



DATE: June 28, 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 Year End Report

PURPOSE:

For information.

BACKGROUND:

The Audit, Finance and Human Resources Committee developed a Work Plan for the 2022-2023 School Year, which was approved by the Board in October 2022. The Committee is pleased to provide an update regarding the work undertaken by the Audit, Finance and Human Resources Committee at the direction of the Board. The work completed includes:

- ✓ Audit Committee
 - The Division was able to recruit two external members to be part of the Audit Committee for the 2022-2023 financial year end.
- ✓ Superintendent Evaluation
 - A full evaluation of the Superintendent was conducted by the Board and completed in May 2023.
- ✓ Financial Transparency
 - Two new documents were designed and prepared to present the 2023-2024 Budget: the presentation and the budget report.
- ✓ Challenges with recruiting and retaining staff
 - Additional job advertising locations such as university job boards have been added to each job posting;
 - HR attended the job fair at Concordia University. Two Division French Immersion Staff attended the job fair at Campus St. Jean on the Division's behalf;
 - A review of reference questions used during recruitment is on-going; and
 - Exit interviews are completed for all departing employees.
- ✓ Board Evaluation
 - Timeline and process to be determined



- ✓ Budget
 - The Board approved the 2023-2024 Budget on May 24, 2023

- ✓ Annual Financial Statements
 - To be prepared by November 30, 2023

The Committee Chair is prepared to respond to questions at the June 28, 2023, Public Board meeting.