

SAFE SCHOOLS ADVISORY COMMITTEE Terms of Reference

BRANDON SCHOOL DIVISION

1031 -6th Street, Brandon, Manitoba R7A 4K5

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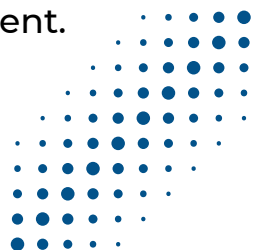


PURPOSE

The Safe Schools Advisory Committee (SSAC) is established to support a safe, inclusive, and caring school environment for all students, staff, and community members. The committee provides leadership, coordination, and advice on strategies, policies, and practices that promote safety, equity, well-being, and positive school climate.

MANDATE

- To review, implement, and monitor the school/division's Safe and Caring Schools Plan
- To identify safety and well-being concerns impacting the school community and recommend strategies for prevention and intervention.
- To promote student/parent voice and encourage meaningful perspective in decision-making regarding school safety and climate.
- To serve as a communication and advisory body for staff, students, parents, and community stakeholders.
- To review relevant policies (e.g., Code of Conduct, Risk Response, Anti-Bullying, Digital Citizenship) and recommend updates to be considered.
- To monitor and review data (e.g., incident reports, climate surveys, attendance) to guide planning and improvement.



COMPOSITION

Membership should reflect a broad cross-section of the school community. Suggested membership:

- Principal/Vice-Principal (Chair or Co-Chair)
- Teachers (at least two, representing different grade levels or subject areas)
- Support Staff Members (at least two, representing Educational Assistant, Administrative Assistant, Custodian, etc.)
- Student Representatives (two to four age-appropriate students, chosen by peers or student council)
- Parent/Guardian Representatives (at least two, through parent council or volunteer process)
- Community Partner Representatives (possibly Brandon Police Service, School Resource Officer, RCMP, Military Police, Brandon Fire and Emergency Services, community agency, Elder, or others as relevant)

ROLES AND RESPONSIBILITIES

- Chair/Co-Chairs
 - Convene and chair meetings.
 - Prepare and circulate agendas.
 - Ensure follow-up on action items.
- Members
 - Attend and actively participate in meetings.
 - Represent their stakeholder group's perspectives.
 - Support implementation of committee recommendations in the school community.
 - Maintain confidentiality where required.



MEETINGS

- Meetings will be held a minimum of four times per school year (September, November, February, May).
- Additional meetings may be scheduled as needed.
- Agendas will be circulated in advance; minutes will be recorded and shared with members.

DECISION MAKING

- Recommendations will be made by consensus where possible.
- Where consensus cannot be achieved, recommendations will be made by majority vote of members present.
- Quorum: 50% + 1 of the members.

ACCOUNTABILITY AND REPORTING

- The SSAC will provide a brief report to the Parent Council and to the School Division as required.
- An annual summary of activities, key issues, and recommendations will be prepared and shared with the school community.

TERM OF MEMBERSHIP

- Membership terms are one school year, renewable.
- Student representatives may serve for one year with opportunity for renewal.
- Consideration for parent/community representatives to serve staggered terms to ensure continuity.

REVIEW OF TERMS OF REFERENCE

- These Terms of Reference will be reviewed annually (at the first meeting of each school year) to ensure relevance and alignment with provincial and divisional policies.





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