Decision on staffing and contractual obligations

## External Compliance and Accountability

- › Receive Carbon Neutral Action Report for submission to the Climate Action Secretariat by May 31
- › Approve terms of engagement and appoint or reappoint auditor
- › Approve 2025/2026 three-year budget and budget bylaw
- › Approve the five-year capital plan for submission to the Ministry of Education and Child Care

## Engagement with Stakeholders and Public Recognition Events

- › Host the District Long Service Reception
- › Attend commencement ceremonies
- › Attend SPVPA Conference

## Trustee Professional Development In-Service

- › Annual review of staffing and supply of Teachers Teaching on Call (TTOC)



# JUNE 2025

## KEY DATES



**June 26:**  
Last Day of School



**June 27:**  
Administrative Day

## Theme: Annual Capital Plan and Governance Framework

June is a time to celebrate commencement ceremonies in schools and to approve both the Annual Capital Plan and the Governance Framework for the coming school year. From Adult Education to our Indigenous Peoples Honouring Ceremony, trustees will attend many events to celebrate our students, staff and community.

### Strategic Direction and Context

- › Receive the draft Governance Framework for the coming school year
- › Receive Racial Equity Report

### System Planning and Performance Monitoring

- › Receive report on business development financial activity six months ended December 31
- › Receive report on summer learning enrolment

### Engagement with Stakeholders and Public Recognition Events

- › Acknowledge National Indigenous Peoples Day
- › Attend commencement ceremonies

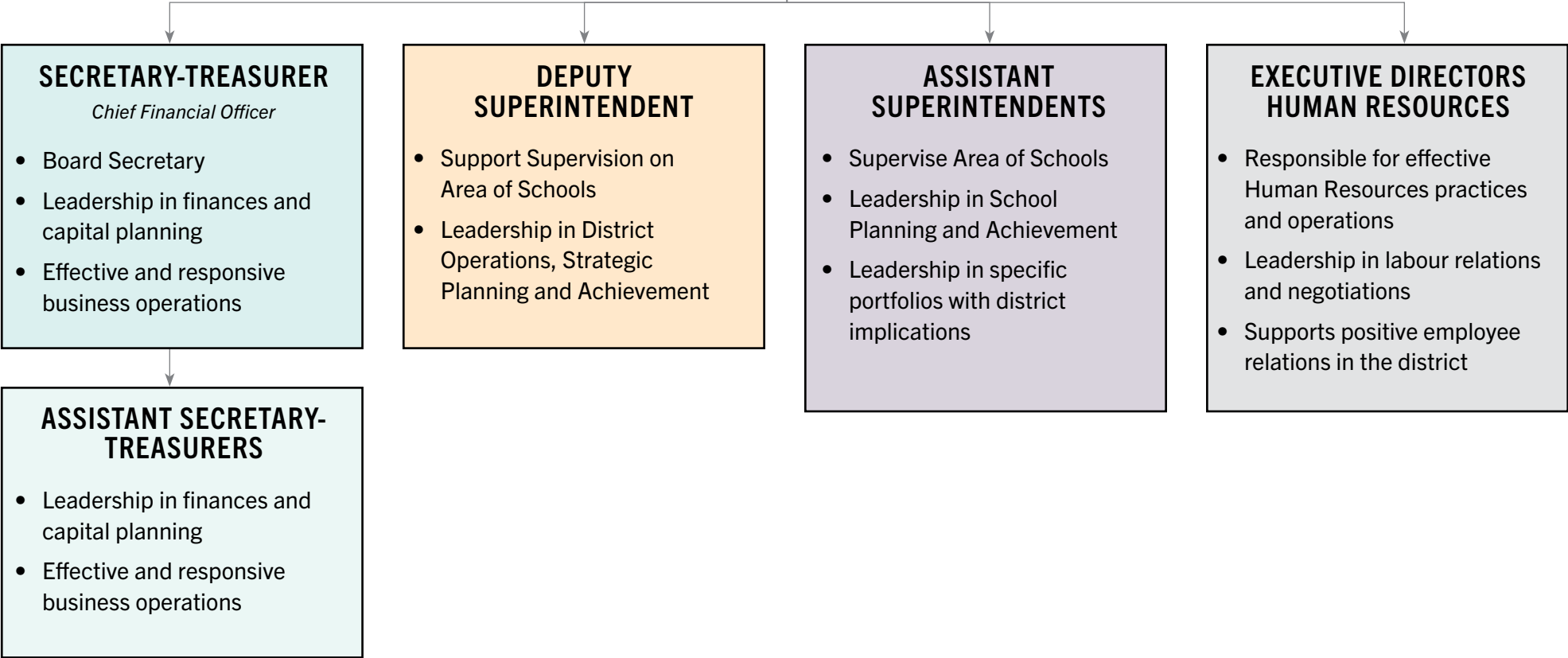
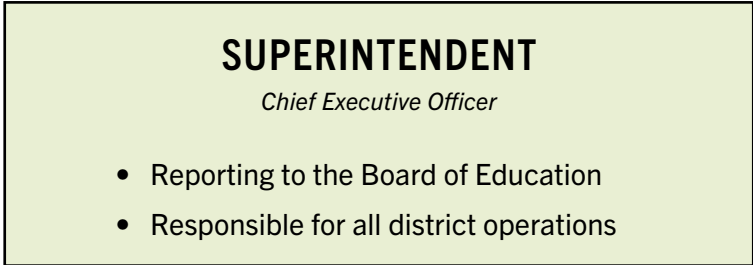
### Advocacy for Public Education and Provincial Liaison

- › Continue to set dates for any required liaison with city and province over the summer for capital priorities

### Trustee Professional Development In-Service

- › Racial Equity

# OUR STRUCTURE



# 2024/2025 BOARD MEETING DATES

Board meetings are held at 7 P.M. in the main boardroom at the

**District Education Centre located at  
14033 92 Avenue, Surrey, B.C.**

The public is welcome to attend regular board meetings or view online via livestream.

## 2024

Wednesday, September 11

Wednesday, October 9

Wednesday, November 20

Wednesday, December 11

## 2025

Wednesday, January 15

Wednesday, February 12

Wednesday, March 12

Wednesday, April 9

Wednesday, May 14

Wednesday, June 11

Please refer to the district website for further information: **SurreySchools.ca**

# BOARD OF EDUCATION



**The 2022–2026 Surrey Board of Education:**

(back row) Terry Allen, Garry Thind, Gary Tymoschuk

(front row) Shawn Wilson, Laurie Larsen, Laurae McNally, Bob Holmes

## CONTACT US

**Board of Education / Secretary-Treasurer's Department**

**ADDRESS** 14033 - 92 Avenue, Surrey, B.C., V3V 0B7 Canada

**OFFICE** 604.595.6300

**EMAIL** [Sect-Office@surreyschools.ca](mailto:Sect-Office@surreyschools.ca)