

Christ the Teacher Catholic Schools

ADMINISTRATIVE PROCEDURES

SECTION:	100 – GENERAL ADMINISTRATION	CODE:	AP 101
PROCEDURE:	ANNUAL REPORTS		

BACKGROUND

The Division is required by Saskatchewan Learning to present a Board report and a Director's report to an annual meeting of its electors. This provides a means by which the Division can report the results of its educational program to the electors.

PROCEDURES

1. An Annual Report shall be produced to provide information to the public on progress towards achieving the goals and results identified in the Strategic Plan.
2. The Annual Report shall contain the results on measures gathered through the year from such activities as ongoing reviews, evaluations, surveys, planning sessions and workshops.
3. The Annual Report shall be a foundation document in updating the Strategic Plan and identifying strategies for effecting improvements.
4. The format for reporting measures and additional information in the Annual Report will be determined by the Director.
5. The Director shall ensure that an Annual Report is prepared for Board approval prior to the annual meeting of electors.
6. The Annual Report shall be made available to the public.

Reference: Sections 97, 108, 109 Education Act

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