

**THAMES VALLEY DISTRICT SCHOOL BOARD**  
**POLICY WORKING COMMITTEE**

**January 14, 2025**  
**3:01 p.m. – 4:00 p.m.**  
**London Room**

**COMMITTEE MEMBERS**

D. Cripps  
M. Larsen (+3:03)  
L. Osbourne  
L. Pizzolato  
C. Sachs

**ADMINISTRATION**

K. Banman  
A. Chahbar (-3:35) (+3:51)  
D. Wright (+3:25) (-3:54)  
K. Chau (+3:25) (-3:54)  
T. Woolings (+3:25) (-3:54)  
L. Syzmanski (+3:25) (-3:43)  
B. Tucker  
S. Smith (-3:25)  
N. Soave  
S. Hickson

**1. Approval of the Agenda**

The agenda was approved on motion.

**2. Conflicts of Interest**

None declared.

**3. Minutes of the Previous Meeting**

The minutes of the November 12, 2024 meeting were approved, as printed without objection.

**4. Election of Vice Chair**

The election of the Policy Working Committee (PWC) Vice Chair was held by Chair Cripps. Trustee Sachs was acclaimed as the Vice Chair.

**5. Policy Working Committee Orientation**

Policy Advisor Soave conducted a PWC Orientation and update via PowerPoint focusing on the committee mandate, the role of Trustees related to policy, best practices for policy and procedure creation as stipulated in the Good Governance Guide module, and the current state of policy and procedure development at the Thames Valley District School Board (TVDSB).

Members expressed their appreciation of the evidence-based research embedded into the development of TVDSB policies and procedures.

Questions of clarification were addressed by Administration regarding the role of the Policy Advisor and supporting staff presenting to the PWC.

Through consensus, it was determined that policy measurables would be added to a future PWC agenda.

**6. Unfinished Business**

**a. Revisions to Safe Schools Policy and Procedures (4008 and 4008 D, H, I, J, K)**

The following motion was moved and **ADOPTED**:

THAT a Special PWC meeting be held during February to discuss the Safe Schools Policy.

Superintendent Wright presented the Revisions to Safe Schools Policy and Procedure (4008 and 4008 D, H, I, J, K) for approval. It was noted that the intention is to implement the policy and procedures in September 2025. Pre-consultations with community partners and internal and external interest holders were highlighted. The rationale for the changes to the policy and procedures were detailed.

Discussion included the language in the policy pertaining to prevention and intervention.

Questions of clarification were addressed by Administration regarding monitoring and evaluation of the policy and related procedures and the option to create a committee working group to collaborate with Administration on further revisions.

It was decided that Chair Cripps will connect with Director Tucker regarding professional development for the PWC on data collection.

**7. Policy Working Committee Workplan**

None.

**8. Terms of Reference Update**

The following recommendation was moved and **CARRIED**:

**THAT the option to create Policy Working Committee Working Groups to review policies with Administration be**

**added to the scope of the Policy Working Committee Terms of Reference.**

Chair Cripps will consult with the Designate of the committee to determine if the changes are permitted.

It was noted that Trustee Sachs and Pizzolato were interested in participating on a Safe Schools Policy revisions Working Group.

**9. Next Meeting Dates**

The Special PWC meeting date has yet to be determined. The next regularly scheduled meeting is taking place on Tuesday, February 11, 2025.

**10. Adjournment**

The meeting adjourned by motion at 4:00 p.m.

**Recommendation:**

THAT the option to create Policy Working Committee Working Groups to review policies with Administration be added to the scope of the Policy Working Committee Terms of Reference.

**Dave Cripps**  
Chairperson

Recording Secretary: SH