

Date: May 28, 2025 **Agenda Item:** 7.11

To: Board of Trustees

From: Shawna Warren, Superintendent

Originator(s): Committee of the Whole
Policy Committee
Shawna Warren, Superintendent

Subject: **Policy 810: Off-Site Activities**

Recommended Motion:

THAT the Board of Trustees rescind Policy 810: Off-Site Activities.

Background:

The Board of Trustees is committed to maintaining a policy framework that is strategic, relevant and aligned with the Division's mission and legal obligations. Research demonstrates that student achievement and well-being are best supported when boards focus on governance policies that provide clear direction while delegating administrative matters to staff (Leithwood, 2013). Regular policy reviews are essential to ensure that policies remain relevant and effective. In line with this commitment, the Policy Committee has identified several policies for rescission, as they are either outdated, redundant or better addressed through administrative procedures.

As part of this commitment, the Board has approved a transition to the G-Tech Model, which emphasizes high-impact governance policies and the delegation of operational matters to administration. This model is widely adopted among Alberta school divisions and is supported by governance best practices, including those outlined by the Public School Boards' Association of Alberta (PSBAA) and in Module 7: Exercising Effective Governance.

Board Policy 225: Role of the Board establishes that the Board's core governance responsibilities include:

- Developing policies that guide the Division's mission, vision and improvement efforts.
- Ensuring that policies focus on accountability, equity and student success.
- Delegating operational details to administration.

Furthermore, Section 33(1)(i) of the Education Act mandates that the Board has the responsibility to "ensure effective stewardship of the Board's resources". Streamlining policies by removing redundancies and transferring operational matters to administrative procedures supports this requirement. Streamlining policies by removing redundancies and transferring operational matters to administrative procedures supports this requirement and aligns with the G-Tech Model's focus on maintaining a strategic and student-focused policy framework.

Principles of Effective Policy Making:

As outlined in the Public School Boards' Association of Alberta (PSBAA) *Module 7: Exercising Authentic Governance*, strong school boards develop and maintain policies that:

- Focus on student achievement and well-being.
- Provide clear direction without micromanaging administrative functions.
- Ensure compliance with legislation and government requirements.
- Engage stakeholders through open and accountable policy development.
- Enable effective decision-making and risk management.
- Align with evidence-based practices and board goals.
- Ensure policy relevance through cyclical reviews and stakeholder engagement.

Review and Recommendation:

Administration conducted a thorough review of the policies, referring to the G-Tech Model, and reviewing other School Boards who use the G-Tech Model.

Review of Policy 810:

- February 24, 2025, Policy Committee reviewed a group of policies that Administration brought forward as consideration for rescission based on the G-Tech model. The recommendation from the Policy Committee was for the policies to be sent to the next CoW for further discussion and then moved to the March 19, 2025, Public Board meeting for rescission;
- March 5, 2025, Reviewed at Committee of the Whole. Recommendation from Committee of the Whole - An omnibus memo for these policies to be rescinded is to be brought to the March 19, 2025, Public Board meeting;
- March 19, 2025, Public Board meeting, the Omnibus Motion (Policies 100, 215, 800, 805, 810, 815 and 910) was defeated;
- April 16, 2025, Policy Committee meeting. The Policy Committee recommended that Policies 215 and 800 be removed from the Omnibus Motion and brought forward as independent motions;
- April 23, 2025, Public Board Meeting, motion to defer to the next Committee of the Whole; and
- May 7, 2025, Committee of the Whole, recommendation that separate memos for policies 100, 805, 810, 815 and 910 be brought to the May 28, 2025, Public Board meeting for review and approval.

Rationale:

- **Operational in Nature:** The detailed execution of off-site activities is the responsibility of school-based staff under the supervision of Division administration, not the Board.
- **Comprehensive Administrative Procedures:**
 - AP310 governs day trips and overnight travel within Alberta.

- AP312 addresses travel outside of Alberta and internationally, including additional safety and documentation protocols.
- **Redundancy:** The existence of a Board policy that duplicates administrative procedure causes confusion, reduces clarity and does not contribute to the Board's strategic governance work.
- **Adaptability:** Administrative procedures can be updated more frequently to reflect changes in safety standards, travel advisories, or insurance requirements, ensuring responsiveness to evolving operational needs.
- **Alignment with PSBAA Guidelines:** According to Module 7: Exercising Effective Governance, policy should focus on direction, not operations. Where issues are already regulated or operationally implemented, a separate policy is not necessary.

Governance Implications:

- **Clarity in Roles and Responsibilities:**
 - The Board is responsible for setting direction and priorities, while the Superintendent oversees operational implementation.
- **Legal and Regulatory Compliance:**
 - These changes ensure alignment with the Education Act, which requires policies to focus on board governance rather than operational matters.
- **Efficiency and Accountability:**
 - Reducing policy clutter allows the Board to concentrate on strategic priorities that impact student success and system improvement.
- **Transparency and Public Confidence:**
 - By focusing on high-impact policies, the Board ensures that its governance efforts remain student-centered and publicly accountable.
- **Support for the G-Tech Model:**
 - Adopting the G-Tec Model reinforces the Board's commitment to a governance framework that is modern, focused and aligned with Alberta's leading practices for effective school board governance.

By rescinding this policy, the Board aims to streamline its policy framework, eliminate redundancies and enhance governance efficiency.

Status & Relationship to Superintendent Leadership Quality Standard (SLQS):

This report aligns with the [SLQS](#) in the following way:

COMPETENCY:	(3) Visionary Leadership
INDICATORS:	<ul style="list-style-type: none">c. promoting in the school community a common understanding of and support for the school authority's goals, priorities and strategic initiatives; andd. ensuring that the vision expressed in the school authority's education plan is responsive to the ongoing review of the school authority's achievements, meets all requirements identified in provincial legislation and incorporates the school community's perspectives.
COMPETENCY:	(6) School Authority Operations and Resources
INDICATORS:	<ul style="list-style-type: none">a. providing direction on fiscal and resource management in accordance with all statutory, regulatory and school authority requirements;c. delegating responsibility to staff, where appropriate, to enhance operational efficiency and effectiveness; ande. establishing data-informed strategic planning and decision-making processes that are responsive to changing contexts.
COMPETENCY:	(7) Supporting Effective Governance
INDICATORS:	<ul style="list-style-type: none">d. ensuring that the board's plans, resource allocations, strategies and procedures lead to the achievement of its goals and priorities;f. supporting the board in the fulfilment of its governance functions in the fiduciary, strategic and generative realms; andg. implementing board policies and supporting the regular review and evaluation of their impact.

Governance Implications:

Education Act

Board responsibilities

33(1) A board, as a partner in education, has the responsibility to

- (i) ensure effective stewardship of the board's resources,

Board Procedures Regulation

Policies and procedures

4 The board must

- (a) establish policies and procedures governing the conduct of meetings of the board and the administration and business of the board, and
- (b) monitor and evaluate the effectiveness of the established policies and procedures on a regular basis.

[Policy 225: Role of the Board](#)

Governance and Organization

- 26. Develop, approve and monitor the implementation of policies to guide the Division and the Board.
- 28. Monitor the development, revision and implementation of policy

Administration is prepared to respond to questions at the May 28, 2025, Public Board meeting.

Attachment(s):

1. Policy 810: Off-Site Activities
2. [Administrative Procedure 310: Off-Site Activities - Day Trips and In Province Overnight](#)
3. [Administrative Procedure 312: Off-Site Activities - Out of Province and International Trips](#)

810: Off-Site Activities - Recommend to Rescind

Related: [AP310 Off Site Activities](#)

1.0 POLICY

The Board of Trustees believes that off-site school sponsored activities can enhance student learning and development. Off-site activities enable students to participate in quality educational experiences that are at the heart of the educational process and connected to the Guide to Education, Programs of Study, curriculum and learning outcomes.

The Superintendent or designate shall be responsible for approving and monitoring off-site activity requirements and expectations to promote learning, and ensure student and staff safety.

References:

Board Policy: [410 – Student Fees](#)

Administrative Procedure: [AP310 – Off-Site Activities](#)

History

2019 Apr 24 Initial Approval

2020 Jan 29 Reviewed

2021 Oct 27 Reviewed

2021 Nov 24 Amended

2023 Mar 22 Amended