

SCHOOL ANNUAL EDUCATION PLANS AND ANNUAL EDUCATION PLAN RESULTS REPORTS

Background

Foothills School Division's planning and reporting processes reflect the guiding principles, domains and processes outlined in Alberta Education's Assurance Framework. Our effective planning and results reporting occurs in a continuous improvement cycle which is integral to our accountability and assurance. Division and School Education Plans and Annual Education Results Reports (AERRs) are products and evidence of a continuous improvement process and are core documents for demonstrating accountability and providing assurance. Our FSD strategic Planning Process is outlined in FSD [AP100: *Three-Year Education Plans and Annual Education Results Report \(AERR\)*](#) and [AP101: *Annual Education Results Report*](#).

Our Education Plan sets out what needs to be done, including determining priorities, outcomes, measures and strategies using the most recent results, and is aligned with the strategic direction of [Alberta Education's *Three-Year Business Plan \(2024-2027\)*](#). Our AERR provides the results obtained from implementing the plan and actions taken to meet responsibilities in the key assurance domains. Our Education Plan clearly identifies priorities and outcomes to be achieved, measures used to assess progress, and research and practice-informed strategies implemented to achieve our goals.

FSD has established a system of accountability and assurance for its individual schools that enable continuous improvement and evidence-informed decision-making. There are clear connections between school and division plans. The Division priorities and assurance framework provide strategic direction to schools in the development of their plans and in engaging stakeholders (i.e., School Council) on an ongoing basis to provide assurance in advancing goals. Schools are obligated under the *School Councils Regulation* to provide school councils the opportunity to provide advice on the development of School Education Plans and AERRs, and to share results from provincial and local assessments.

Reviewing and analyzing provincial and local measures with stakeholders (students, staff and parents, school councils) is ongoing throughout the year and aligns with the FSD Assessment and Survey Schedule, AP 102: *School Annual Education Plans and Annual Education Results Report* and [AP118: *Annual Assurance Actions*](#). The use of both provincial and local measures provides a balanced and complete assessment of progress in advancing goals and achieving outcomes. Impact of strategies implemented to advance goals is evaluated and key insights identified (including strengths, areas for growth, and next steps) by analyzing provincial and local measures on an ongoing basis throughout the year. This overview of data and key insights identified are added to the Annual Education Results Report throughout the year and shared with stakeholders (i.e., School Councils).

Continuous improvement is expected of all schools. Planning and reporting processes at the school level are essential for focusing efforts to improve the quality of education provided to students. Under the Assurance model, meaningful and ongoing engagement with school community stakeholders is key to developing and advancing community understanding of the school Education Plan and the daily work supporting the plan.

Procedures

1. All plans and results reports must satisfy the requirements outlined in [AP 100: Three-Year Education Plans and Annual Education Results Report \(AERR\)](#) and [Alberta Education Assurance Funding Manual](#).
2. School Education Plans must align with the goals and priorities of the Division.
3. School Education Plans and AERR updates (data, evidence, key insights, and next steps) will be a standing discussion item on School Council meeting agendas.
4. School Education Plans, results report and budgets must be prepared by the Principal in consultation with staff, School Council, and, where appropriate, students.
5. Annual Education Results Reports are to be submitted to the Superintendent by November 30 of each school year, uploaded to Share Point and posted on the school's website.
6. School education plans will be submitted to the Superintendent by June 30 of every school year, uploaded to Share Point and posted on the school's website. School Education Plans will be reviewed yearly and the impact of strategies implemented to advance each goal refined/revised as needed for the upcoming year.
7. Each Principal will be required to present the school plan/results report to the Board once every three (3) years.
8. The Superintendent will implement processes to review the progress of the plans which may include the following:
 - i) Monitoring of key data
 - ii) Examining relevant evidence
 - iii) Evaluating levels of success

Reference: Relevant Legislation & Guidelines

Appendix A

The following is a calendar of recurring events that school leaders should expect to work with on an annual basis. While monthly School Council meetings are encouraged to engage the parent community on a regular basis, please note that monthly meetings are not a requirement under the law.

September/October
<ul style="list-style-type: none"> • Organizational meeting of the School Council • Election of Chair and other positions • Review of School Council by laws • Review internal rules of management and adopt any changes • Discuss school professional learning plan • School Education Plan and Annual Education Results Report process and timeline shared with School Council • Schools share updates/revisions and overview of Education Plan with School Council • Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with School Council through Principal Reports
October
<ul style="list-style-type: none"> • First meeting of new School Council • Have reported on school Code of Conduct for current school year • Have discussed school budget priorities • Discuss school's professional learning plan • Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with School Council through Principal Reports as outlined in AP 118: Annual Assurance Actions.
November
<ul style="list-style-type: none"> • Review Alberta Education Assurance (AEA) Survey Results Report and Provincial Exam results (PATs and Diplomas) with School Councils • School Annual Education Results Report prepared and presented to School Council • Discuss the school's professional learning plan • Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with School Council through Principal Reports as outlined in AP 118: Annual Assurance Actions.
December
<ul style="list-style-type: none"> • Discuss the school's professional learning plan • Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with School Council through Principal Reports as outlined in AP 118: Annual Assurance Actions.

January/February
<ul style="list-style-type: none"> • Discuss the school's professional learning plan • Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with the School Council through Principal Reports as outlined in AP 118: Annual Assurance Actions.
March
<ul style="list-style-type: none"> • Discuss the school's professional learning plan • Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with School Council through Principal Reports as outlined in AP 118: Annual Assurance Actions.
April
<ul style="list-style-type: none"> • Discuss the school's professional learning plan • Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with the School Council through Principal Reports as outlined in AP 118: Annual Assurance Actions.
May
<ul style="list-style-type: none"> • Discuss the school's professional learning plan • Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with School Council through Principal Reports as outlined in AP 118: Annual Assurance Actions. • Schools share the story of engagement, support, and success of each learner at the school and progress of advancing goals in the education plan. Parent voice is gathered regarding updates/revisions to the Education Plan for the next school year with School Council
June
<ul style="list-style-type: none"> • Present revised/updated Education Plan • Discuss school's professional learning plan • Discuss school budget update • Education Plan and AERR Updates (data, evidence, key insights, and next steps) shared with School Council through Principal Reports as outlined in AP 118: Annual Assurance Actions.