

# Catholic School Council Annual Plan

A one-year planning and accountability worksheet

## Council role

A Catholic School Council is an advisory body that works with the principal. Build a small, realistic annual plan connected to student and family needs, school priorities and Catholic community life.

## Set three annual outcomes

Student or family outcome 1

Outcome 2

Outcome 3

## Plan the year

| September-October | Welcome, elections, goals, communication             |  |
|-------------------|------------------------------------------------------|--|
| November-January  | Parent learning, first service or community activity |  |
| February-April    | Mid-year review, budget and next event               |  |
| May-June          | Year-end event, evaluation and annual report         |  |

## Governance and money checks

- ☐ Principal approval and school-calendar fit confirmed.
- ☐ Council minutes record advice, decisions and assigned actions.
- ☐ Fundraising purpose, expected revenue and intended use are communicated.
- ☐ Revenue and expenses follow school and board procedures.
- ☐ Volunteer, privacy, accessibility and safety requirements are addressed.
- ☐ Families receive a concise year-end report on activities and funds.

## Official starting points

<https://www.ycdsb.ca/wp-content/uploads/Policy-606-Catholic-School-Councils.pdf>

<https://www.ycdsb.ca/wp-content/uploads/Policy-603A-School-Fundraising.pdf>