

School Advisory Council Annual Report Template



An annual report is a great opportunity for school advisory councils (SACs) to communicate with the school community regarding the SAC's activities and impact on student achievement.

The annual report should include the following information:

- a list of SAC members including names, membership type (i.e., parent, community member, staff), and role (i.e., Chair, Vice Chair)
- a summary of work undertaken by the SAC to improve student achievement and school performance
- any significant milestones and success stories that the SAC would like to highlight
- any related sub-committee work undertaken by SAC members (e.g., School Options Committee)
- a statement of revenues and expenditures, including reporting on spending grouped into the following categories:
 - supporting the school improvement plan (e.g., providing resources to support math and literacy instruction);
 - supporting policy development and implementation (e.g., supporting and promoting new policies)
 - covering operational expenses; up to 20 per cent of provincial SAC funding may be used as operational expenses, if necessary, to encourage and support member participation

A copy of the annual report should be submitted by the SAC Chair to the regional centre for education or Conseil scolaire acadien provincial before the end of the school year.