



# Safe Schools Advisory Committee Terms of Reference

## Committee Name

Safe Schools Advisory Committee

## Type

Board Advisory Committee – The committee is permanent in nature.

## Purpose

The Safe Schools Committee will act as an advisory committee to the Board of Education for Nanaimo Ladysmith Public Schools. The Safe Schools Advisory Committee (SSC) celebrates and honours the rich expression of diversity in our classrooms and throughout our school communities. The SSC will provide input and feedback focusing on equity, diversity and inclusion, including but not limited to, anti-racism, anti-ableism, cultural safety and sexual orientation and gender issues.

## Scope

The committee provides input and feedback to the Board on any matter related to the strategic goal of Safe, Caring and Inclusive Schools, as well as the Inclusion Policy and its related procedures. The committee will also monitor the progress and best practices of the JEDI (Justice, Equity, Inclusion, and Diversity) Strategic Plan as contained in the Superintendent's Operational Plan.

## Authority

The committee reports to the Board of Education.

The committee may strike subgroups to achieve the work of the committee's work plan.

The committee will seek to achieve consensus-based actionable recommendations, and where consensus is not achieved the committee shall vote on a primary recommendation as necessary.



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## Membership

Members of the committee are either invited by the Board Chair or appointed by their respective organization. The Committee will be chaired by the Trustee appointed to the committee, or in their absence the alternate.

The committee will be comprised of the following members:

- Trustee (2, Co-Chairs of Committee)
- Indigenous Rights Holders
- Syeyutsus Knowledge Keepers
- CUPE Representatives (2)
- NDTA Representatives (2)
- DPAC Representatives (2)
- NSAA Representatives (2)
- Learning Services Representative (1)
- Human Resources Representative (1)
- Community Members (as invited)
- BIPOC Members (invited to join based on interest to participate)
- Disability Members (invited to join based on interest to participate)

The committee membership will be guided by the commitment to ensure members have a diversity of lived experience and perspectives, identities, and expertise including, but not limited to, cultural, racial, gender and/or sexual orientation, and disability.

## Meeting Arrangements

Meetings will be held at least 4 times per school year.

A sub-committee for student voice will be established to provide an opportunity for students to provide their input on the effectiveness of the JEDI operational plan strategies related to safe, caring and inclusive schools. This sub-committee will meet twice per year.

Additional meetings may be scheduled, as needed, to ensure the committee meets to fulfill their mandate and annual work plan.

Guest speakers may be invited to share information from the community that would be of benefit to NLPS and the Safe Schools Committee.



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Agendas will be prepared and sent to members with a copy of meeting notes the Friday prior to each meeting date. The agenda setting committee will consist of: 2 co-chairs, Superintendent or designate, and administrative support staff.

Members may request agenda items in addition to the work plan agenda items by emailing the committee chair.

Meeting location arrangements will be made by the NLPS administrative support staff member (in-person or online).

## Process

The committee will create a work plan at the beginning of each school year to guide the committee and its agendas.

The committee will provide actionable recommendations and general feedback to the Board of Education as strategic JEDI initiatives are developed and implemented.

The committee will participate as needed in projects requiring the committee's input as identified by the Board of Education.

## Reporting

The Safe Schools Committee will report to the Board of Education on committee progress by providing its meeting notes to the Board through the Committee Co-Chairs.

## Review

The terms of reference of the committee will be reviewed annually by the committee following the annual assignment of the trustee liaisons.