



DATE: January 25, 2023

TO: Board of Trustees

FROM: Trish Murray-Elliott, Committee Chair

GOVERNANCE POLICY: [Policy 230 – Board Committees](#)

ADDITIONAL REFERENCE: [Policy 225 – Board Responsibility and Conduct](#)
[Policy 405 – Budget Development and Transparency](#)
[Board Procedures Regulation 82/2019](#)
[Education Act: Section 34, 51, 52\(1\)\(b\)](#)
Assurance Domain - [Governance](#)

SUBJECT: Audit, Finance and Human Resources Committee

PURPOSE:

For information.

BACKGROUND:

The Audit, Finance and Human Resources Committee makes recommendations to the Board regarding the budget priorities and strategies to be undertaken by the Board of Trustees, as well as the Superintendent evaluation and compensation, and the review of the annual financial statements. The Committee recommends and reviews policies related to audit, financial and human resources matters.

REPORT SUMMARY:

The Audit, Finance and Human Resources Committee held a meeting on December 21, 2022. The following is a summary of that meeting:

- At the recommendation of MNP during the 2021-2022 Audited Financial Statements presentation on findings, the Division is looking at the option of engaging two external parties to serve as non-trustees for the Audit sub-committee. Administration will need to research all the requirements to bring to the Committee for review.
- At the recommendation of MNP during the 2021-2022 Audited Financial Statements presentation on findings, the Division is looking into investing a portion of cash idling in the deposit accounts. Administration will formulate a draft policy section to address the level of desired exposure to risk and investment institutions and bring it back to the Committee for review.
- Discussion regarding the challenges facing the Division with recruiting and retaining staff. Administration provided an overview of the positions posted and recruited due to new roles, leaves, resignations and transfers. The Division is experiencing some challenges with the recruitment of qualified EAs.
- The Committee is progressing in line with the work plan.



- Discussion on School Stores and how each Division school is slightly different in how the stores are run.
- School Council and Parent Fundraising Association scope and interaction are also somewhat different from school to school. More clarity is required, and Administration will work with our schools, and the respective groups to provide guidance.

The Committee Chair is prepared to respond to questions at the January 25, 2023, Public Board meeting.